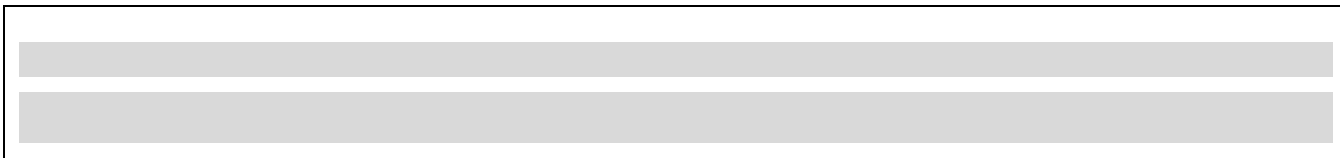




# AGENCY/PROGRAM APPLICATION FOR FUNDING

## Fiscal Year 2022-2023

NAME OF AGENCY Glencoe Junior High Project			
CONTACT PERSON AND TITLE Michelle Rosenthal, Senior Program Director			
ADDRESS  620 Greenwood Avenue			
CITY  Glencoe		STATE  IL	ZIP  60022
PHONE  847.835.7623		FAX	
E-MAIL  michelle@gjhp.org			
WEB  www.gjhp.org			
NO. OF YEARS IN EXISTENCE  48 years		TOTAL AGENCY FUNDING REQUEST FOR PROPOSED YEAR  \$ 20,000	
PROGRAMS REQUESTING FUNDING	AMOUNT RECEIVED LAST YEAR	\$ AMOUNT FOR PROPOSED YEAR	FUNDED BY TOWNSHIP SINCE? (Estimate of Year OK)
1. Civic and Community Engagement	\$20,000	\$ 20,000	2015 (at least)
2. _____	\$ _____	\$ _____	_____
3. _____	\$ _____	\$ _____	_____
4. _____	\$ _____	\$ _____	_____





# AGENCY/PROGRAM APPLICATION FOR FUNDING

## Fiscal Year 2022-2023

### Eligibility Criteria For Funding

New Trier Township General Statement of Policy:

- **Each agency/program requesting funding from the Township will be referred to either the Agency Oversight Committee, the Mental Health Committee, or the Money Follows the Person Committee of the Township. Those committees will make funding and agency/program recommendations to the New Trier Township Board of Trustees. You will be notified of their final decisions sometime in the spring.**
- Agencies considered for funding should have been in existence for one year after receiving their not-for profit status from the State of Illinois and have been providing services to the community during that time.
- No agency with the ability to tax or conduct referendums will receive Township funding.

In order to be eligible for funding an agency must meet the following minimum requirements:

- **Area Served** - While an agency may serve areas other than New Trier Township, its programs must serve residents of New Trier Township.
- **Proportion of Township Residents Served**- For agencies serving more than New Trier Township, the amount of funding requested shall take into consideration the proportion of the agency's service rendered to residents of New Trier Township.
- **Non-Profit** - Funded agencies must be 501 (c) (3) not-for-profits.
- **Needs**- The need for the service must be demonstrated.
- **Standards** - An agency requesting funding must have at least one full-time paid staff person, or its equivalent; the credentials of the applicant's staff shall meet professional standards, commensurate with the responsibilities involved.
- **Employment Practices** - The agency must be an equal opportunity employer.
- **Articles of Incorporation** - Submit a copy, as amended, if changed in the last 12 months.
- **Bylaws** - Submit a copy, as amended, if changed in the last 12 months.
- **Use of Funds** - Funds must be used as specified in the grant application and as approved by the Township. Changes must be cleared with the Township.
- **Accessibility** - *All services must be available to clients with disabilities and the agency must be able to deliver services from a site that is ADA accessible. If not, please explain.*
- **Accountability** - The agency shall maintain communication with the assigned advisory committee liaison, who must be allowed to attend board meetings upon request. The agency may dismiss the



# AGENCY/PROGRAM APPLICATION FOR FUNDING

## Fiscal Year 2022-2023

person from a board meeting if they convene into Executive Session. The agency shall provide meeting minutes to the liaison upon request

- **Financial** - All agencies with budgets of greater than \$300,000 must have an annual audit performed by an independent CPA. Those agencies with a budget of \$300,000 or less must submit to the Township a copy of form AG990 that is sent to the Attorney General's Office. The Township reserves the right to request an audit be performed for agencies with budgets of \$300,000 or less.
- **Absence of Conflicts of Interest** - The agency certifies, to the best of its knowledge, information, and belief, that it has no current relationship or involvement with any New Trier Township Trustee, Employee, or Committee Member which the Agency reasonably believes could either favorably or unfavorably influence the Township's possible grant of the Agency's funding request.  
**YES. X**  
**NO \_\_\_\_ - If no, please explain.**

### Other Certification Issues

Please mark yes, no, or other as appropriate next to each statement. If no, or other, please explain. Supporting documents may be requested at a future date and must be supplied upon request.

