

Stepping Stones

Community Care Fund 2017

Duke University's Office of Durham and Regional Affairs

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Application Form

Basic Information

Organization Name*

What is the name of your organization?

Duke's Office of Durham & Regional Affairs

Year Founded*

What year was your organization founded?

2008

Organization Description*

Please provide the mission statement and a brief history of your organization.

Duke's Office of Durham and Regional Affairs (DARA) seeks to apply knowledge in service of society, as highlighted in Duke's strategic plan, "Making a Difference." The office was created in 2008 to broaden the university's role as an advocate and partner for economic and community development. DARA works with local partner organizations to improve quality of life and public education in Durham and to build strong Duke-Durham relations.

Organization Leadership

Please indicate whether your organization is minority-led.

This information will be used by the grant administrator to learn about our applicant organizations.

Our office is led by an African American male.

Project Name*

Name of your project

Stepping Stones

Theme*

Please choose the theme that best suits your project. See our website for a detailed description of the themes.

Child Development & Education (serving infants - eighth graders)

Amount Requested*

Please indicate the amount of funding you are requesting. The maximum award for the Community Care Fund is \$5,000.

\$3,500.00

Project Description

Project Need*

What critical community need does your project address?

Multiple studies have shown the importance of entering school with strong social-emotional skills, which allow students to learn and to form healthy relationships with their peers and teachers. For children without these skills, the resulting transition difficulties can have a profound and lasting negative impact. In Durham, only 32% of young children attend licensed, regulated child care programs, and more than 4,000 children are on waiting lists for child care scholarships. At local schools, principals and teachers struggle to meet the needs of students who enter kindergarten without having acquired the skills to navigate school routines, to stay on task, or to get along with their peers. Stepping Stones was created in 2008 to help address this school-readiness challenge.

Project Activities*

Describe your key project activities.

Stepping Stones is a five-week summer program based at three elementary schools — Forest View, Lakewood and Y.E. Smith. Every day, incoming students with little to no pre-K experience learn social and school-readiness skills in classrooms that are led by kindergarten teachers and their teaching assistants. Stepping Stones introduces students to important school routines and utilizes the research-based Second Step curriculum, which helps young children gain skills such as self-regulation, empathy, emotion management, problem solving and friendship development. The program also seeks to familiarize students' families with their new school. During daytime and evening programming, parents learn what to expect from kindergarten, how they can best support their child, and how they can become engaged in the school community.

Funding Request*

Please briefly describe what expenses a grant from the Community Care Fund would cover and why they are essential to your project.

A grant from CCF would cover the costs of transportation, parent engagement, and student school supplies for Stepping Stones at Y.E. Smith Elementary. Without transportation, most of our students would not be able to attend the program. The CCF grant would cover the costs of a bus, bus driver and bus assistant. The CCF grant would cover the costs of parent workshops, including food, childcare and interpretation. Parents will get the tools they need to help their child learn and to advocate for their child, ensuring the long-term success of participants and their siblings.

Number of Participants*

How many people will your project **directly** serve?

45 rising kindergarten students

Indirect Impact

If applicable, describe how many people your project will **indirectly** serve.

Stepping Stones has a positive impact on the 45 participants' families and on the school community.

Target Population*

Describe your target population and how you will recruit participants. Please note that in the final report, grantees will be asked to share the number of people served and to provide a demographic profile according to age group, race/ethnicity and socio-economic status.

Stepping Stones targets rising kindergarteners with little or no pre-school experience. Most of the students are from low-income households, which puts them at higher risk for transition difficulties. During the 2016-17 school year, 99% of Y.E. Smith students qualified for free or reduced-price lunch. The Office of Durham and Regional Affairs works closely with partner schools to recruit program participants. Eligible families are referred to the program as they register their children for kindergarten, and we advertise the program in local businesses and with child-care centers and non-profits.

Project Timeline*

Provide a brief timeline for the development and implementation of your project.

February 2017: Beginning of program planning with partners and staff.

March 2017: Student recruitment begins.

June 2017: Program begins.

July 2017: Program ends.

August 2017: Pre- and post- measures are analyzed.

