

Mentoring Families and Kids Inc. - MFK Community Outreach Program

FY 2024-2025 City Grant Proposal Term Sheet

Grant Recipient: Mentoring Families and Kids Inc. (“MFK” or “Recipient”)

Program Name: MFK Community Outreach Program (the “Program”)

City Funding Request: \$10,000

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

Any substantial change to this FY 2024-2025 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.

PROGRAM OVERVIEW:

Background and Mission Statement

Mentoring Families and Kids, Inc. (MFK) is a non-profit organization that was founded in March 2005. Our mission is to encourage and provide educational programs that engage students, parents and the community in meeting urgent needs as it pertains to educational advancement and service to our community.

Problem Statement

MFK’s yearly community outreach includes various projects that are supported through an all-volunteer effort. Our volunteers have been very gracious with both their time and their resources; however, funds are needed to correct an imbalance between needs and supply. There are three projects that MFK continually seek funds to support.

1. **MFK Annual Achievement Awards Program:** The annual celebration takes place at the University of North Florida with over 200 students, parents and guests in attendance. Donations normally provide scholarships to High School graduating seniors. Other costs such as achievements awards, venue and dinner costs for 200 attendees are an ongoing challenge for MFK.
2. **Math Workshop:** Algebra1, Geometry and Pre-Calculus Workshops are designed to reenforce classroom lessons and prepare for national standardized tests. Professional Volunteer instructors are invaluable for this program.
3. **Smart Pope Livingston Elementary School:** MFK has two ongoing projects with a focus on community assistance to SP Livingston students. **Math & Reading:** Large classroom sizes and academic levels inequities between students challenge teachers’ efforts to create a balanced academic environment. MFK assigns a math & reading volunteer to classrooms weekly to assist teachers manage students reading and math inequities. **Clothes Closet:** MFK volunteers help provide resources for a school wide clothes rack for low-income VPK-2 students who accidentally soiled their clothes at school doing the academic instruction day. The clothes rack reduces embarrassment and loss of seat time for academic instruction by allowing students to quickly return to the classroom.

PROGRAM SCOPE OF WORK AND DELIVERABLES:

1. **MFK Annual Achievement Awards Program:** This recognition program has three overarching goals. (1) To acknowledge accomplishments of MFK high school graduates and provide a scholarship between \$1,000 and \$5,000 for each student as they proceed off to college. (2) Celebrate MFK 5th – 8th grade award

winning Robotics club (4th place team out of over 200 in the state of Florida). (3) Celebrate math achievers (8th-12th-12th) in algebra1 geometry and calculus.

2. **Math Workshop:** Math professionals in Duval County community routinely volunteer to conduct MFK math workshops. When the budget allows, MFK provides a small reimbursement for instructors' travel expenses, supplies and time. A city grant allows MFK to be more consistent in reimbursing payments to instructors. It has been observed that instructors no shows diminished as reimbursement payments become consistent.
3. **Smart Pope Livingston Elementary School:** Weekly volunteers assist teachers in classroom in math & reading every Tuesday from 9AM to 11AM to create a balanced academic environment by focusing on students that need more one-on-one instructions. They also meet once per month for training on classroom management and to review classroom resources needed by each volunteer.

MFK employs a volunteer effort to help supply and organize the "School Closet." Our volunteers have been very gracious with both their time and resources, however there is an imbalance between needs and supply. While the initial motivation for the "School Closet" was to support students who accidentally soiled their clothes, it soon became obvious the need extended beyond these occasional accidents.

PROGRAM COSTS/PAYMENT TERMS:

Payments under this grant shall follow a pay-for-performance model. Recipient will submit invoices monthly based on a units-of-service/deliverable budget, with each activity invoiced at a fixed rate per session, per event, per item as applicable. Payments will be contingent upon submission of adequate documentation substantiating the delivery of services as required by KHA.

The City, including but not limited to the Council Auditor's Office, reserves the right to audit Recipient's financial records at any time during or after the Grant Term to ensure that funds are being spent appropriately and in accordance with this Term Sheet and the approved scope of work.

1. **MFK Annual Achievement Awards Program:** The cost includes a formal dinner for 150-200 attendees, \$10,000 in scholarships to graduate seniors, venue (University of North Florida University Center), awards, trophies, medals and plaques. MFK will be seeking community partners to support the scholarships program. MFK is seeking City support in the amount of \$4,000 for the FY 2025-2026 event.
2. **Math Workshop:** MFK works with Florida State College at Jacksonville who provides the workshop space, computers and software to conduct math workshops. The instruction/education has historically been provided by volunteers. MFK is seeking City support of \$1,500 per workshop, up to a maximum of 4 events, in FY 2025-2026.
3. **Smart Pope Livingston Elementary School:** This program is primarily supported by private donations and volunteers.

Every MFK project depends on volunteers for success. The Chief Financial Officer as well as other staff members donate their time to the organization at no cost. While volunteers are not paid, there are times when they are reimbursed for expenses such as travel and training. MFK simply could not function without volunteers.

PROGRAM IMPACT & REPORTING:

The City's contribution will serve to enhance the programs and services provided by MFK.

1. **MFK Annual Achievement Awards Program:** This program, through public recognition of accomplishments will have a memorable impact on student confidence and self-esteem, preparing youth for successes in further education.
2. **Math Workshop:** Math is essential for any STEM career. The workshops will provide direct STEM (Science, Technology, Engineering, and Mathematics) education to prepare students for a STEM college career.
3. **Smart Pope Livingston Elementary School:** These efforts will bring value to the classroom, and the clothes closet reduces embarrassment and loss of seat time for academic instruction by allowing students to quickly return to the classroom. Smart Pope Livingston Elementary serves PK-2 with a population of 428.

Recipient must submit a final impact report with performance metrics to the City no later than 45 days after expiration or termination of the Grant Term.

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to the terms and conditions of any contract entered into between the City and Recipient, as well as all applicable regulations deemed appropriate by the Kids Hope Alliance, including but not limited to, Chapters 77 and 126 of the Jacksonville Ordinance Code. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. KHA may work with Recipient to amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to the scope or intent of the Program shall require City Council approval.

FY 24-25 City of Jacksonville Grant Funding - Program Budget

Agency: Mentoring Families and Kids Inc. (MFK)

Program: MFK Community Outreach Program

Fiscal Year: August 1, 2025 - July 31, 2026

Unit of Service/Deliverable	Units to be Provided	Cost per Unit	City of Jacksonville (FY 2025-2026)	Budget Narrative (Explanation of City Funded Expenditures)
Achievement Awards Program	1	x \$ 4,000	= \$ 4,000	Annual awards event to acknowledge accomplishments of MFK high school graduates, celebrate MFK 5th – 8th grade award winning Robotics club, and commend math achievers (8th -12th) in Algebra I geometry and calculus.
Math Workshops	4	x \$ 1,500	= \$ 6,000	Algebra I, Geometry and Pre-Calculus Workshops are designed to reenforce classroom lessons and prepare for national standardized tests.
Total			\$ 10,000	