YES NO OTHER (PLEASE EXPLAIN)

X   Agency maintains a personnel policy manual

X   Agency has a non-discrimination policy

X   Agency has a sexual harassment policy

X   Agency has a grievance procedure

X   Agency has a Strategic Plan  
Covers years 2016-2020, A Covid Interim Plan 2020-22, In Process 2022-26

X   Agency produces an Annual Report  
Most recent report covers period 7/1/2019-6/30/2020



# AGENCY/PROGRAM APPLICATION FOR FUNDING

## Fiscal Year 2022-2023

- X            Agency has an effective fiscal management system in place and has disclosed any and all Conflicts of Interest as described in the Eligibility Criteria for Funding.
  
- X            Audit or AG990 completed and copy provided to the Township for most recent fiscal year
  
- X            Agency maintains general liability insurance coverage and names New Trier Township as additional insurer  
    Amount of coverage   \$1,000,000    
    Name of insurer   Great American Insurance Co & Amtrust NA    
    Effective dates of coverage   July 1, 2021-June 30, 2022
  
- X            Agency pays all state and federal payroll taxes
  
- X            Agency has a conflict of interest policy.

- | YES                      | NO                       | OTHER                    | (PLEASE EXPLAIN)  |
|--------------------------|--------------------------|--------------------------|---|
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | Agency has by-laws in place<br>Date last amended/accepted <u>  November 2019  </u>  |
| <input type="checkbox"/> | X                        | <input type="checkbox"/> | Agency is accredited by recognized accreditation organization (where appropriate)<br>Date of most recent accreditation _____<br>Accreditation Organization _____  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | Agency's board serves without compensation<br>Number of board members <u>  25  </u><br>Number of Board vacancies <u>  0  </u><br>List board sub-committees <u>  Civic Engagement, Community Events, Performing Arts and Fundraising  </u><br>Schedule of board meetings <u>  Monthly: 9/3/21, 10/1/21, 11/5/21, 12/3/21, 1/7/22, 2/4/22, 3/4/22, 4/8/22, 5/6/22, 6/3/22 and reconvenes 9/2/22  </u> |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | Agency has Auxiliary or other Advisory/Governing Board. If so, please explain:<br><u>  Advisory Board consists of former board members, executive committee members and prior years co president.  </u><br>_____  |
| X                        | <input type="checkbox"/> | <input type="checkbox"/> | Agency provides staff with opportunities for training and personal development  |



# AGENCY/PROGRAM APPLICATION FOR FUNDING

## Fiscal Year 2022-2023

X   Agency has filed its annual report with the Illinois Attorney General  
# IL No: IL027610

Agency has filed its annual report with the Illinois Secretary of State  
# Registration Number: 01007807  
Federal Tax ID # 36-2882841

*We certify that we meet all the eligibility criteria for funding and that the information contained in this application is true and correct to the best of our knowledge and agree to comply with all requirements of the program and funder if we are awarded and accept funding. Furthermore, our Board has been advised of the Eligibility Criteria and approved our signing of this document.*

Agency Director Name Michelle Rosenthal

Signature Date: 9/9/2021

Board President Name Shelley Pantellic

Signature Date:



## AGENCY/PROGRAM APPLICATION FOR FUNDING Fiscal Year 2022-2023

### Organizational Profile

- (A) The Organizational Profile is part of the New Trier Township Application For Funding; and (B) It is the Agency's responsibility to keep the Organizational Profile information current each year and provide New Trier Township with further information on an ongoing basis if there are any significant changes, such as to the mission, organization, board requirements, and/or other changes.
- (B) Briefly summarize the agency's mission, history, services, and organizational structure. Have these changed significantly over the lifespan of the organization? (Please attach a current organizational chart, if available.)

**Mission:** The Glencoe Junior High Project's mission is to provide opportunities for Glencoe middle school students to engage with the community for the purpose of fostering socially aware, civic-minded and community-oriented individuals.

