CALL FOR PROPOSAL TABLE OF CONTENT

Nashville After Zone Alliance (NAZA) CALL FOR APPLICATIONS FOR 2026-2027
Applications Due Monday, March 16, 2026

Metro Nashville Government collaborates with local nonprofit organizations and other Metro departments to expand access to critical holistic youth development opportunities through afterschool and summer programs. The Nashville After Zone Alliance (NAZA) is the city's out-of-school time system that resides in the Nashville Public Library, under Metro government, and oversees the distribution of city funds for youth development organizations. For over 15 years, Metro has funded afterschool and summer programs through NAZA to increase equitable access to afterschool and summer programs for middle school youth at no cost.

Through this Call for Proposal, NAZA seeks to contract with youth development organizations in Nashville and Davidson County to provide high-quality afterschool programming to youth in 5th through 8th grades attending MNPS and local Charter schools. Additionally, this call seeks organizations to provide summer programming for rising 5th to rising 9th graders with a priority focus on public housing communities among other program sites. All participating youth must be residents of Metropolitan Nashville and Davidson County.

1. Background and Overview

NAZA is a collaboration between Nashville Public Library, Metro Nashville Public Schools, the Mayor's Office, Metro Parks, and more than 40 youth development organizations, all working collaboratively to increase learning experiences for youth during out-of-school time hours. Through these partnerships, NAZA leverages resources to support youth development and create opportunities for success.

By utilizing NPL's resources, NAZA helps partners offer literacy-rich environments that promote reading, writing, speaking, and listening, fostering a lifelong love of learning. NAZA specifically invests in OST programs that serve youth in 5th through 8th grade who may face barriers to participation, such as cost, transportation, and language. NAZA also seeks to support organizations using innovative learning methods such as STEAM, experiential learning, the arts, media creation, and career exploration while building essential skills for youth success.

NAZA's funding contributes to the goals outlined in Nashville's Vision for Holistic Youth Development, focusing on developing youth's social competencies, cognitive and employability skills. By expanding access to quality afterschool and summer programs, NAZA aims to ensure that youth in grades 5 through 8 have the resources they need to thrive. In addition, NAZA supports funded partners by providing access to free professional development training, coaching, access to curricula, tools, and continuous improvement processes.

Applicants are strongly encouraged to ensure their programs align with the principles and practices of Nashville's Vision for Holistic Youth Development, which include growth practices and principles of positive youth development.

A. *Growth Practices*
   a. **Individual Growth Practices (IGP)**:
      i. Identity and Self-awareness
      ii. Curiosity, Learning, and Growth Mindset
      iii. Love, Self-Worth and Confidence
      iv. Emotional Intelligence and Self-Management
      v. Empathy and Compassion
      vi. Communication
      vii. Literacy
      viii. Critical Thinking
      ix. Problem Solving and Resourcefulness
      x. Visioning, Goal setting and Planning
      xi. Initiative and Action
      xii. Life Skills

b. **Community Growth Practices**
   i. Interconnection
   ii. Storytelling
   iii. Youth Leadership
   iv. Equity, Access, Justice

B. ***Nashville Youth Coalition's Five Principles of Positive Youth Development***

The principles will be measured by the minimum standards cited in Annex 4. The Five Principles of Positive Youth Development include:

1) **Promoting a Sense of Physical, Social and Emotional Safety.** Youth must feel as though the adults in this setting will protect them from any harm. They also must feel they are valued and accepted by the group.
2) **Encouraging Relationship Building.** Young people need many supportive long-term relationships to help them navigate their adolescence. They need guidance from caring adults as well as emotional and practical support from their peers.
3) **Fostering Meaningful Youth Participation.** Youth must have an active role, voice and choice in shaping their experiences. They must have the opportunity to practice and develop leadership skills, and they must know their contributions are valuable.
4) **Providing Opportunities for Building Purpose.** Young people must live purposefully and contribute in meaningful ways. Creating opportunities for youth to become involved in the community and for community members to interact with youth is a powerful way to foster a sense of purpose and develop positive values.
5) **Engaging Youth in Learning Experiences that Build Valuable and Healthy Life Skills.** Young people need opportunities for experiential learning that will help them build skills needed to succeed in every area of life.

C. ***Professional Development Opportunities***

NAZA provides free-of-charge professional development opportunities to all partner staff. Training sessions are based on the above-mentioned positive youth development principles and Vision practices.T he expectation is that every NAZA-funded partner adheres to these principles in daily work. Training courses are also offered based on partner requests on specific topics of interest.

The quality of programming at every NAZA-funded program site is measured through the Youth Program Quality Assessment (YPQA) or Social and Emotional Learning Program Quality Assessment (SEL PQA) tools offered by the Weikert Center. Respective training is offered to all NAZA partner staff at NAZA's expense (**See section 3 on page 10 for more details about requirements to attend these trainings**).

