



**Community Advisory Board
Community Improvement Grant
2021 Application Form**

Project Name:	Requested Grant Amount: \$_____
Project Physical Address:	Other Funding Sources: \$_____
	TOTAL Project Cost: \$_____
Nearest cross street:	Group or organization:
	How did you hear about the Grant Program?
What is your CAB area? (Check one) <input type="checkbox"/> Northwest <input type="checkbox"/> Northeast <input type="checkbox"/> Southwest <input type="checkbox"/> Southeast <input type="checkbox"/> Core <input type="checkbox"/> Citywide Not sure? Click here: http://srcity.org/DocumentCenter/Home/View/14754	
Property Owner (see page 3 for all requirements):	
<div style="display: flex; justify-content: space-between;"><div>_____</div><div>_____</div></div> <div style="display: flex; justify-content: space-between;"><div>Name – Property Owner</div><div>Title</div></div>	
Contact Person responsible for Grant Application	
<div style="display: flex; justify-content: space-between;"><div>_____</div><div>_____</div><div>_____</div></div> <div style="display: flex; justify-content: space-between;"><div>Name – Contact Person</div><div>Email</div><div>Phone</div></div> <div style="display: flex; justify-content: space-between;"><div>_____</div><div>_____</div><div>_____</div></div> <div style="display: flex; justify-content: space-between;"><div>Address</div><div>City</div><div>Zip</div></div>	

GRANT SCOPE: This Application Packet describes the intended use of the requested Grant funds to complete the Project identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name _____

Signature _____

Title _____

Date _____

Community Improvement Grant Project Budget and Matching Funds

PROJECT NAME:

Cost Estimate: List all features, amenities, supplies and plans (Add or delete rows as needed)

Cost Estimate		Requested Funds	Match
Salaries/Wages (In-kind only)			
		N/A	
Contracted Services			
Materials/Supplies			
Printing/Reproduction			
Rentals			
Other			
Total Requested Grant Amount		A.	
Total Matching Funds			B.
Total Project Cost (A+B)		\$	

Other Funding Sources:

Funding Sources	Date Committed	Amount
Total		

Community Advisory Board
2021 Community Improvement Grant Questions

1. Describe your project, including objectives and goals, and explain how your project will meet these goals.

Community Matters is requesting \$2,500 in funding to support the implementation of the Safe School Ambassadors® Program (SSA) at Helen Lehman Elementary School (see attached letter of support). The **goal** of the project is to engage, empower and equip non-traditional student leaders to create a fair, just and equitable school climate in which all students feel cared for and connected. The **objectives** to achieve this goal include 1) Recruit up to 40 students and 6 adults Helen Lehman ES to participate in the SSA Program; 2) Conduct the SSA training (in-person or virtually if necessary) resulting in 40 trained student Ambassadors and six adult Family Group Facilitators (FGFs); 3) Conduct bi-weekly “family group” meetings led by the trained FGFs with 6-8 student Ambassadors to sustain and support the program; and 4) thoroughly review the program utilizing a variety of qualitative and quantitative measurement tools.

As a result of the program’s implementation, it is anticipated that over 90 percent of trained Ambassadors will respond that they learned something new in the training and now feel equipped to take action with their newly acquired skills. With nearly 20 years of implementing the SSA Program, our previous experiences show that trained Ambassadors intervene with a minimum of two of their peers to create safer and more welcoming school climates and communities. Therefore, the estimated total number of individuals to be served by the program is 136 (40 trained Ambassadors, 6 adult FGFs and 80 students impacted by Ambassadors’ actions).

The proposed SSA Program is a student-centered model that educates diverse social influencers with the skills to create climates in which students feel connected and cared for. Youth and adults attend a virtual training or in person at their school depending on state, county, district and school orders.

The SSA training includes skill building, small group activities and discussions and role-playing scenarios to practice and gain competence and confidence to intervene. The training gives Ambassadors skills to identify when their peers are struggling, present solutions, resolve conflicts and offer support. Upon completion, Ambassadors intervene with their peers to help them feel connected and supported. To support the trained students, small “Family Groups” of 7-8 Ambassadors are established and led by adults who participated in the training. These are held bi-weekly.

a. Also include who will benefit from this project and how many people your project is expected to impact.