**History:** Operating for more than 48 years, the Glencoe Junior High Project (GJHP) was developed in 1973 by parents and business leaders to create positive youth models and address concerns over local vandalism. The purpose of the organization was to reengage middle school-age students back into the Glencoe community in productive ways by providing them with opportunities for work and professional growth. This was accomplished through the formation of an umbrella organization that coordinated four separate, yet jointly-governed programs: (1) the Communications Group, (2) the Business Understanding Group, (3) the Summer Work Corp, and GJHP's predecessor, the "Junior High Club". Over the past 48 years GJHP's mission and programming has evolved to meet the dynamic needs of Glencoe students in grades 5-8, but has also expanded its reach to encompass children at all educational levels, age K-12, as well as other members of the community and broader district. Led by a volunteer parent board, GJHP has striven to foster socially aware, civic-minded, and community-oriented individuals.

**Services:**

The GJHP provides experiences and opportunities for Glencoe middle school students and the broader community to engage with one another in the areas of service, social events and the performing arts. GJHP's objective is to foster socially aware, civic-minded and community-oriented individuals.

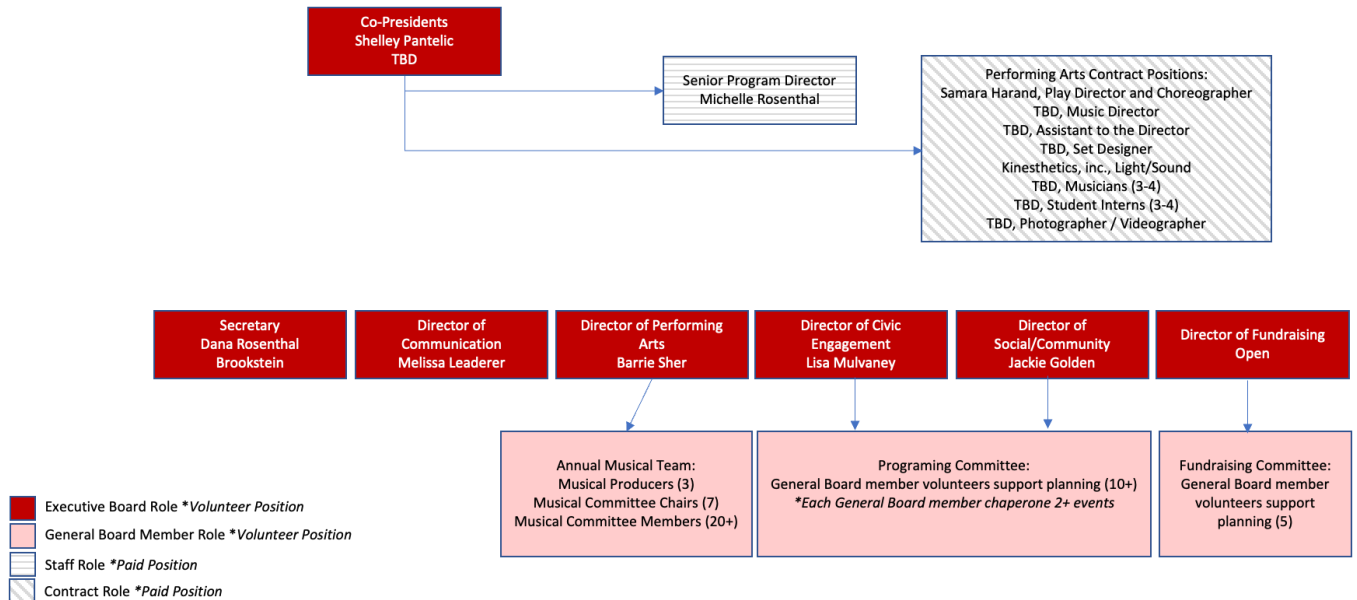
**Organizational Structure:** GJHP has adapted over the years to meet the changing needs of Glencoe's middle school students, their parents, and the community at large. The current organizational structure is reflected below:



# AGENCY/PROGRAM APPLICATION FOR FUNDING

## Fiscal Year 2022-2023

### GJHP Organization Chart 2021 - 22



(1) Briefly summarize the role of the board and the requirements for serving on it. What role does the board play in the administration and operation of your organization and what is the desired size of a full and active board?

