



**Youth Summer Camp  
Partnership Application  
*(June – August)***

**City of New Orleans**

Latoya Cantrell, Mayor

Larry Barabino, Jr., NORD CEO

*Revised September 2020*

## SUMMER CAMP PARTNERSHIP APPLICATION

Thank you for your interest in partnering with the New Orleans Recreation Development (NORD) Commission. NORD provides high quality recreational, cultural, and community programming to New Orleans residents of all ages and abilities. We do this through our core program offerings and effective partnerships with additional organizations.

### NORD YOUTH SUMMER CAMP REQUIREMENTS

This application is for organizations interested in providing camp programming for City of New Orleans youth ages 4-12 years old. If an application is approved, the provider will be required to enter into a Cooperative Endeavor Agreement (CEA) with the City of New Orleans prior to programming implementation.

Youth camps may follow a general summer camp curriculum or utilize a curriculum predominantly focused on a specified discipline such as early learning (4-6 year olds), theater, dance, tennis, basketball, or other interest area.

#### **Youth Camps are required to:**

- Provide summer camp services to youth ages 4-12 years old;
- Operate a minimum of six (6) hours per day, exclusive of breakfast and lunch, for a maximum of eight (8) weeks in duration;
- Conduct weekly off-site field trips for the duration of summer camp;
- Implement a curriculum that encompasses a combination of character development, reading literacy, cultural and academic enrichment. In some cases, organizations may have a specialty camp that offers a curriculum with a specific discipline such as theater, dance, tennis, early learning (4-6 year olds), etc.
- Implement Junior Achievement and Character Counts curriculum into daily camp curriculum; NORD will provide training and curriculum materials to summer camp partners for implementation;

<b>NORD Summer Camp Partnership Funding Matrix</b>	
<ul style="list-style-type: none"><li>• NORD facility based camps</li><li>• Free to participants</li></ul>	<ul style="list-style-type: none"><li>• Non-NORD facility based camps</li><li>• Participants pay fee</li></ul>
\$35 per participant per week *	\$45 per participant per week *

*\* Payment is subject to change based on the CDBG funding received by NORD in 2021.*

## **SUMMER CAMP PARTNERSHIP REVIEW PANEL**

Upon verification of eligibility, each application will be scored by five (5) members of a formal review committee providing the following levels of representation:

- One (1) NORD Commissioner or community designee
- One (1) New Orleans Community member
- Two (2) NORD Employees
- One (1) Representative from Office of Youth and Family Services or designee

Each application will be reviewed and given a maximum score of one hundred (100) points. Final decisions will be confirmed as a group by the review panel described above.

## **SUMMER CAMP PROGRAMMATIC EVALUATION CRITERIA**

Eligibility for 2022 partnership renewal will be considered based on evaluation of performance in the following areas:

- Parent and Youth Satisfaction survey;
- Summer Camp Organization survey;
- Attendance and Participation data;
- Mid program and end of camp contractual compliance checklist;
- Timeliness and readiness during programming hours of operation;
- Timely submission of required reports.

## SUBMISSION REQUIREMENTS

***The submission of this application is for program consideration and does NOT guarantee summer camp partnership with NORD.***

Please utilize the checklist below to ensure the submission of a complete application. Submission of any required application elements after the submission deadline may deem the application ineligible for consideration.

The following elements are required for an application to be considered complete:

- Application Cover Page
- Required Eligibility Documentation
- Narrative Description of Program
- Budget/Funding Information
- Required Attachments
- Signed Agreement Page
- Electronic or Hand delivered submission by deadline

## APPLICATION DEADLINE

**\*\*Applications due Friday, November 6, 2020 by 5:00pm\*\***

**(Incomplete or late submission will not be accepted for review)**

Completed **applications for consideration** may be submitted as follows:

- Via email to [NORDCCContracts@nola.gov](mailto:NORDCCContracts@nola.gov); or
- In person: Attention - Contracts Supervisor at the NORD Administrative Office, 5420 Franklin Avenue, New Orleans, Louisiana 70122

Any and all questions related to this application and/or the submission process must be submitted in writing via email to [NORDCCContracts@nola.gov](mailto:NORDCCContracts@nola.gov).