The primary beneficiaries of the proposed project include the students, teachers, staff and administrators from Helen Lehman Elementary School (grades K-6). At Helen Lehman Elementary School, 95% of the student population identifies as a non-white minority and 71% come from low-income families. The focus of the project will be marginalized students of color, however, the program is open and accessible for all students.

b. Please describe any approvals and permits needed and obtained for your project (i.e. land use, City, etc.)

N/A

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2. What is your outreach plan? Please also explain how your project will be open and accessible to the community.

Community Matters has already secured the participation of Helen Lehman Elementary School. Please see the attached letter. 35-40 students from a variety of cliques will be identified at Helen Lehman ES by their peers, teachers and school faculty based upon specific criteria: strong social position in their peer group, good communication skills, and a history of standing up for others. Six adults from the school are also selected to participate. All students and adults will have the choice to participate or not. The SSA Program will be open and accessible to all of those who agree to participate.

3. Describe the community support for your project.

The SSA Program is supported by the school and over half of the budget will be funded through a grant from the Sonoma County Vintners.

a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?

Community Matters is partnering with Helen Lehman ES on the project.

b. What roles are they playing and how collaborative is the project?

Helen Lehman ES administrators and teachers will aid in the selection process, allocate resources and time and will sustain the program beyond the duration of the grant.

c. What other support exists for your project?

Due its longstanding positive track record, Community Matters has the support of community members who donate to support its programs as well as local funders, other non-profits, schools and educational entities such as district and county offices of education.

4. Is there ongoing maintenance required for your project? If so, what is the plan for maintenance and who is going to be responsible?

N/A

5. Projects should reflect environmental consciousness regarding materials, energy, and conservation. Please describe how your project will meet this goal.

Community Matters makes every effort to limit print materials and provide electronic versions and prefers virtual and electronic communication instead of in-person meeting to limit its carbon footprint. Office materials are reused and recycled when possible.

6. Please provide a brief statement on how you will keep project participants safe during implementation (e.g. social distancing protocols, gloves, masks, etc.).

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Community Matters will follow all school and classroom protocols for safety.

7. Project Budget: Grant requests may not exceed \$2,500. Please explain how the requested funds will be used, how the cost estimate was determined and the status of matching funds. This section is supplemental information to the Cost Estimate Form.

The funds will be used to implement the SSA Program including the cost for training and materials determined by expense reports from previous implementation. Matching funds have been secured through a grant from the Sonoma County Vintners.

Letter of Collaboration

March 10, 2021

To Whom It May Concern:

On behalf of Helen Lehman Elementary School, I express our intent to partner with Community Matters to implement the Safe School Ambassadors® program at our school. We are in agreement with the project goals, objectives and outcomes. In adhering to the grant guidelines, we agree to do the following to implement the Safe School Ambassadors Program with fidelity:

- Assign a Program Advisor for our school and recruit adults to attend the training and serve as year-round Family Group Facilitators;
- Provide a space for training on campus or facilitate a virtual meeting;
- Identify and select 30-40 socially influential students to participate in the program;
- Provide lunch for participants on the days of the training and cover the costs of substitutes should they be needed to cover for teachers who attend the training;
- Collect and submit data to measure program impact through the following methods:
 - Conduct at least one Action Snapshot Campaign that measures student interventions.
 - Completion of the Year-End Survey provided by Community Matters to garner feedback from Ambassadors and program adults.
 - Submission of a Principal Letter of Impact at the end of the year.

We look forward to the opportunity to implement the Safe School Ambassadors program at our school and are excited about the positive impact it can make on the climate and culture of the school as well as the mental health of our students.

If you have any questions or comments regarding our support of this project, please contact me at efriedman@srcs.k12.ca.us

Sincerely,

Emily Friedman

Helen Lehman Elementary School Counselor
1700 Jennings Ave.
Santa Rosa, CA 95401
(707) 890-3935 ext. 75113