All Board members serve on a volunteer basis and are responsible for the following:

- To make a personal financial contribution to the organization.
- To remain informed and informing others on GJHP's mission, services, policies, and programs.
- To serve on committees or task forces.
- To attend regular board meetings, with no more than two (2) excused absences.
- To serve as a chaperone for a minimum of three (3) social events per calendar year.
- To serve as a driver and/or chaperone for at least three (3) civic engagement events.
- To follow conflict-of-interest and confidentiality policies.
- To assist the board with carrying out its fiduciary responsibilities.
- To suggest possible nominees to the board.
- To participate in the Patron Letter signing and mailing campaign.
- To sell a minimum of three advertisements for the Ad book, NOT including personal Tribute ads.
- To attend and/or support additional fundraisers as determined by the Executive Committee.



## AGENCY/PROGRAM APPLICATION FOR FUNDING Fiscal Year 2022-2023

According to the GJHP bylaws, the optimum number of board members is between 20-30. Board members serve in one of three capacities: ***Executive Committee, General Board, Advisory Board***

1. **Executive Committee**. Comprised of 9 members, the Executive Committee oversees the execution of GJHP's mission including fiscal management, supervision of a Senior Program Director, an all-contracted staff in the performing arts, and oversight and management of GJHP's areas of programming in the areas of Service, Civic and Community Events and Programming Arts. Executive Committee members are responsible for attending one Executive Committee and General Board meeting each month, as well as facilitate and support their area of the organization as outlined in the bylaws and Board Organization Chart. Executive Committee members are responsible for reviewing and implementing community feedback, leading committees, and creating and executing new programs in accordance with the board's support.
2. **General Board** GJHP's General Board serve on the committees that provide operational support and help run individual events and activities sponsored by GJHP. Comprised of 25 members, General Board members are responsible for regular attendance at monthly board meetings and committee meetings, raising additional funds for the GJHP via community outreach, ad book sales (from GJHP play) and personal donations. Additionally, each board member is required to plan and participate in at least four GJHP sponsored events.

In addition to our Executive Committee and General Board, we have an Advisory Board, comprised of past presidents and past Executive Committee members, with whom we occasionally confer.

### Agency/Program Funding Request Information

#### PROGRAM DESCRIPTION

- (1) Describe the services provided by this program, eligibility requirements, and the target population.

#### **GJHP Services/ Program Descriptions**

GJHP serves its mission of providing opportunities to middle school-age students, grades 5-8, by providing activities and events in the areas of Civic and Community Engagement and the Performing Arts.

#### Civic Engagement and Community Programming

Civic Engagement/ Service: The GJHP Civic Engagement Program offers Glencoe middle school students' opportunities to volunteer in their immediate community, as well as the Greater Chicagoland area for the purpose of fostering socially aware, civic-minded and community-oriented individuals. Targeting the three social issues of food insecurity, socioeconomic disparity and generational division, GJHP's Civic Engagement programming offers Glencoe middle school students the opportunity to work in a volunteer capacity with individuals of varying ages, abilities, backgrounds and socioeconomic privilege, to build social awareness, empowerment and leadership. Organizations and programs include but are not limited to Uptown Café, A Just Harvest, New Trier Township Food Pantry, Connections to the Homeless, GYS S.N.A.P. Dinners, Glencoe Community





## AGENCY/PROGRAM APPLICATION FOR FUNDING

### Fiscal Year 2022-2023

Garden, Cradles to Crayons, Project Linus, Bernie's Book Bank, Book Buddies, and the Legacy Project, a collaboration with FSG.

Social/Community Events: GJHP plans and sponsors a variety of social events for Glencoe middle school students to build community. GJHP promotes a myriad of face-to face events that build school community ranging from group fun runs, to social gatherings.

Performing Arts: GJHP Performing Arts Program are structured to be self-funded. GJHP no-cut theatrical productions are performed for the local school and village community, but also extend to additional schools, organizations, and neighboring communities.

#### **Eligibility Requirements & Target Population:**

GJHP's targeted population is middle school-aged students who reside in Glencoe. It is important to note however, that GJHP's activities and events are accessible to all middle school students in the greater community as well as other age groups, due to the fact that much of GJHP's programming centers on community outreach and engagement. (For example, the Book Buddies program pairs students grades 5-8 with reading-age children grades K-2 and is supervised by students grades 9-12, the Legacy Project pairs students grades 5-8 with community elders and our S.N.A.P. Dinners pairs students grades 5-8 with specially-abled adults.)



