

Step-by-Step 4 Help Foundation, Inc. - Pathways to Potential After-School Program

FY 2024-2025 City Grant Proposal Term Sheet

Grant Recipient: Step-by-Step 4 Help Foundation, Inc. ("Recipient")

Program Name: Pathways to Potential After-School Program (the "Program")

City Funding Request: \$76,525

Contract/Grant Term: August 1, 2025 – May 31, 2026

Any substantial change to this FY 2024–2025 City Grant Proposal Term Sheet (the "Term Sheet") or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

PROGRAM OVERVIEW:

The Pathways to Potential After-School Program is a nurturing and engaging after-school experience designed to support the academic, emotional, and social development of elementary, middle, and high school students in and near the Westside Community Recreational Center. In strong partnership with the New Town Success Zone, the Program offers wraparound support services that strengthen both youth development, community and family stability.

- Provide a consistent, caring after-school routine for children
- Deliver engaging enrichment programs
- Build social-emotional and coping skills through group activities, mindfulness, and open dialogue
- Support homework completion and boost academic confidence
- Create strong family connections through monthly events, workshops, and celebrations
- Empower parents with supportive programming, resource connections, and ongoing communication

PROGRAM SCOPE OF WORK AND DELIVERABLES:

Step-by-Step 4 Help Foundation, Inc., in collaboration with New Town Success Zone, will:

- Hire 3 trained contractors/consultants to lead and supervise the Program
- Serve 35 students per day with a strong staff-to-student ratio
- Provide daily structured activities that include:
 - Homework assistance and tutoring
 - Creative arts (painting, drawing, music circles)
 - STEM activities and hands-on experiments
 - Wellness and coping skills activities (deep breathing, journaling, feelings check-ins)
 - Social skills groups with role-play and peer discussion
 - Etiquette and manners courses (respect, table etiquette, greetings, communication)
 - Youth cooking courses focused on nutrition, independence, and teamwork
 - Movement breaks, yoga, and physical wellness routines
 - Soft skills development: communication, teamwork, responsibility, time management
 - Introduction to age-appropriate business and entrepreneurial skills (team roles, product ideas, leadership)
 - Group games, conflict resolution activities, and team-building exercises
 - Daily journaling and reflection to build self-awareness and emotional intelligence

- Host monthly Family Fun Nights, Parent Empowerment Workshops, and Community Resource Events
- Offer parents access to mental health supports, workforce readiness tools, and wraparound referrals through New Town Success Zone
- Track attendance, child progress, and family participation metrics

PROGRAM IMPACT & REPORTING:

The Pathways to Potential After-School Program, in collaboration with the New Town Success Zone, will nurture the whole child by supporting physical and emotional health, academic achievement, social maturity, and creative growth while also building strong, lasting connections with families and the community. This partnership enhances the Program's ability to connect families to vital resources, deepens trust in underserved neighborhoods, and creates a more coordinated network of care.

- Program goals and outcomes will be monitored and reported through a combination of attendance records, behavior and participation logs, family engagement reports, student work samples, photo documentation, and narrative reflections.
- Student participation and behavior improvement logs
- Mental health and SEL engagement indicators
- Feedback from families, children, and staff
- Success stories and creative portfolios from student activities
- Photos, reflections, and event documentation
- Parent survey data and workshop participation

Pathways to Potential is more than just a place to go after school—it's a fun, safe, and inspiring space where kids can learn new skills, make friends, and grow into confident leaders. The Program will build good habits, strong minds, and brighter futures for 35 children and their families during the 2025–2026 school year.

PROGRAM COSTS / PAYMENT TERMS:

City funds shall be expended by Step-by-Step 4 Help Foundation, Inc. in accordance with the approved Program budget and will be paid on a reimbursement basis upon the City's receipt and approval of required documentation, including but not limited to: paid invoices, cleared checks, bank statements, and payroll records. Funds will only be released after Step-by-Step 4 Help Foundation, Inc. has submitted all necessary documentation.

All City funds must be used exclusively for the benefit of Duval County residents. Approved uses of grant funds include:

- Office and Other Supplies: Funds in this category cover essential materials to keep the Program running smoothly, such as paper, pencils, notebooks, art supplies, cleaning supplies, and learning tools that support both academic and creative development
- Insurance Property & General Liability: This ensures the safety and protection of all Program participants, staff, and equipment. Insurance coverage is critical for providing a secure environment in which children can learn, play, and grow without unnecessary risk.
- Vehicle Insurance
- Lead Facilitator: Manages day-to-day operations, supervises staff, and ensures safety and structure.
- Two Youth Enrichment Staff: Engage children in creative, educational, and social-emotional learning activities.
- SEL & Learning Consultant/Guest Speakers: Facilitate special sessions in mental health, wellness, business skills, and etiquette.
- Therapists: Facilitate special sessions in mental health/trauma focused
- Tutors: Provide one-on-one and small group academic support, homework help, and test preparation.