2. Funding Opportunity

NAZA is now seeking applications from qualified youth-development organizations to operate programs for FY '27 (July 1, 2026 – June 30, 2027) servingeneyouth either in afterschool programs, summer programs or both (July 1, 2026, and June 30, 2027).

NAZA-funded partners are experienced nonprofit or public entity afterschool providers with established administrative structure and programming capabilities that commit to meeting NAZA's Minimum Standards (Annex 4) and agree to participate in NAZA's continuous quality improvement processes as well as coordinated scheduling, marketing, recruitment, transportation and tracking of youth attendance and outcomes.

3. Eligibility Criteria and Required Documents

Metro Eligibility Requirements (Ref: Metro Non-Profit Grants Manual, Chapter 2)

- Must be a nonprofit, charitable organization under Tennessee law (TCA §7-3-314 and §6-54-111)
- Must provide:
  - Proposed use of funds and description of how the program serves county residents (covered below in Annex 1 and 3).
  - Certificates verifying the following insurance: *commercial general liability, sexual/abuse/sexual harassment, automobile liability (if applicable)* and *professional liability insurance* with limits not less than one million dollars each occurrence. The NAZA-Funded Partner shall provide an updated certificate of insurance upon expiration of the current certificate.
  - TN Annual Report filed with Secretary State (or acceptable substitutes)
    - Acceptable substitutes for annual report (all of the below must be included in the application):
      - Board of directors' names, addresses, and phone numbers.
      - Narrative describing mission and activities.
      - Statistics on activities for the past fiscal/program year if a new partner (e.g., number of clients served with demographics, outcomes).
- Must provide evidence of nonprofit status:
  - IRS designation: 501(c)(3) or 501(c)(6)
  - Articles of Incorporation as a non-profit
  - Tennessee Secretary of State nonprofit registration identification number for charitable organization (or proof of such exemption).
  - Registration with TN Secretary of State Charitable Solicitations Office indicating the agency is currently duly registered to solicit public funds in Tennessee as of the date of the application (letter issued within last 12 months).
- Financial Reporting/Audit Requirements (most recent fiscal year or issued within 12 months)*:

Revenue / Grant Amount	Required Financial Report
Revenue≥ $500,000 OR grant > $50,000**	Independent audit by a CPA (GAAS standards)
Revenue $200,000–$499,999 OR grant $25,000–$50,000	CPA review of financial statements
Revenue $50,000–$249,999 OR grant $5,000–$25,000	CPA compilation of financial statements
Revenue ≤ $50,000 revenue OR grant ≤ $5,000	Internally prepared financial statements

Note*: An audit issued within the past 12 months from the application deadline (March 16, 2026) will be acceptable at the time of application as long as it is the right type of audit as per the table above. However, an updated audit will be required for the purpose of Metro Council approval which should be issued within the last 12 months from the contract approval date (June 16, 2026). If the one attached to the application meets this timeline, a new audit will not be required.

Note**: The type of audit is decided based on the amount that is larger. For example, if the organization's revenue is $150,000 but the NAZA requested funds are $50,000 or above then an independent audit conducted by a CPA according to GAAS standards must be included in the application.

Additional explanation on the types of audits (Ref: 5.04.070 F of Metropolitan Code of Law)

For the purposes of this section, the following definitions shall apply:

1. "Audit" means a formal examination of the organization's accounting records and financial situation in accordance with the generally accepted auditing standards issued by the American Institute of Certified Public Accountants. The purpose of an audit is to provide financial statement users with an opinion by the auditor on whether the financial statements are presented fairly, in all material respects, in accordance with an applicable financial reporting framework, which enhances the degree of confidence that intended users can place in the financial statements.

2. "Review of Financial Statements" means an independent CPA expresses a conclusion regarding the entity's financial statements in accordance with an applicable financial reporting framework. The independent CPA's conclusion is based upon the CPA obtaining limited assurance. The CPA's report includes a description of the nature of a review engagement as context for the readers of the report to be able to understand the conclusion.

3. "Compilation of Financial Statements" means financial statements compiled by an independent CPA for the purpose of assisting management in presenting the financial information in the form of financial statements. A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review.

4. "Internally prepared financial statements" means financial statements prepared by the organization's chief financial officer and/or bookkeeper.

Additional NAZA Eligibility Requirements
- At least one dedicated full-time staffer or volunteer able to attend partner and in-person meetings.
- Dedicated staff, consultants, volunteers, or board members with accounting/finance qualifications to manage bookkeeping and internal controls (per Metro Grants Manual Chapter 4).
- Organizations with terminated NAZA contracts within the past 5 years are NOT eligible.
- Must have an established Board with separate board chair and executive director roles (current leadership cannot serve as board chair).
- Must have a track record of providing high-quality out-of-school time programming that supports academic, social/emotional, and/or physical growth of middle school youth.