## AGENCY/PROGRAM APPLICATION FOR FUNDING Fiscal Year 2022-2023

- (2) How does this program fit in with one or more of the priorities identified by New Trier Township in its strategic plan? Please explain.

The GJHP program mission aligns with New Trier Township's Strategic Plan of 2030 in the following ways:

Similar to New Trier Township's mission "to prepare our students and our school to make an impact in the world over the next decade and beyond," (New Trier Township website, September 2020), GJHP's objectives are also intended to position Glencoe middle school students' as more socially aware, civic-minded and community-oriented individuals by giving them opportunities to volunteer in their immediate community, as well as the Greater Chicagoland area.

As it applies to the "six frameworks" identified in New Trier's 2030 Strategic Plan, GJHP's mission aligns well with Frameworks 1, 2, 4 and 5 as follows:

Framework 1: Intellectual Engagement, Growth and Readiness. / Framework 2: Student Personal Growth, Engagement, and Well-Being

Specifically, GJHP fosters "intellectual engagement, growth and readiness," as well as "student personal growth, engagement and well-being," by offering students first-hand experiences to learn about and work within our community and township, whether at the Glencoe Community Gardens, the New Trier Food Pantry or even at A Just Harvest in Evanston. Perhaps most critical to children's intellectual engagement and growth however, is the reflection piece that students engage in following each visit, where we help guide students' reflections to inspire them towards compassion and humanity. This mission is at the very core of GJHP and drives the spirit of our program directors, board members and community supporters.

Framework 4: Leadership Throughout the School

Supporting Framework 4, the GJHP also aims to support leadership throughout Glencoe middle school. One way GJHP does this, is by offering students opportunities to engage in leadership positions on Student Advisory Board, a volunteer board of students tasked with the selection of service initiatives, as well as spear-heading donation drives.

Framework 5: Community Engagement Partnerships and Governance

Fostering community engagement and partnerships within the district is a core tenant of GJHP's mission as an organization. Many of our Civic Engagement programs, Social Activities, and Events involve collaborations with other GJHP partners including Glencoe Park District (GPD), Glencoe Youth Service (GYS), Family Services of Glencoe (FSG) Glencoe's PTO and District 35. We are working to expand these partnerships through new collaborations with Winnetka Youth Organization, Women's Library Club, New Trier High School and more.

Please check each priority you feel the program addresses. (Most programs will address only one or two priorities.) See our website at [www.newtriertownship.com](http://www.newtriertownship.com) for more information.



# AGENCY/PROGRAM APPLICATION FOR FUNDING

## Fiscal Year 2022-2023

Aging in Place

Low Income Families

X Youth Services

Persons with Disabilities

Other \_\_\_\_\_

### NEED

- (3) Describe the need and demand for this program in the community and justify that it deserves investment of Township funding. You may include both data and examples of individual clients.

Prior to Covid, GJHP has consistently offered Glencoe middle students and the community opportunities to engage with the community in the areas of service, social events and the performing arts.

In the years 2020-21, we have found a rising need and demand for GJHP programming to combat the isolation spurred by the pandemic. While many local organizations shut down their programs and offerings, the GJHP continued to engage students and the greater community with innovative programming to fill the need for social interaction, mental-wellness and desire to contribute to community. This past year, GJHP created new opportunities for students to engage in safe ways, in alignment with the Glencoe Schools COVID policy where students gathered virtually. Here are a sample of events GJHP hosted in the 2020-21 school year, many of which we will be continuing in the 2021-22 school year.

#### **Book Buddies:**

GJHP doubled the number of participants in our Book Buddies program during the 2020-21 school year. Our traditional Book Buddies program, that had historically been offered in two 10-week sessions (fall and spring) in a face-to-face format, in partnership with the Glencoe Library and Glencoe's lower school, was transitioned to an online format. Book Buddies was conducted remotely, leveraging Zoom breakout rooms, and GJHP engaged New Trier HS students to facilitate these online sessions. GJHP initially conducted a 6-week pilot session, beginning September 2020. Due to the success of the online format, and demand for the program, GJHP continued to run two book buddies sessions per week, through the remainder of the school year. As a result, GJHP ran a total of ten 6-week session, engaging more than 120 participants, nearly double the number of participants from past years.