- Client (T-shirts): Custom Program t-shirts create a sense of belonging, identity, and pride for every student participant.
- Client Food/Snacks: Snacks and meals for students
- Client Other (Parent Engagement/Events): Covers supplies, refreshments, and materials for monthly family nights, workshops, and community bonding events. These gatherings strengthen school-home connections and empower caregivers.
- Client Other (Incentives/Field Trips): Supports experiential learning opportunities such as museum visits, cultural outings, or STEM centers. Also funds student incentives (e.g., certificates, books, prizes) for attendance, behavior, or participation.
- Computers & Software

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the Jacksonville Ordinance Code, except as otherwise provided in the legislation authorizing funding for the Program, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council-approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

FY 24/25 City Grant - Complete Program Budget Detail

Lead Agency: Step-by-Step 4 Help Foundation, Inc.

Agency Fiscal Year: 25-26

Program Name: Pathways to Potential After-School Program

				BUDGET			Funding Partners		
Categories and Line Items	Prior Year Prg Funding FY 2023-2024	Current Year Prg Budget FY 2024-2025	Total Est. Cost of Program FY 2024-2025	Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding	
I. Employee Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Personnel - 01201 (list Job Title or Positions no name	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1.	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0	\$0.00	\$0.00	
2.	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0	\$0.00	\$0.00	
3.	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0	\$0.00	\$0.00	
Subtotal Employee Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Fringe Benefits									
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Employee Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
II. Operating Expenses									
Occupancy Expenses									
Rent - Occupancy -04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	
Other - (Please describe)	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Office Expenses									
Office and Other Supplies - 05101	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Printing and Advertising - 04801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$52,025.00	\$0.00	\$0.00	\$52,025.00	\$0.00	\$0.00	
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel Expenses									
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Equipment Expenses									
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Vehicle Insurance -04502	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Direct Client Expenses - 08301									
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Food/Snacks	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client Educationa	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Client (T-shirts)	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	
Client Other (Parent Engagement/Events	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00	
Client Other (Incentives/Field Trips	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	
Total Operating Expenses	\$0.00	\$0.00	\$75,525.00	\$0.00	\$0.00	\$75,525.00	\$0.00	\$0.00	
III. Operating Capital Outlay (OVER \$1,000)									
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Computers & Software - 06427	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Capital Outlay	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	
Direct Expenses Total	\$0.00	\$0.00	\$76,525.00	\$0.00	\$0.00	\$76,525.00	\$0.00	\$0.00	
Percent of Budget	-	-	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	

Last Modified: 04/24/2025

All City Grant items listed must be included in the narrative section of the budget.

Budget Narrative for Selected Items of Cost
FY 2025 City Grant Application
Program Budget Narrative (Max. 2 Pages)
Proposed Funding Period: FY 2024-2025
COJ Funding Only

Agency: Step-by-Step 4 Help Foundation, Inc.

Program Name: Pathways to Potential After-school Program

EXPENSES: Please provide narrative description for all categories listed below for which you are seeking **City Funding Only**.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.

Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

I. Employee Compensation - (not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

Salary & Wages \$ -

Payroll Taxes & Benefits \$ -

II. Operating Expenses

Occupancy Expenses

Insurance Property & General Liability - 04502	\$ 5,000.00	This ensures the safety and protection of all Program participants, staff, and equipment. Insurance coverage is critical for providing a secure environment in which children can learn, play, and grow without unnecessary risk.
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Office Expenses

Office and Other Supplies - 05101	\$ 2,000.00	Funds in this category cover essential materials to keep the after-school program running smoothly, such as paper, pencils, notebooks, art supplies, cleaning supplies, and learning tools that support both academic and creative development.
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Professional Fees & Services (not audit) - 03410		
Lead Facilitator	\$ 13,125.00	Manages day-to-day operations, supervises staff, and ensures safety and structure.
Two Youth Enrichment Staff	\$ 21,000.00	Engage children in creative, educational, and social-emotional learning activities.
SEL & Learning Consultant / Guest Speakers	\$ 5,000.00	Facilitate special sessions in mental health, wellness, business skills, and etiquette.
Therapists	\$ 6,450.00	Facilitate special sessions in mental health/trauma focused
Tutors	\$ 6,450.00	Provide one-on-one and small group academic support, homework help, and test preparation.
Subtotal - Professional Fees & Services	\$ 52,025.00	

Travel Expenses - not related to entertainment expenses \$ -

Equipment Expenses

Vehicle Insurance - 04502	\$ 6,000.00	
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Direct Client Expenses

Client Food/Snacks	\$ 4,000.00	Snacks and meals for students
Client Other (T-shirts)	\$ 1,500.00	Custom Program t-shirts create a sense of belonging, identity, and pride for every student participant.
Client Other (Parent Engagement/Events)	\$ 3,500.00	Covers supplies, refreshments, and materials for monthly family nights, workshops, and community bonding events. These gatherings strengthen school-home connections and empower caregivers.
Client Other (Incentives/Field Trips)	\$ 1,500.00	Supports experiential learning opportunities such as museum visits, cultural outings, or STEM centers. Also funds student incentives (e.g., certificates, books, prizes) for attendance, behavior, or participation).

III. Operating Capital Outlay:

Computers and Software - 06427	\$ 1,000.00	
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TOTAL	\$ 76,525.00	
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