



**Renewal Application Guide for Current Employee
Instructors and Community-Based Organizations**

**For Program/Fiscal Year 2022: Summer 2021,
School Year 2021-2022**

Introduction and General Background

Thank you for your interest in continuing to partner with **After School Matters**® to provide teens with opportunities to discover their potential and find their future. The Renewal Process focuses on providing support to increase providers' capacities to create quality programs and be effective instructors.

Please review your program's most recent profile (Fall 2019) and use your Program Quality and Program Compliance scores, YPQA data, site visit forms, and your program improvement plan (if applicable) to address areas for growth in your Renewal Application. Additionally, please consider any discussions you may have had with your Program Specialist as you respond.

Note: Internships and Assistantships will not receive a program profile. For data points on Internships and Assistantships, please contact your Program Specialist.

Renewal decisions will be made based upon your application's quality, completeness and alignment with ASM's priorities for serving teens. Programs that do not submit a renewal application by the deadline will not be renewed.

*****Please also note that completion of a renewal application in no way guarantees that your program will be renewed and that you/your organization will receive funding from After School Matters. After assessing our funding and renewal options, we will communicate renewal decisions.*****

Definitions:

Community-Based Organization (CBO) – Locally-based organizations (including non-profits, churches, cultural institutions, universities, and others such as the Art Institute of Chicago, Columbia College, Chicago Botanic Garden) that are providing After School Matters program(s) to teens.

Employee Instructors - An individual instructor who is providing After School Matters program(s) to teens.

Fiscal Year - After School Matters' fiscal year starts on July 1st and ends on June 30th of each year.

School Year - After School Matters' school year refers to the fall and the spring program sessions.

Session – Formerly known as the After School Matters program cycle. There are three program sessions within a fiscal year (summer, fall and spring sessions).

Content Area - After School Matters has four content areas for their programs. These content areas include: Arts, Communication and Leadership, Sports and STEM.

Current Providers

Current providers are defined as providers who were funded and delivered a program with After School Matters during the Summer 2020 and/or the 2020-21 school year. If a current provider wants to change their programming for the upcoming program year, they may be required to submit a Rolling Interest Form. For example:

- If a current provider wants to **expand or move their existing program to a new location** using the same program content area, they will need to contact their Program Specialist to express interest.
- If a current provider wants to **change their program content area for the next program year**, they will need to submit their program idea online via the ASM Become a Provider page and submit a Rolling Interest form.

Internship Providers

A 2007 study conducted by the University of Chicago Chapin Hall Center for Children found that positive academic outcomes from After School Matters programs are achieved when teens participate in multiple program sessions. These outcomes include better school attendance, fewer course failures and increased likelihood to graduate.