#### **Drives, Donations and Gratitude Programs:**

GJHP conducted three drives during the 2020-21 school year benefiting NTT Food Pantry, Connections for the Homeless, and Cradles for Crayons. Additionally, GJHP implemented two new campaigns designed to celebrate and thank members of our local community, including village workers, public safety officers and teachers. More than 15 bags of groceries, and over two truck loads containing winter coats, boots, gloves, hats and scarves were donated through the three drives. Finally, dozens of thank you cards were collected and displayed for community "gratitude" campaigns. A link to one of the gratitude montage video's can be viewed at: [TEACHER APPRECIATION LINK](#).

#### **Social & Community Events/ Remote Gatherings:**



## AGENCY/PROGRAM APPLICATION FOR FUNDING Fiscal Year 2022-2023

Amidst Covid restrictions, the GJHP continued its programming of Social and Community Activities and Events through alternative channels. Restructuring our face-to-face service trips to online events, our traditional community gatherings were replaced by online and virtual programs including:

- Multiple Cookie Decorating Zoom events, where students received a “cookie decorating kit” containing sugar cookies and individual portioned decorating supplies, then joined a zoom event where kids decorated cookies, socialized and shared their masterpieces.
- Art Zoom events, where students received themed art kits containing all supplies, then attended a Zoom meeting where an instructor facilitated the project while students socialized and shared ideas.
- Halloween Scavenger Hunt, where students followed clues to find items hidden throughout the Village of Glencoe
- Thanksgiving Fun Run, where students, friends and family participated in an outdoor socially distanced fun run.
- Virtual/online (Zoom) cooking classes, and informational Q&A, tours, and social Zoom drop-in sessions, scheduled 1-3 times per month to supplement other programs.

So critical were GJHP’s programs to the community, that the Superintendent recognized GJHP as one of the only organizations that pivoted during the Covid pandemic to ensure multiple opportunities to engage students continued throughout the school year. Additionally, many parents and families reached out to express their gratitude for GJHP providing opportunities for their kids to connect, socialize and enjoy themselves during a very difficult and stressful time.

- (4) Are you able to meet the full demand for this service or is there a waiting list? What new or unmet needs do you see in the community or for the clients served in this program?

We have had waiting lists for some of our programs most notably, Book Buddies. In order to meet this demand, we have started offering more sessions and enlisting high school students to help facilitate these programs. During the 2020-21 school year, we were able to accommodate all interested participants.

We recognize the need to engage a broader audience across the township. To address this need, we are creating opportunities to expand programming. Specifically, we are partnering with youth organizations in Winnetka and Wilmette and planning community events engaging students across the township.

### CAPACITY

- (5) Demonstrate that the program has the vision, personnel, and skills to successfully carry out the program and achieve its goals, objectives and performance measures. Summarize any major changes in staff or personnel.

Historically, the GJHP has employed two junior program directors who have not always carried the level of experience that was required to effectively engage with partner organizations and create new dynamic opportunities. This year, we made a conscious decision to hire a Senior Program Director, who possesses the experience, skills and competence to build new relationships and create and drive programming which enables our vision and allows us to grow the organization. Michelle Rosenthal, a seasoned educator of over 20 years, with a BS and MS in education, as well as extensive experience



# AGENCY/PROGRAM APPLICATION FOR FUNDING

## Fiscal Year 2022-2023

working with non-profits and implementing programming, joined the team in August 2021. Additionally, Michelle partners with a part-time professional communications/marketing contractor, who oversees and implements all GJHP communications, including announcements, newsletters, website, social media and other messaging to students and community. .

### SERVICE STATISTICS/DEMOGRAPHICS

(6) Who is being served by this program? Please provide a statistical breakdown of the number of clients served, the total units of service delivered, and costs per unit of service by filling in the chart below. Please state and define your unit of service for this program and why you chose it. To calculate cost per unit of service, divide the total number of units of service into the total budget for the program. (Suggestions for the appropriate unit of service are included in the proposal in the directions. For some programs you may wish to calculate cost per unit of service in more than one manner.)

(6a) Unit of service definition – Staff hours and professional fee hours of service

(6b) SERVICE STATISTICS – Please indicate fiscal year dates for each column

PLEASE INDICATE FISCAL YEAR/DATES IN EACH COLUMN	Prior Year 2019 - 2020	Present Year 2020 - 2021	Proposed Year 2021 - 2022
Number of persons served (unduplicated count)	559	500	600
Number of units of service	3100	1420	3175
Cost per unit of service	\$46.24	\$42.10	\$39.05

(7) What are the demographics of New Trier clients served in the prior year? (breakdown by community).

