

Grant Application

Community Matters is fortunate to have generous partners that invest funding to support school and district efforts to create safe, welcoming and inclusive schools for all. Funding may be available in your area to support implementation of our evidence-based Safe School Ambassadors® (SSA) program and/or other eligible programs. To determine if your school qualifies for funding to support SSA or another Community Matters program, please complete and sign this Grant Application and Agreement:

Applicant Name: _____ **Role:** _____
Phone: _____ **Email:** _____
Principal Name: _____ **Email:** _____
School: _____ **District:** _____
City: _____ **County:** _____ **State:** _____ **Zip:** _____
Grades of School: _____ **# of students:** _____ **# of campus staff:** _____

Check here if your school is on a year-round calendar

School Demographics: _____

This funding request is for the following program(s):

- Safe School Ambassadors® Program (requires completion of pages 3 and 4)
- Safe School Buddies
- Restorative Practices
- Waking Up Courage Assembly
- Other Program(s) _____

For a list of programs and services, including pricing, click here: <http://community-matters.org/programs-and-services>

Program cost: _____

***Amount school can pay:** _____

Total grant request: _____

**It is highly recommended that the school make some type of investment toward the total cost of the program when possible.*

Please share why this program is needed at your school; include any recent changes, challenges and concerns:

Please list other student focused prevention, intervention, and SEL programs currently in place (i.e. PBIS, assemblies, mentoring, peer mediation, restorative practices etc.): _____

Signature and Agreement: By submitting this application, if funded, we commit to implementing the program(s) indicated in this grant application as designed and with fidelity to the best of our ability.

Signature: _____ **Title:** _____ **Date:** _____

**Safe School Ambassadors® Program
Grant Applicant Agreement**

The following checklist is designed to ensure the best possible outcomes and results from the Safe School Ambassadors (SSA) Program. Please read and check the boxes below to indicate understanding and agreement.

Our School agrees to implement SSA Program with fidelity which includes the following:

Preparation: Recruiting/Selecting Students and Staff

- Nominate potential students representing all the various social/influential groups on campus.
- Conduct an orientation for the Ambassador nominees to describe the program and generate interest.
- Select a diverse group of students to be trained.
- Take 15 minutes at a staff meeting to explain the SSA Program, the role of the Program Advisor (PA) as well as the characteristics of an Ambassador.

Training Days

- Identify/reserve 2 full school days for the SSA Training (no early release or minimum days) that are back-to-back within the time period specified by the funder.
- Provide a 1:6 ratio of adults to students to attend the training.
- Secure substitute coverage (if applicable), supplies for training, and adequate room space (based on room configuration provided).

Post-Training: Program Implementation

Our school has the support of the principal & commitment of adult leaders to:

(check all that apply)

- Meet with Ambassadors for 30-45 minutes (weekly for the first 4 weeks after the training, and then every other week) during the school day.
- Meet with PA & Family Group Facilitators every other month, to connect and assess program.
- Conduct a minimum of two All-Ambassador meetings/events annually.
- Recognize and celebrate Ambassadors and SSA Adult Leaders at least once annually.

Program Assessment/Data Collection Agreement

Our school agrees to collect & submit data to measure the program/services, which includes:

- Program evaluations upon completion of training/service
- Measure and report Ambassador interventions through an annual or semiannual Action Snapshot Campaign or collection of Ambassador Action Logs
- Year-End Survey completion by both Ambassadors and SSA Program Leaders
- Submission of an Impact Letter of Support/Impact at the end of the school year.

Community Matters Partner Agreement

[Date]

To Whom It May Concern:

On behalf of **[Insert School Name]**, 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;
- 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 which can led to overall increased school performance.

If you have any questions or comments regarding our support of this project, please contact me at **[Add contact phone and e-mail here]**

Sincerely,

Name:

Title: