

**The Friends of the Brentwood Public Library, Inc.
James Weldon Johnson Young Writers Festival
FY 2021-2022 City Grant Proposal Term Sheet**

Grant Recipient: The Friends of the Brentwood Public Library, Inc. (“Recipient”)

Program Name: James Weldon Johnson Young Writer’s Festival (the “Program”)

City Funding Request: \$25,000.00

Contract/Grant Term: October 1, 2021– September 30, 2022

Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.

PROGRAM OVERVIEW:

The James Weldon Johnson Young Writers Festival is an Arts and Humanities Literature Program. It is just one of the Recipient’s urban core educational community outreach initiatives. The James Weldon Johnson Young Writers Festival mission statement is “To use poetry, visual and performing arts as a vehicle to impact youth academic engagement and performance; social-emotional development and to develop writing and analytical skills giving children and youth a greater understanding of themselves and others.”

The funding will be used to produce an Annual James Weldon Johnson Young Writer’s Festival to educate youth. Events will include a Young Authors Awards Ceremony, Family Fun Community Celebratory Activities, Author’s Book Exhibits, and a Career Day Tour. The festival will deliver five days of activities, provide awards of cash prizes for fiction, poetry, and monologues. This will be an opportunity to Network with Local, State and National Community Partnerships (Authors, Publicists, Colleges/Universities, organizations, corporate businesses, and others).

The grant will fund programmatic expenses.

PROGRAM SCOPE OF WORK AND DELIVERABLES:

The James Weldon Johnson Young Writers Festival is designed to provide writing, reading, visual and performing arts skills for elementary, middle, and high school inspiring young authors. To increase awareness of college, vocational interest, and professional community writers.

Proposed Activities: June 15-19, 2022: The James Weldon Johnson Young Writers Festival Venue: Jacksonville Public Library: Main Branch: - June 15-18, 2022

Workshops: June 15-17, 2022, 8:30 a.m. to 3:30 p.m.

Awards Ceremony: June 18, 2022, 8:30 a.m. to 11:00 a.m.

Pending Venue: James Weldon Johnson Park: June 18, 2022, 11:00 a.m. to 5:00 p.m. June 19, 2:00 p.m.-5:00 p.m.

Career Tour Day: To be scheduled during the program period.

Family Fun Community Celebratory: Entertainment/Artists Showcase, Food Vendors, and more

These are the specific activities that achieves the objectives and reflect the festival mission statement.

1. Conduct a 3-day series of workshops introducing team building, writing, visual and performing arts skills. Subsequent sessions will include building self-esteem, strategies of effective writing, reading, and increase skills in visual and performing arts. Students will be able to interact with community writers about their topics and communication interest.

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2. Young Authors Awards Ceremony will recognize all student participants completing instructional requirements for poetry submission, the reading list, poetry journal, and participating in a 3-day series workshops listed above. Eighteen cash awards will be presented to the winning young authors. Judging will be done by independent judges who have significant writing or educational expertise in writing and assessment.
3. Family Fun Community Celebratory to include but not limited to artists entertainment showcase, pop up poetry, food vendors, and more.
4. Community of Writers Book Exhibits (Children and Adults)
5. Career Tour Day to motivate interest in higher education.

PROGRAM COSTS/PAYMENT TERMS:

The attached Program Budget Detail provides overall budget information. Refer to the attached Budget Narrative for Selected Items of Cost for details of all line items totaling \$25,000. Funds will be disbursed on a reimbursement basis as often as necessary upon the presentation of supporting documentation.

PROGRAM IMPACT & REPORTING:

(i) The program goals and objectives will be attained with support from the Recipient's community partners Jacksonville Public Library, Friends of James Weldon Johnson Park, University of North Florida, Florida Authors and Publishers Association, Retired Educators/Community Writers, and "Alycia Powers, an Associate Producer for Inside Edition. She is an award-winning journalist who currently covers a wide range of national stories". We will use several ongoing evaluation strategies to measure outcomes, fuel improvement, analyzing data collected to serve our community more effectively. The success of the program will be based on the following criteria:

- (1) Number of youths enrolled
- (2) Number of youths completing the program workshops, reading list, fiction poetry journal, and following poetry and monologue competition submission rules.
- (3) Pre- and post-surveys will be given to every student to assess knowledge gained from activities.
- (4) The awareness of college, vocation interests, and community writer's careers.
- (5) Keep attendance of all youth activities.
- (6) Surveys will be given to each youth participant to evaluate workshop series and presenters.

(ii) In 2021, The James Weldon Johnson Young Writers Festival established by Sharon Coon became a part of the Friends of the Brentwood Public Library Urban Core Outreach Program. This year the pilot program forty-five (45) poems were entered in the competition from four (4) elementary schools, five (5) middle high schools, and two (2) senior high schools. The program was successful with over 125 students and their families attending the awards ceremony at the James Weldon Johnson Park. Many community leaders participated in the awards presentations. The event was hosted and co-sponsored in part by City Councilman Reggie Gaffney. As a result of the participation, we are adding educational workshops and celebratory family and community events in 2022. The event is during the birthday week of James Weldon Johnson and Juneteenth.

(iii) We anticipate enrolling 150 elementary, middle, high school students and their families. The Family Fun Celebratory Day will be open to the public. We anticipate at least 300 or more in attendance at the JWJ Park event. The community will benefit from the positive perceptions of poetry listed above.