GJHP’s mission is to serve all Glencoe residents in grades 5-8, regardless of where they attend school as well as the broader community. Some GJHP programs (i.e., Book Buddies) also directly serve elementary age students in Glencoe as well as high school age students in the district. Other programs collaborate with Senior Citizens (Legacy Project and Show on the Road). Another demographic GJHP serves is adult residents with special needs via our SNAP dinners (in collaboration with GYS). In addition to Glencoe residents, GJHP serves other demographics outside of Glencoe via Civic Engagement programs. For example, GJHP Civic Engagement events serve individuals who are served by New Trier Food Pantry, as well as individuals in the greater Chicagoland area who rely on organizations who provide assistance to individuals effected by food insecurity (I.e., A Just Harvest and Uptown Café) and resource insecurity (I.e., Bernie’s Book Bank and Cradles to Crayons).



## AGENCY/PROGRAM APPLICATION FOR FUNDING

### Fiscal Year 2022-2023

(8) Total from New Trier Township (unduplicated).

See answer (7) above

(9) New Trier Township clients are what % of total?

100%

(10) Units of Service to New Trier clients.

See (7) above

(11) Units of Service to NTT clients are what % of total

See (7) above

(12) New Trier clients age breakdown

GJHP serves all 5-8th grade students residing in the town of Glencoe. In addition to grade 5-8, GJHP serves youth grades K-2 and High School grades 9-12.

### OUTCOMES/EVALUATION

(13) What outcomes did you achieve for your clients in the prior year? Results should be client-outcome based, specify a target level of achievement, the measurement tool that was used, the rationale for setting the target at a certain level, and a timeframe for accomplishment. Detail any changes made in the program as a result of these outcome results.

GJHP continuously strives to find the most effective way to evaluate program outcomes. Student and parent surveys help GJHP evaluate programming, as well as our numbers of hours served and attendance from prior years.

During the past year, we received feedback from multiple families, as well as the district principal and superintendent, recognizing GJHP for pivoting during the pandemic and continuing to provide opportunities for students to engage. Due to the pandemic we decided to continue to run all virtual programming, including events with lower-than-average anticipated attendance due to student need, as many typically-provided programs offered by other organizations had been discontinued.





## AGENCY/PROGRAM APPLICATION FOR FUNDING

### Fiscal Year 2022-2023

- (14) What results are you committed to achieving in the present year? (If outcomes are the same as above, simply state that we hope to improve upon the past year's results)

Our intent in the present year is to reengage our Performing Arts programming, grow our Student Advisory Board membership by 50%, and increase the number of civic engagement partnership programs by 50%. Additionally, we are expanding our Book Buddies program to run a Fall, Winter and Spring session, while engaging NTT high school age students as facilitators. Finally, we strive to increase engagement and participation across civic engagement programming. Through partnering with District 35 and enhanced communications, our goal is to engage every Central School student grade 5-8 in civic engagement. Additionally, we hope to increase our outreach in the Township by partnering with other organizations in Township in the areas of service and community events.

- (15) Are there any other program effectiveness/evaluation measures you think are important, such as customer/client satisfaction surveys, quality of service measures, or other indicators? Please describe.

We believe that obtaining continuous feedback from our community is critical to our success as an organization. We are continuing to implement frequent surveys to assess student interest, and obtain feedback, routine follow up with our Senior Program Director, Student Advisory Board and Board following every event, reviewing our programming as a collective board, and implementing quarterly meetings with Glencoe's middle school principal and Glencoe's District 35 Superintendent.

#### CHANGES/CHALLENGES

- (16) What changes or challenges (legal, socio-economic, demographic, financial, political or other) did the agency, program, and clients face in the prior year? How did you respond? What challenges or changes do you anticipate in the present year? (If changes/challenges were the same for all programs, do not repeat).

While the Covid pandemic presented significant challenge, GJHP was able to shift our face-to-face programming to virtual and/or online formats, which enabled us to continue to offer opportunities for middle school students to engage with their local and broader community. We re-designed 100% of our existing programming, offering new programs to replace events canceled due to the pandemic. Traditional programs were replaced with modified programs, such as the Halloween Hoopla dance, was replaced with a socially distanced outdoor Halloween themed scavenger hunt. And a visit to Orphans of the Storm, was replaced with a live-virtual tour of Stardust Animal Sanctuary.

