



**Rochester Youth Year**  
**Host Organization Application**  
**Summer 2010 – Summer 2011**  
*Application deadline: February 1<sup>st</sup>, 2010*

**I. AGENCY INFORMATION**

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

President or Director's Name: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Primary Contact's Phone Number: \_\_\_\_\_

Primary Contact's Fax Number: \_\_\_\_\_

Primary Contact's Email Address: \_\_\_\_\_

Year your organization was founded: \_\_\_\_\_

How did you hear about the Rochester Youth Year program? \_\_\_\_\_

**II. DIRECT AND IN-KIND SUPPORT**

**Please confirm that your organization will provide the following:**

- A site supervisor who will attend the supervisor orientation program

- Daily Supervision
- A living stipend cost-share not to exceed \$4,500
  - o First year project: \$2,500
  - o Second year project: \$3,500
  - o Third year project: \$4,500
- An orientation to the agency and the populations it serves
- Work space and equipment
- Computer Access

### **III. CERTIFICATION**

I certify that the information within this application is accurate and complete.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **APPLICATION REQUIREMENTS**

- Section I – Agency Information
- Section II – Direct and In-Kind Support
- Section III – Statement of Certification with signature from an authorized agency representative
- Section IV – Project Narrative (attach responses and supporting materials)

***Application materials are due February 1<sup>st</sup>, 2010. Please mail all materials to:***

Rochester Center for Community Leadership  
University of Rochester  
510 Wilson Commons  
PO Box 270443  
Rochester, NY 14627-0443  
Attn: Rochester Youth Year

**Any questions or concerns regarding this application, or the Rochester Youth Year program in general, should be directed to [rochester@youthyear.org](mailto:rochester@youthyear.org). You may also call 585.276.3277 to speak with an RYY program staff member. We encourage you to clear up any concerns you have before submission of application materials.**

## **IV. PROJECT NARRATIVE**

Please address each of the following questions and attach the typed response to Sections I – III. To successfully complete this section, be sure to reference the supplementary information provided in your application packet. If the project has hosted a RYY fellow in the past, please explain in what regard a new fellow could build upon his or her previous accomplishments.

### **A. Executive Summary**

Provide a brief narrative of your proposed Rochester Youth Year project. List at least 3 goals of the proposed project. Please include the priority service area the project falls under (see “Priority Service Area” document), the constituent population the RYY Fellow will work with to develop the project, and what strategies you envision the RYY Fellow implementing to achieve success. (One to two paragraphs)

### **B. Needs and Assets**

#### **NEEDS:**

State, in measurable and quantifiable terms, the specific poverty-related need(s) identified by the community that the RYY Fellow will work to address, including the approximate percentage of low-income people directly affected by the problem(s). Please indicate how these needs were identified by your organization. (Numbers/statistics are required.)

#### **ASSETS:**

The Rochester Youth Year Fellowship Program values asset-based models of youth development and whenever possible, will actively encourage host organizations to shift from a needs-based approach to an asset-based approach to community building. How does your organization currently incorporate asset-based models into existing youth programs? How do you envision the RYY Fellow will initiate or advance asset-based youth development at your organization? (Numbers are preferred.)

### **C. Strengthening Communities**

1. Describe how the new organizational capacity created by the RYY project will uniquely contribute to current efforts that aim to bring youth and families out of poverty. (One paragraph)
2. How will the RYY Fellow actively involve the community to ensure the sustainability of the proposed project? (One paragraph)
3. How will the RYY Fellow collaborate with other local agencies, community groups, institutions, and government offices in order to support the proposed project?

#### **D. Rochester Youth Year Fellow Assignment Description**

1. List the tasks and activities the RYY Fellow will perform to implement the strategies described in the project plan. These tasks and activities should logically relate to the overall project goals you've proposed. This section should include more detail on actual responsibilities. It should not include direct service activities and/or work overtly political and/or religious in nature.
2. List the recommended skills and qualifications that the Rochester Youth Year Fellow should possess to successfully complete the proposed project.

#### **E. Project Management**

1. Describe plans for daily supervision of Rochester Youth Year Fellow. If applicable, please note what department the RYY Fellow will work with most directly.
2. If secondary or satellite sites will host/supervise the RYY Fellow, please list the names of those organizations and describe the structure of their relationship to your organization. Also, list the names and titles of staff members who may serve as satellite site supervisors. (one paragraph)
3. Describe your plans for evaluating progress made on project goals and anticipated outcomes. What information and data will you use to demonstrate the impact of the project? How will the RYY Fellow collect that information/data?

#### **F. Organizational Capacity**

1. Is your organization able to contribute financially to the cost share sum (as detailed in section II)?
2. Describe any current efforts (if any) your organization and/or peer organizations are making to address the needs and assets identified in part B. Describe how the proposed project will complement or supplement this work.
3. Is your organization able to accommodate RYY Fellows with disabilities?

#### **G. Promotional Materials (optional)**

Please include any promotional materials for your agency and/or your proposed RYY project.