## PROGRAMMATIC REQUIREMENTS/EXPECTATIONS

Youth Camp Partners are required to meet the following requirements/expectations:

- Two (2) years of proven experience operating youth programming, e.g.
  - Documented paid or volunteer hours with youth program; and/or
  - Operation of a youth camp;
- Staff resumes with proven experience working with youth ages 4 - 12;
- ALL onsite staff must complete a "Darkness to Light" training – (an online child abuse awareness training);
- At least two (2) onsite staff must possess CPR and First Aid certification from a nationally accredited provider; or one (1) if there is only one onsite staff member; and

- NOPD criminal background checks on ALL onsite staff and volunteers, including furnished proof of checks to NORD for verification.

## ELIGIBILITY DOCUMENTATION

The following four (4) eligibility documents are required to be considered for a partnership with NORD:

- **Business Status Documentation**

Please submit one (1) of the following two (2) documents:

- Current Good Standing Certificate from Secretary of State with vendor name correct; **or**
- Authority to transact business in Louisiana.

To obtain copies of state forms, please contact the Louisiana Secretary of State at [www.sos.la.gov](http://www.sos.la.gov)

- **Corporate Resolution**

A corporate resolution is a document created and voted on at a meeting of the board of directors for a corporation or organization. The resolution should list the designated signee by name and title authorized to conduct official business on behalf of the business or organization.

- **Notarized Ban the Box Affidavit**

The "Ban the Box" ordinance ensures equal and equitable access to job opportunities for individuals with prior convictions. The City of New Orleans supports this ordinance by removing obstacles that might prevent qualified applicants from attaining or retaining quality employment. For more information about this initiative, please visit [nola.gov/chief-administrative-office / ban the box initiative](http://nola.gov/chief-administrative-office/ban-the-box-initiative).

- **Approved Tax Clearance Form**

This form is required for profit and nonprofit organizations to conduct business with the City of New Orleans, and may be obtained from City Hall, 1300 Perdido Street in the Bureau of Revenue Office (1<sup>st</sup> floor). This form must have been issued within the last thirty (30) days. [Tax Clearance Form - http://www.nola.gov/getattachment/Procurement/Forms/Tax-Clearance-2012.pdf](http://www.nola.gov/getattachment/Procurement/Forms/Tax-Clearance-2012.pdf).

For more information or if you have any questions, please contact the Contracts Supervisor via phone at 504-658-3026.

**If accepted for Final Summer Camp Partnership Approval, all applicants will be required to submit:**

- Certificate of General Liability Insurance, including the City of New Orleans as an additional insured on the policy, within 7 business days of acceptance. **NO exceptions will be allowed.**
- Proof of registration in the City of New Orleans' BRASS supplier portal, a free online registration for all vendors wishing to do business with the City of New Orleans.
- Documentation demonstrating successful completion of the "Darkness to Light" training by ALL summer camp staff (printouts of certificate of completion).
- Submission and approval of criminal background checks, resumes, & roster of ALL staff/volunteers by the deadline given by NORD Commission. *(See page 6 for details regarding offenses and eligibility)*

## NORD CRIMINAL BACKGROUND SCREENING GUIDELINES

A person will be disqualified and prohibited from serving as a volunteer for /summer camp partner of NORD if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This policy does not apply if criminal charges resulted in acquittal, Nolle Prose, expungement, or dismissal.

- All sexual offenses (regardless of the amount of time since the offense)
  - Examples include but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, sexual exploitation, incest, sex trafficking and slave trade.
- All felony violence (regardless of the amount of time since the offense)
  - Examples include but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, false imprisonment, felony domestic violence, any felony offense which defendant caused great bodily injury to victim.
- Any crimes involving children (regardless of the amount of time since the offense)
- All felony offenses within the past ten (10) years:
  - Examples include but are not limited to: felony drug offenses, gun offenses, theft, embezzlement, fraud, and stalking.
- Misdemeanor – Violent offenses within the past five (5) years:
  - Examples include but are not limited to: simple assault, battery, harassment, misdemeanor domestic violence (not involving children. If children were involved, lifetime ban), hit and run.
- Misdemeanor – Non-violent within the past three (3) years or multiple offenses in the past five (5) years:
  - Examples include but are not limited to: driving under the influence, simple drug possession, public intoxication, marijuana possession, possession of drug paraphernalia, theft if person is handling monies.

### **Pending cases**

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court may not be permitted to volunteer for/partner with NORD until the official adjudication of the case. Should any charges be uncovered or brought against the applicant during their time with NORD, the individual shall be suspended for service to NORD until such time as the charges have been cleared or dropped and they are reinstated by NORD. All summer camp staff and volunteers and/or service provider staff/volunteers are required to notify NORD of any charges that are brought against them during their time with NORD.

## 2021 SUMMER CAMP PARTNERSHIP TIMELINE

Date	Action Item
10/9/2020	Summer Camp Partnership Application Released
10/14/2020	Technical Assistance Workshop – VIA ZOOM 10am – 12pm  * Recorded TA workshop will be available on NORD website for viewing after Oct. 14 <sup>th</sup> .
11/06/2020	Summer Camp Partnership Application Submission Deadline
11/06/2020 – 11/10/2020	Verification of Applicant Eligibility
11/10/2020 – 11/17/2020	Applications Reviewed by External Review Committee
11/18/2020	Final Review Meeting with External Review Committee
December 18, 2020	Preliminary Recommendation Emails sent to Applicant Finalists
January 2021	Drafting of Summer Camp Partnership CEAs
January 27, 2021	Applicant Finalists Meeting
February 24, 2021	Draft CEA approval due back to NORD from partners

\*\* COVID-19 policies, procedures, requirements and operational guidelines for 2021 will be determined based on the City of New Orleans phase as of March 1, 2021 and will be distributed to partners at that time. \*\*

**APPLICATION DEMOGRAPHIC COVER PAGE**

**ORGANIZATION INFORMATION**

Organization Name: \_\_\_\_\_

Mailing Address (including City, State, Zip): \_\_\_\_\_

Website: \_\_\_\_\_

Summer Camp Name (if different from organization name): \_\_\_\_\_

Type of Organization (*Please check all that apply???*):

Federal Non-Profit (501c3)    Community Based    Faith Based    Other: \_\_\_\_\_

**BRIEF** description of summer camp **two (2) sentence MAXIMUM** to be used in 2021 NORD Summer Partnership brochure upon final approval as summer partner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRIMARY PROGRAM CONTACT INFORMATION**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**EXECUTIVE DIRECTOR/PRESIDENT/CEO CONTACT INFORMATION**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



## SUMMER CAMP DESCRIPTION

**ORGANIZATION NAME:** \_\_\_\_\_

**TYPE OF SUMMER CAMP**

**Youth (Ages 5-12)**

Traditional: Maximum Enrollment Capacity: \_\_\_\_\_

Specialty – Focus Area: \_\_\_\_\_  
Maximum Enrollment Capacity: \_\_\_\_\_

**SUMMER CAMP DURATION**

Camp Start Date: \_\_\_\_\_ Camp End Date: \_\_\_\_\_ Total Number of Operational Camp Weeks: \_\_\_\_\_

**CAMP LOCATION**

The application must include a signed agreement with a facility and list of two alternative sites within the same district to host programming in the event the first site becomes unavailable. All sites will be inspected by NORD Program Staff to determine suitability and capacity of the venue to host summer camp.

Name of Site	Street Address	Council District
<b>Additional back-up locations should 1<sup>st</sup> location become unavailable.</b>		

**STAFFING**

Total Number of Staff: \_\_\_\_\_ Staff to Participant Ratio of Students: \_\_\_\_\_

Total Number of Volunteers: \_\_\_\_\_

\*Staff to camper ratio must not fall below the following criteria based on age and/or inclusive needs:

Category	Staff	Participants
<b>Ages 4 – 5</b>	<b>1</b>	<b>10</b>
<b>Ages 6 – 8</b>	<b>1</b>	<b>15</b>
<b>Ages 9 – 12</b>	<b>1</b>	<b>20</b>
<b>Inclusive Needs</b>	<b>1</b>	<b>5</b>

## SUMMER CAMP APPLICATION NARRATIVE

*(Three (3) page maximum)*

**ORGANIZATION NAME:** \_\_\_\_\_

1. Please provide a narrative overview of the proposed program including but not limited to the following required elements.

- Background information about the proposed program and list the staff providing the service, including date of initiation with brief description of relevant qualification expertise;
- How long the proposed program has been serving the proposed targeted population? (*Resume(s) for program staff may be attached*); and/or submitted to NORD prior to employment with the summer camp
- Summer Camp/Service Provision Description;
- Which target populations and/or communities have been served by the proposed program;
- Track record of working with youth;
- Community need for the proposed summer camp partnership;
- Bulleted list of the core goals of the proposed summer camp program;
- The greatest strength of the proposed summer camp program; and
- A description of how best practices have contributed to the proposed program being successful in the past (*if applicable*).