The level of planning and implementation required to continue to meet our mission throughout the pandemic was a tremendous effort. This helped us realize that our organization would greatly benefit from more experienced, seasoned Program Director's expertise. Additionally, one of our Program Directors had left the organization in 2020 to pursue a Masters' degree in Colorado. As a result, we decided to replace our existing staff with a more senior professional, who possesses the skillset, experience, and competence to define and implement new programming, while forging and building stronger relationships with partner organizations across throughout the Township- critical to enable growth and increased engagement. We also recognized the need for professional communications support. Thus, we engaged a professional communications practitioner, to revise and update our website, making the site more interactive, implement consistent feedback channels, reinvent monthly newsletters, target communication, and re-launch social media. Our goal was to better reach our target audience, in order to increase participation and engagement.



## AGENCY/PROGRAM APPLICATION FOR FUNDING

### Fiscal Year 2022-2023

One final challenge encountered during the past 2020-21 year, was a dramatic decrease in funding. Many individual contributors decided not to donate during the pandemic. Additionally, our Performing Arts programs, which historically has generated substantial income for GJHP were canceled due to the pandemic. To address this challenge, GJHP created *The Quarantine Cookbook*, a hard-cover, color, coffee-table book designed to celebrate our community and raise funds. More than 25 local (NTT) restaurants contributed signature recipes, which were spotlighted in the book. The book also featured advertisements for local businesses, and family tributes, featuring graduating 8<sup>th</sup> grade students, many of whom provided insight to what they had learned through the pandemic. Books were sold to the community, and GJHP raised approximately \$10,000 from this effort.





## AGENCY/PROGRAM APPLICATION FOR FUNDING

### Fiscal Year 2022-2023

#### RECOMMENDATION RESPONSES

- (17) How did you respond to the recommendations made by New Trier Township, if any? Please describe in detail. (These are contained in the funding letter you received in June).

NTT recommended GJHP enhance partnership with other NTT Youth Services organizations, particularly GYS. Additionally, NTT recommended we broaden our focus to engage youth across all NTT communities.

To address these recommendations, we have proactively reached out to GYS to discuss partnership opportunities, and we have scheduled monthly SNAP dinner events, as well as a collaboration for multiple service drive/events. Additionally, we have proactively reached out to multiple Youth Service organizations in the New Trier Township (including Winnetka Youth Organization, YMCA, and more), and we are planning collaboration events and programs across the township. We are in process of building a relationship with New Trier High School, and we have expanded programs to include components to engage high school age (9-12) students as facilitators, leaders, and coaches. We are planning to engage multiple high school age facilitators/leaders in performing arts, civic engagement, and social/community events, and we have already begun recruiting high school age students to serve as Book Buddies facilitators, and chaperones for multiple fall events. We intend to leverage this approach throughout the school year.

Finally, GJHP is exploring opportunities to partner with WYO, as well as NTT middle school districts to engage students in collaborative social/civic programs.

#### RESOURCES/BUDGET



## AGENCY/PROGRAM APPLICATION FOR FUNDING Fiscal Year 2022-2023

- (18) What non-financial resources are required to deliver this service? Specify staffing/volunteer requirements, budgetary needs and other resources, inputs, and/or community partners that are needed for this program. If the Township is unable to fund this program at the desired level, what will the impact be on services? Describe how your program will or will not continue without investment by the Township. Complete the attached budget forms. Were any cost reduction measures implemented in the prior year? If there is a sliding fee scale for this program, please attach it and indicate how many clients paid each fee level.

The Senior Program Director, and Communications Consultant are critical resources for GJHP's ability to deliver GJHP services. The Senior Program Director is not only the foundation of the organization, responsible for developing and implementing programming, but also oversees high school age facilitators/coaches, and leads the Student Advisory Board. Our Communications Consultant is a critical resource required to implement all communication and create awareness of GJHP programming and engagement opportunities.

If the Township is unable to fund this program at the desired level, GJHP would require additional funding to meet payroll expense for these two positions, which drive 100% of our civic and social/community programming. Without funding from the Township, GJHP would be required to find additional funding, which could impact our mission and directive.

- (19) If your program or agency budget request represents an increase from last year, please explain the reason for the change and what the increase will be used for.

N/A



# AGENCY/PROGRAM APPLICATION FOR FUNDING

Fiscal Year 2022-2023

(20)