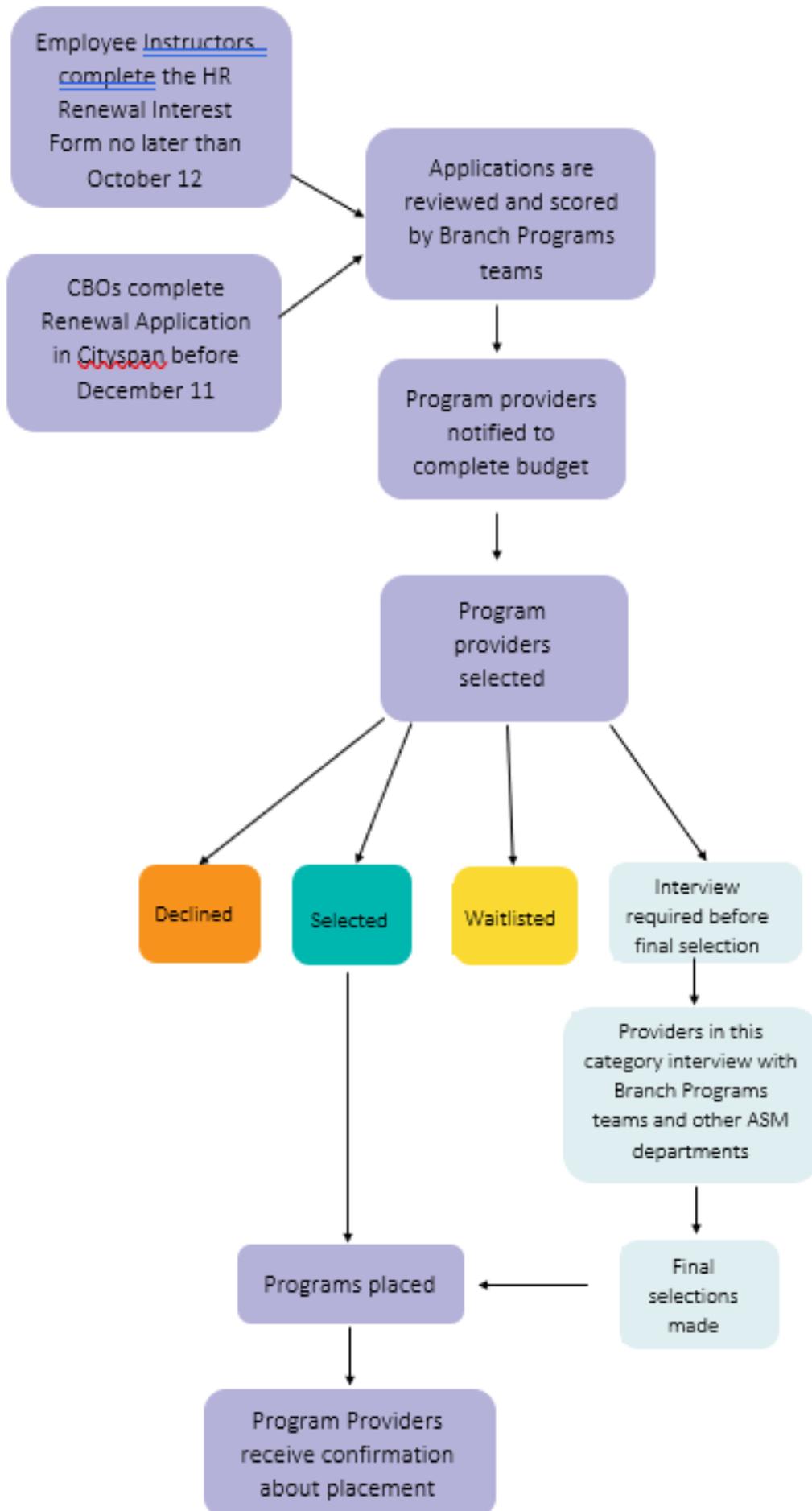
Internship providers are able to generate a report from Cityspan that lists teens who have participated in three or more After School Matters programs and achieved an 80% attendance rate to identify priority teens.

TIMELINE - RENEWAL PROCESS DATES

Date	Item
October 12, 2020	Deadline for Employee Instructors to submit HR Renewal Interest form
November 30, 2020	Renewal Application for CBOs released in Cityspan
December 11, 2020 by 5:00pm	Renewal Application Due for Returning CBO Providers (Programs that do not submit a renewal application by the deadline will not be renewed)
December 2020 – January 2021	Programs Staff review/score applications and conduct Renewal Decision Meetings when needed
January 2021	Providers are notified to complete program budget in Cityspan
February 2021	Program selections are finalized
Late March - April 2021	Program decisions and notifications sent

TENTATIVE PROGRAM DATES

Early July 2021	All Summer Programs Begin
Mid-August 2021	Summer Programs End
Late September 2021	Fall Programs Begin
Mid-December 2021	Fall Programs End
March 2022	Spring Programs Begin
May 2022	Spring Programs End



RENEWAL APPLICATION REVIEW PROCESS

After School Matters will assess the performance of current providers based on the following criteria:

- Enrollment and attendance percentage
- Teen survey completion and satisfaction
- Completion of Instructor Program Report
- Contractual compliance
- Overall ability to improve on and respond to areas of growth based on the Program Provider Profile and coaching by ASM Programs staff

After School Matters reserves the right to consider other factors not listed above when reviewing prior program performance. These may include but are not limited to: school saturation rate, school enrollment, safety, etc.