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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, 2, 4 and 5 of the *Jacksonville Ordinance Code*, 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 the approved Program budget will require City Council approval.

FY 2022 PSG/ City Grant - Program Budget Detail

Lead Agency: The Friends of the Brentwood Public Library, Inc.

Program Name: James Weldon Johnson Young Writer's Festival

Agency Fiscal Year: July 1, 2021 - June 30, 2022

Categories and Line Items	BUDGET							
	Prior Year Prg Funding FY 2019-2020	Current Year Prg Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022	Agency Provided Funding	All Other Program Revenues	Funding Partners		
						City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
I. Employee Compensation								
Personnel - 01201 (list Job Title or Positions)								
1. Project Director	\$0.00	\$0.00	\$14,000.00	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Program Manager	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Recruiting Manager	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Festival Workers	\$0.00	\$0.00	\$21,000.00	\$21,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$0.00	\$0.00	\$47,000.00	\$47,000.00	\$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	\$47,000.00	\$47,000.00	\$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	\$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
Office Expenses								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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 - Honorariums	\$0.00	\$0.00	\$5,700.00	\$0.00	\$0.00	\$5,700.00	\$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 (Bus Transportation) - 04021	\$0.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	\$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	\$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
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	\$0.00	\$0.00	\$5,850.00	\$0.00	\$0.00	\$5,850.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Educational Scholarships)	\$0.00	\$0.00	\$6,400.00	\$0.00	\$0.00	\$6,400.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$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	\$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
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$0.00	\$0.00	\$72,000.00	\$47,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00
Percent of Budget	-	-	100.0%	65.3%	0.0%	34.7%	0.0%	0.0%

Last Modified: 02/11/2020

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

**Budget Narrative for Selected Items of Cost
FY 2022 PSG/ City Grant Application
Program Budget Narrative (Max. 2 Pages)
Proposed Funding Period: FY 2021-2022
COJ Funding Only**

Agency: The Friends of the Brentwood Public Library, Inc.

Program Name: THE JAMES WELDON JOHNSON YOUNG WRITERS FESTIVAL

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 N/A
Payroll Taxes & Benefits N/A

II. Operating Expenses

Occupancy Expenses N/A
Office Expenses

Professional Fees & Services
Honorariums will be provided to the guest speakers for facilitating the festival workshops. Special recognition and fees for services will be provided to each artist showcase performance with audience participation at the Family Fun Community Celebratory Festival Events.
The guest speakers and artists will also work extensively with the JWJ festival project staff to develop workshops and exhibitions that are beneficial, exciting, and informative to each age group. There will be three guest speakers @ \$150 each @ 6 workshops for a total of \$2,700. Ten artists will be compensated @ \$300 each for a total of \$3,000.
Total Office Expenses are \$5,700.

Travel Expenses - not related to entertainment expenses

Local Mileage (Bus Transportation)
Funds are requested for bus transportation of students to the James Weldon Johnson Young Writer's Career Day Tour. Anticipated bus expenses include 5 buses @ \$110 each for a total of \$550.
Total Travel Expenses are \$550.

Equipment Expenses
Direct Client Expenses

N/A
Client Food
The festival will include a full day of activities and events. Food will be provided to conference participants and volunteers for each day of the festival. Breakfast, lunch, and snacks will be offered throughout the day. Breakfast costs are estimated at 200 participants @ \$3.75/person @ 3 days for a total of \$2,250. Lunch costs are estimated at 200 participants @ \$5.00/person @ 3 days for a total of \$3,000. The costs of snacks are estimated at 200 participants @ \$1/person @ 3 days for a total of \$600.
Total Client Food Expenses are \$5,850.

Client Educational

A. Materials and Supplies

At least six educational workshops will be held during the James Weldon Johnson Young Writer's Festival. Educational materials will be purchased for these festival workshops. Materials such as journals, writing pens, bags, pamphlets, brochures, paper, etc. will be used to supplement lesson planning and to share information with the festival participants. Costs of the educational materials and supplies are estimated at 200 participants @ \$12.50/person for a total of \$2,500.

B. Books

Each conference participant will be provided a book authored by James Weldon Johnson titled *Along this Way*. Total book costs are estimated at 200 participants \$10/book for a total of \$2,000.

C. T-shirts

T-shirts will be provided to each festival participant, including volunteers and guest speakers. The t-shirts are great for a large group safety, and a incentives to advertise the festival for the current year. The t-shirts will include the City of Jacksonville as one of the sponsors of the James Weldon Johnson Young Writer's Festival. The costs of the t-shirts are estimated at 250 t-shirts @ \$8/each for a total of \$2,000.

Total Client Educational Expenses are \$6,500.

Client Other (Educational Scholarships)

The James Weldon Johnson Young Writer's Festival will include a Young Authors' Awards Ceremony. Scholarships will be provided to the top three winners in each category of the poetry competition. For the elementary category, literacy awards and scholarships will be awarded as follows: 1st - \$200, 2nd - \$150, 3rd - \$125, and honorable mention (3 awardees) - \$50/each. For middle school award recipients: 1st - \$300, 2nd - \$250, 3rd - \$200, and honorable mention (3 awardees) - \$75/each. For high school award recipients: 1st - \$2,000, 2nd - \$1,500, 3rd - \$1,000, and honorable mention (3 awardees) - \$100/each.

III. Operating Capital Outlay N/A