**\*\* Applicants should prepare for in person and virtual programming. Depending on where we are with COVID-19, NORD will make the decision on the type of programming offered during summer 2021.**

2. Number of projected staff or volunteers: \_\_\_\_\_ Staff \_\_\_\_\_ Volunteers
3. Instructor/participant ratio: \_\_\_\_\_
4. Describe the training and orientation to be provided for the staff and/or volunteers prior to program implementation.
5. How will staff be trained?
6. How long will the training be?
7. Will training occur on one or multiple session?
8. What are your training goals?
9. What knowledge /skills will staff gain as a result of the training?

\_\_\_\_\_

10. Will there be any collaborative partners included in the proposed program?

Yes  No

If yes, please state the following:

Name of collaborative partner: \_\_\_\_\_

Intended Role(s)/responsibility (ies) of the collaborative partner: \_\_\_\_\_

11. Please describe the marketing promotion plan for the program, including but not limited to the recruitment of participants. \_\_\_\_\_

**BUDGET/FUNDING INFORMATION**

**ORGANIZATION NAME:** \_\_\_\_\_

12. Please describe the current funding structure supporting the proposed summer camp and the financial sustainability plan for ensuring summer camp operations for the duration of the summer camp period.  
\_\_\_\_\_

13. Summer partners must have additional funding sources outside of NORD Commission funds prior to approval. Have grant funds or other contributions been identified for this proposed NORD teen career camp partnership?

Yes  No

If yes, please list the identified funding sources and indicate the current status of the funding: funded or projected/pending in the specified spaces on the attached Proposed Budget Form.

14. Will this program be fee based?  No  Yes

**NOTE: The maximum allowable rate is \$ 35.00 per week per participant. Revenues collected through the proposed summer camp or service provisions are to be reinvested into the approved programming at the designated site(s). (Priority consideration will be given to organizations offering little or no cost to participants.)**

If Yes: \$\_\_\_\_\_ registration fee per participant  Not applicable

\$\_\_\_\_\_ per participant /field trips  Not applicable

\$\_\_\_\_\_ per participant/per week  Not applicable

OR

\$\_\_\_\_\_ per participant /session  Not applicable

No recurring weekly fees BUT a one-time expense for culminating event (costumes, set costs, etc.) of \$\_\_\_\_\_ per participant.

15. Will this program offer Before Camp and/or After Camp Care?  No  Yes

**NOTE: The maximum allowable rate is \$5.00 per day for Before Camp and / or \$5.00 per day for After Camp. This amount is separate from the allowable weekly camp rate listed in #9.**

Before Care - Hours of Operation: \_\_\_\_\_ Daily Fee: \$ \_\_\_\_\_ or  Free

After Care – Hours of Operation: \_\_\_\_\_ Daily Fee: \$ \_\_\_\_\_ or  Free

16. Complete and submit the Summer Camp Partnership Proposed Budget form. This is a Microsoft Excel worksheet that will automatically total all entries. (see attached) CBDG grants are reimbursement grants, which means you must submit ledgers and supportive documentation for funds distributed.

**REQUIRED ATTACHMENTS FOR SUMMER CAMP APPLICATION**

- Illustrative outline or chart of summer camp schedule for a typical week. (i.e. day of week, session start and end time, session topic and focus or brief activity description per day)
- Specific curriculum to be used and/or activities planned for the proposed program.
- Detailed evaluation plan, including but not limited to process and outcome measures for the proposed program and intended use of evaluation data.
- List of all proposed field trips, including dates, locations, duration, and number of chaperones.
- Resume of camp director proposed to work directly with youth participants, demonstrating two (2) years of experience directing and/or managing youth programs. A college degree is preferred but not required.

**AGREEMENT SIGNATURE**

***Please print this page and obtain the appropriate signature. NOTE: This agreement page must be submitted with an original authorized signature for the application packet to be considered complete.***

**Please read and review carefully before signing.**

- I understand that submission of this application is for program consideration and does NOT guarantee that NORD will partner with my organization.
- I understand that as capacity allows, NORD will select programs aligned with the mission of the organization and deemed best to meet the needs of the community.
- I understand that if accepted as a Summer Camp Partner, our organization will enter in a Cooperative Endeavor Agreement (CEA) with the City of New Orleans.
- I agree to provide all required documents according to the timeline provided.
- I understand that, if selected for partnership, reimbursements are made contingent upon compliance and within 30-45 days of submission of all required documentation.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name of Organization**