Additional factors that influence the selection and placement of proposals include, but are not limited to, the following:

- Availability of funds
- Programmatic variety with a school, community or region
- Community and school needs or requests

*****As noted previously, the completion of a renewal application in no way guarantees that your program will be renewed and that you/your organization will receive funding from After School Matters. After assessing our funding and renewal options, we will communicate renewal decisions. *****

REQUIRED INSTRUCTOR TRAININGS & MEETINGS

- Instructors for selected programs are required to attend **pre-start meetings** (orientations, start-up, new instructor trainings) and **in-session meetings** (coaching, PD, etc.) for continuous improvement. Dates for the orientations, trainings, and meetings will be provided upon selection.
- Failure to attend required trainings and meetings without advance notification and approval by your Branch Program Director will negatively impact future renewal decisions.
- **CBO Only:** Selected programs implemented by organizations may be required to attend a contract administration meeting.
- All instructors must successfully complete the Department of Children and Family Services' online Mandated Reporter Training.
- All instructors need to be CPR and First Aid Certified.

RENEWAL APPLICATION QUESTIONS AND DOCUMENTS

NEW this year – The Renewal Application is now a 2-step process:

1. Employee Instructors submitted their HR Renewal Interest form before October 12. CBOs will submit their Renewal Application (reflection answers) before November 11.
2. After Program Specialists review/score all submitted Renewal Applications, Program Providers will be notified on January 2021 to complete their FY22 Summer and School year budgets in Cityspan.

As usual, these budgets will need to be approved before contracts are sent to CBOs and offers are extended to ASM Employee Instructors. The renewal process requires that you complete the renewal form and submit supporting documents through Cityspan. **The expectations for the sections of the renewal process are described below.**

RENEWAL FORM for Program Year 2021-2022

**CBOs will have the opportunity to update the following information for your program:*

1. **CBO Contact Info** (Address, Phone, Executive Director and Contract Administrator Info)
2. **Liaisons** (Community Programs only)
3. **Instructors**

For Returning Staff: Select “Returning ASM Instructor” (a Returning ASM Instructor is defined as a Current Instructor). Review “Contact info” to ensure the email, phone number, and other details are accurate. If any information has changed, edit and save this information.

For New Staff: Select “New ASM Instructor” (a New ASM Instructor is someone who did not provide programming during Summer 2020, Fall 2020, Spring 2021). Enter accurate contact information and upload a resume.

For Substitute Staff: Select: Substitute Instructor (New or Returning) and follow the previous steps for Returning or New Staff. Please note that substitute staff are assigned zero (0) hours.)

The session that each instructor will participate in (Summer only, School Year, Full Year) needs to be selected for all staff. Staff information must be entered and complete by deadline to submit the proposal: December 11, 2020.

QUESTIONS

What is one change you made to enhance the quality of your program based on feedback and coaching you received from your ASM Program Specialist, other staff, or through ASM professional development?

Continuous quality improvement is a cornerstone of After School Matters, please select at least one area you individually feel you could use support and coaching from your Program Specialist:

- Teen retention
- Setting up structure and clear limits
- Community building

- Scaffolding skill development
- Teen leadership opportunities
- Showcase planning
- Curriculum planning
- Incorporating MHA skills
- Conflict resolution

Provide details about why you feel more support in this area would be beneficial. How would this enhance the program experience for yourself as an instructor as well as teen participants?

How does your program provide opportunities for teens to develop skills and use their voice?

How do you intentionally recruit and provide opportunities to include male and/or Latinx teens in your program? *If your program specifically engages a different demographic, please put N/A.

What strategies did you implement to ensure you had a culturally inclusive program?

Please provide 1-2 successes of remote programming as well as 1-2 challenges or growth areas.