Best Practices and Research

If your project incorporates or is based upon best practices or research, please briefly describe.

Stepping Stones teachers use the research-based Second Step curriculum to teach social-emotional competencies. The Second Step program's Early Learning Review of Research can be found here: http://www.cfchildren.org/Portals/0/SS_EL/EL_DOC/EL_Review_Research_SS.pdf. Staff members also work closely with teachers and school administrators to make adjustments to the program as needed to accommodate new student populations and evolving school needs.

Volunteers

Do volunteers play a role in your project? We are particularly interested in whether Duke employees or students are involved.

We are also interested in sharing future volunteer opportunities related to this project with the Duke community.

Stepping Stones offers few volunteer opportunities, though Duke student volunteers in the past have accompanied students and teachers on field trips.

Partnerships, Collaborations & Coordination*

If applicable, list any key organizations you are partnering, collaborating or coordinating with and briefly describe their role with this project.

Durham's Partnership for Children provides additional kindergarten transition support and materials for families. The East Durham Children's Initiative assists with family recruitment and program evaluation.

Project Goals & Evaluation

Project Completion & Reporting Date*

Please select the date that you anticipate having project results to report.

08/31/2017

Project Goals & Measures of Success*

What specific outcomes or goals do you plan to achieve? How will participants be affected? Please note that grantees will be asked to report their progress on these goals in the final report.

Results of past Stepping Stones program assessments suggest that the 2017 Y.E. Smith participants will show improvement in social skills, self-esteem, confidence and classroom behavior. We expect the program will give students and their families a greater understanding of the school setting, schedule and expectations.

Evaluation Measures and Plan*

How will you evaluate your project?

Evaluation of program success is based on the results of pre- and post-program observations of students' classroom skills and social and behavioral development. The Kindergarten Observation Form, developed by Applied Survey Research, is administered by trained staff. We also analyze attendance records and parent and teacher satisfaction surveys.

Budget

Operating Budget*

Please provide your organization's total fiscal operating budget.

\$123,456.78

Project Budget*

Use this budget form to provide your project budget, including revenue and expenses. Instructions for completing your project budget and narrative are included in the form.

Please only use the budget form provided. We will not consider budgets in other formats.

2017SampleBudget.xlsx

Other Revenue Sources*

Please list any other sources of funding for this project, the funding amounts and if they are pending or confirmed. Explain how this project would be affected if these other funds were not granted.

ABC Foundation — \$10,059 — confirmed
XYZ Private Endowment — \$10,000 — confirmed

If we did not receive the Community Care Fund grant, we would pursue cost-splitting opportunities with our program partners, and we would work with our own budget and development managers to shift other office resources to cover these expenses.

Sustainability*

If your project is ongoing, provide a brief description of your plans to sustain it beyond the end of the proposed grant period.

We work closely with colleagues in Duke Development to identify ongoing sources of university, donor and foundation support for Stepping Stones.

File Attachment Summary

Applicant File Uploads

- 2017SampleBudget.xlsx

Project Expense	Source of funding	CCF Funding Narrative	
Expense/Item (auto calculated)	Requested CCF (auto calculated)	Describe CCF Expense/Item	In terms of project goals, explain necessity of expense request
Student Recruitment	\$0.00		
Lead Teachers (2)	\$0.00		
Assistant Teachers (2)	\$0.00		
DPS Bus Fees	\$2,500.00	Compensation for one bus driver and one assistant; mileage costs	Without bus transportation, most of our students would not be able to attend the program. We contract with DPS to use a district bus and to hire a district bus driver. A bus assistant is also required to serve this age group.
Site Coordinator (1)	\$0.00		
Classroom and Office Supplies	\$0.00		
Parent Engagement Materials	\$1,000.00	Workshop materials and food; interpretation services; childcare staff compensation	By helping parents to feel comfortable in the school setting, and by giving them the tools and information they need to help their child learn and to advocate on behalf of their child, the program helps to ensure the long-term success of program participants and their siblings.
Student Backpacks and Gifts	\$0.00		
0	\$0.00		
0	\$0.00		
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Total CCF \$ Requested:

\$3,500.00