Based on the Rec Leader Learning Outcomes, describe the growth observed in your teens from the beginning of the program to the end. Discuss how you will create greater impact next year. Describe your approach to creating daily program lesson plans. Provide a detailed example of how your lesson plan contributed to a well-structured program day. What additional support will you need to strengthen your ability to lesson plan?

REMOTE PROGRAMMING

If ASM returns to in-person programs during FY22, would you be interested in offering your program remotely to keep our buildings at a reduced capacity?

PROGRAM DETAILS

1.) Activity Name

(Not editable. Speak to your Program Specialist regarding updates)

2.) Program Model

(Not editable. Speak to your Program Specialist regarding updates)

3.) Proposed Session

4.) Target Enrollment

5.) Proposed Primary Final Product

6.) Proposed Location

7.) Proposed Check Delivery Location

8.) Program Assistants

(Not editable. Speak to your Program Specialist regarding updates)

9.) Equipment on Site

10.) Other Changes

Budgeting and Contractual Documents

1. **NOTE:** Providers will be notified on January 2021 to complete the budget section for costs and itemized list of equipment and supply needs for summer 2021 and/or school year FY22 programs.

2. You will be required to submit the following contractual documents at a later date, if your renewal application is approved and before a contract/offer can be issued. Failure to meet required contractual deadlines may result in non-renewal.
 - a. Instructors and Liaisons: will be required to complete required checklist documents and background checks before they will be approved to work in the program. The specific paperwork required for each individual instructor may vary based on whether the individual is a new or returning instructor, or other factors such as program location.

Required paperwork may include fingerprint-based background checks, mandated reporter training, program release forms, confidentiality forms, and other documents. *These additional items do not have to be completed at this time* -- a full checklist of required instructor documents will be available by March 2021.

 - b. For Organizations Only (these will be required at a later date, if your proposal is approved):
 - *Copy of Letter of Good Standing
 - *Certificate of Insurance (listing After School Matters as an Additional Insured)

RENEWAL PROCESS – (DUE December 11, 2020 by 5pm)

The Renewal Form - This form is accessible by all staff assigned to the program (e.g. Instructors, Liaisons and Contract Administrators). This form only needs to be completed by one person. Multiple people can work on the form but should not access at the same time. If you are planning on implementing multiple programs, you will need to repeat these steps for each program. This form can be saved/completed in multiple sittings.

STEP 1 – Login to Cityspan with your username and password you use to access your program.

STEP 2 – Click on Activities on the left menu.

STEP 3 – Use the term filter in upper-right corner to select the appropriate cycle

- Summer 2020 – Use this term if you have not implemented programs since Summer 2020.
 - Fall 2020 – Use programs in this term if you will be renewing a school year or yearlong program.
- ★ If the program you want to renew was Wait listed, Canceled or Not Started at any point during this year, click on “Show Advanced Filters”, then choose the appropriate status to find that program.

Note: *This is based on the current year. You can use the renewal form to propose a different term for next year (e.g. if in 2020 you ran a summer-only program, but you want to run the program all year in 2021-2022, you still use your Summer 2020 activity to propose)

The screenshot shows the Cityspan interface for 'GROUP ACTIVITIES'. The top right has a dropdown menu set to 'Fall 2020', with a yellow arrow pointing to it from a box labeled 'Step 3'. Below this is a search bar and a 'View by Initial' dropdown. A table lists activities, with the first row highlighted: 'Fall 2020 Test Activity' with Act. ID 3886823 and a status of 'Active'. A yellow arrow points to this row from a box labeled 'Step 4'. A red star is placed on the 'Show Advanced Filters' link.

STEP 4 – Click on the name of the program you want to renew.

STEP 5 – Click on the Renew tab in the upper-right corner. You will see the information below from your FY20 program displayed. Click on the Edit link beside any of the fields you propose changing for FY22 and click Save after you have entered the proposed change. Unless directed by a member of your After School Matters Program Team, you are not required to make any changes. You must provide a rationale for any changes that you choose to make.

STEP 6 – Review/update CBO Basic Info (Executive Director and Contract Administrator)

STEP 7 (Community Programs Only) – Review the name listed under Liaisons. For Liaisons who will remain with the program in the upcoming year, you will need to:

- **Review the contact information**

To propose a change, use the Edit or Remove links beside the person who will no longer be working. If you need to add a new Liaison, you will first be prompted to search to see if the person already exists in the Cityspan database. If he/she does not, you will need to enter the same fields listed for Instructors, except that the following are optional for Liaisons:

- Profession
- # of Years in Profession
- # of Years Working w/ Youth
- Highest Degree Completed
- # Years Working in the Program Content Field

INSTRUCTORS

For Returning Staff: Review "Contact info" to ensure the email, phone number, and other details are accurate. If any information has changed, edit and save this information.

For New Staff: Enter accurate contact information and upload a resume.

For Substitute Staff: Select Substitute Instructor (New or Returning) and follow the previous steps for Returning or New Staff. Please note substitute staff are assigned zero (0) hours.

Staff information must be entered and complete by deadline to submit the proposal: December 11, 2020

Additional Items: If your proposal is approved, instructors and liaisons will be required to complete additional contract documents and background checks before they will be approved to work in the program. The specific paperwork required for each individual instructor/liaison may vary based on whether the individual is a new or returning instructor/liaison, or other factors such as program location.

Required paperwork may include fingerprint-based background checks, mandated reporter training, program release forms, confidentiality forms, and other documents. These additional items do not have to be completed at this time - a full checklist of required instructor documents will be available by March 2021.

Proposed Instructor (1)

Jocelyn Moralde [Existing]	Edit Remove
Instructor Term	Full Year
Substitute	N
Update Contact Information	(Contact Info)

Proposed Instructor (2)

Jocelyn Moralde [Existing]	Edit Remove
Instructor Term	Summer Only
Substitute	N
Update Contact Information	(Contact Info)

[Click here to add 'Proposed Instructor'](#)

Step 8

STEP 8 – Review the names listed under Instructors. For instructors who will remain with the program in the upcoming year, you will need to **update contact information** using the link provided. If the instructor has an updated resume, **upload the resume**.

To propose a change, use the Edit or Remove links beside the person who will no longer be instructing.

If you need to add a new Instructor, click the “Click Here to add Proposed Instructor” link. You will first be prompted to search to see if the person already exists in the Cityspan database. If they do exist, please check the box next to their name, select Instruction Term, indicate if they will be a Substitute Instructor, then click Select.

Proposed Instructor (3)

Enter the name of the instructor you are proposing, and click "Search" to see if he/she already exists in the database. Then, either choose from the search results and click "Select", or click "Add New Instructor" if he/she does not appear in the search results.

The search will return a partial match. If you are not sure how an instructor's name may appear, try just the first and/or last name. You can search multiple times.

Firstname Lastname

Search Results

PS Test Training

Instruction Term:

Substitute Instructor:

[Add New Instructor](#)

[Click here to add 'Proposed Instructor'](#)

In addition to the two previous updates, if he/she does not exist in the Cityspan database, you will need to enter and save the following:

- First Name
- Last Name
- Salutation
- Address
- Home Phone *(optional, but at least one phone number is required)*
- Work Phone *(optional, but at least one phone number is required)*
- Cell Phone *(optional, but at least one phone number is required)*
- Fax *(optional)*
- E-mail
- Profession
- # of Years in Profession
- # of Years Working w/ Youth
- Highest Degree Completed
- # Years Working in the Program Content Field
- Other Professional or Youth Development-Related Coursework or Enrichment (workshops, professional development, conferences, classes, etc.) *(optional)*
- Certifications / Associations / Awards *(optional)*

The image shows a screenshot of a web form with several sections. A yellow arrow points to an 'Edit' link in the 'QUESTIONS' section, which is labeled 'Step 9'. Another yellow arrow points to a 'Submit' button in the 'SUBMISSION' section, which is labeled 'Step 10'. The form contains the following sections:

- QUESTIONS**
 - What is one change you made to enhance the quality of your program based on feedback and coaching you received from your ASM Program Specialist, other staff, or through ASM professional development? [Edit](#)
 - Continuous quality improvement is a cornerstone of After School Matters, please select at least one area you individually feel you could use support and coaching from your Program Specialist:
 - Community building [Edit](#)
 - Teen leadership opportunities [Edit](#)
 - Provide details about why you feel more support in this area would be beneficial. How would this enhance the program experience for yourself as an instructor as well as teen participants? [Edit](#)
 - How does your program provide opportunities for teens to develop skills and use their voice? [Edit](#)
 - How do you intentionally recruit and provide opportunities to include male and/or Latinx teens in your program? *If your program specifically engages a different demographic, please put N/A. [Edit](#)
 - What strategies did you implement to ensure you had a culturally inclusive program? [Edit](#)
 - Please provide 1-2 successes of remote programming as well as 1-2 challenges or growth areas. [Edit](#)
 - Based on the Rec Leader Learning Outcomes, describe the growth observed in your teens from the beginning of the program to the end. Discuss how you will create greater impact next year. Describe your approach to creating daily program lesson plans. Provide a detailed example of how your lesson plan contributed to a well-structured program day. What additional support will you need to strengthen your ability to lesson plan? [Edit](#)
- REMOTE PROGRAMMING**
 - If ASM returns to in-person programs during FY22, would you be interested in offering your program remotely to keep our buildings at a reduced capacity? [Edit](#)
 - Yes
- PROGRAM DETAILS**
 - 1.) Activity Name
 - # Summer 2020 Test Activity
 - 2.) Program Model
 - Summer:
 - Internship
 - 3.) Proposed Session
 - Summer [Edit](#)
 - 4.) Target Enrollment
 - Summer: [Edit](#)
 - 5.) Proposed Primary Final Product [Edit](#)
 - 6.) Proposed Location
 - Gallery37 Center for the Arts
 - 66 E RANDOLPH Street [Edit](#)
 - 7.) Proposed Check Delivery Location [Edit](#)
 - 8.) Program Assistants
 - 9.) Equipment on Site [Edit](#)
 - 10.) Other Changes [Edit](#)
- SUBMISSION**
 - [Submit](#)

STEP 9 - Respond to the questions under the **Questions** section by clicking on the Edit link under any of the questions. Be sure to click the Save link when you are done.

You will also have the opportunity to update your **Program Details**, if necessary. However, the following fields cannot be edited and you will need to speak to your Program Specialist for any updates: Activity Name, Program Model and Program Assistants.

***Proposed Location** – If you need to add a new location, you will first be prompted to search to see if the location already exists in the Cityspan database. If it does not, you will need to enter the following:

- Location Name
- Location Type (*e.g. CPS school, community-based organization*)
- Phone
- Fax (*optional*)
- URL (*optional*)
- Address
- Do you have an existing relationship with this location?
- Who is the point of contact at this new proposed location?
- Provide rationale for your proposed change.

STEP 10 - Click the Submit button under Submission.



The image shows a dark blue horizontal bar with the word "SUBMISSION" in white, bold, uppercase letters. Below this bar is a light gray button with the word "Submit" in a dark gray font.

ADDITIONAL SUPPORT

CITYSPAN HOTLINE – *Applicants that require computer technical assistance in navigating the online Cityspan proposal or downloading documents can use either of the following resources:*

Cityspan Help Desk Monday through Friday 10:00 a.m. – 7:00 p.m. Phone: 866-469-6884	Issue Tracker (online support) 1. Click “Issue Tracker” on the left menu when you are logged into Cityspan. 2. Click “New Issue.” 3. Enter your question in the text box and click “Save & Return.” 4. A response will be provided within two business days. The response will be posted under Issue Tracker within the system <u>and</u> sent via e-mail.
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For content-related questions, please contact your Program Specialist.

For questions about the Renewal Application process, please email renewal@afterschoolmatters.org.