Required Documents
- Submit a completed application and all required annexes by the deadline:
  - Annex 1 (Application)
  - Annex 2 (Weekly Plan Example) along with an example of curriculum proposing to implement.
  - Spending plan/Budget Proposal (Annex 3/ Final Spending Plan to be submitted based on awarded amount during contracting phase
  - Annex 8 (Proposed Program Sites)
  - Annex 9A (Signed Certification of Assurance)
  - Annex 9B (Non-Profit Grants Manual Acknowledgement)
  - Copies of all required documents listed above.

- *Note: Annex 6 or 7 (School Partnership Letter signed by an authorized officer from the applicant organization and the principal/administrator from each school for which the applicant is applying to serve. This letter must be actually signed with the name and position of signatory clearly seen and date included. he deadline will be extended through April 30th, 2026*

- A copy of the agency's nondiscrimination policy. Note that Metro does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in

admission to, access to, or operation of programs, services, or activities. Metro does not discriminate in hiring or employment practices.

- An affidavit signed by the agency executive director that the agency is presently in compliance and will continue to maintain compliance with the following language:
  - o The agency, related to its role as a NAZA-Funded Partner, will follow the MNPS operating procedures on verification of criminal background checks on all program staff and volunteers. On school grounds, the MNPS criminal background check contractor shall be used for employees. As long as there is no break in service with the agency, staff will not be required to be fingerprinted yearly. If there is any break in service at all, or if they must go through a rehiring process, they are required to complete a background check including fingerprinting.

  - o All educational records created, disclosed or maintained pursuant to the terms of this contract are confidential and shall be created, disclosed and maintained pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. s #1232g), its regulations and Board of Education policy

- For **NEW APPLICANTS**, additional information includes:
  - ○ Copy of parent/student handbook
  - ○ Previously used curriculum (if applicable)
  - ○ Info about additional funding sources
  - ○ Administrative structure and capacity (included in the application)
  - ○ Financial operations/controls (included in the application)

Other Information
The following must be on file by the agency:

1. A policy is in place that indicates that smoking and drug/alcohol use are not allowed on program premises and in programming space.

2. Policies and protocols are in place so that staff/volunteer verbal and physical interactions with youth are appropriate. For example, staff/volunteers may not be alone with a youth they meet in the program outside of programming time.

3. If the program provides transportation, there are established policies to transport youth safely, including maintaining and complying with the requirements of auto liability insurance (submit proof of auto insurance), in compliance with MNPS transportation policies.

4. Emergency management plans are in place at each site including procedures for fire drills and natural or other disasters; provide a Family Handbook that includes notice to families regarding emergency management plans. Community sites must provide a copy of their plan.

5. Procedures related to potential health risks/hazards and to program closure are outlined in a Family Handbook.

6. Policies are in place to ensure that youth allergies and food restrictions are taken into consideration in food preparation and service (and described in a Family Handbook).

7. Procedures for dealing with sick or injured youth during programming time are outlined in a Family Handbook.

8. Policies allow family members to visit anytime during program hours and engage the staff in private conversation, as appropriate, outside of program hours (described in a Family Handbook).

9. Protocol for dealing with disciplinary offenses is described in a Family Handbook.

10. Policies and procedures support regular, positive and respectful communications with families of participating youth (a newsletter for families can also be provided to satisfy this item).

11. Staff and volunteers are familiar with their position and responsibilities prior to working with youth and their families (onboarding policies, procedures, or other records of staff/volunteer orientation will suffice).

12. Personnel policy, including hiring policies, job descriptions, payment terms, work schedules, and timesheets, etc. and procedures including employee and volunteer performance evaluation, ethics, separation, etc.

13. Purchasing policy include guidelines and regulations governing the purchases of supplies, equipment, contractual services, and other items. Copy of first aid certificate(s) for relevant staff. At least one person with a current first aid certificate, including CPR, must always be present at the site.

14. Results (not actual records) of background checks for site staff. Specify dates of results and name of background check company on the agency's letterhead. All staff working with youth must be 18 years or older. High school volunteers must be directly supervised.

15. Certificates or verification data for all professional development training attended by staff.

4. Terms and Conditions of NAZA Funding

All applicants should strictly follow the spending plan/ budget and grant compliance guidance in Metro Non-Profit Grants Manual and NAZA Budget Guidance (Annex 5) when developing their budgets. All budgeted items must be clear and include detailed explanations.

Note: New partners may request funding not to exceed one program site for afterschool and one for summer with 20 youth slots for each.

4.1 After-School Programming Terms

Schedule and Content:

NAZA-funded programs will align with the Metro Schools calendar and be available to youth Monday through Friday (minimum four days per week) during the fall semester (September 8 to December 11, 2026) and spring semester (January 5 to May 14, 2027), on days when MNPS is in session. Community-based programs may offer programming during school breaks within the allocated budget should they wish. Programs should run for at least for 28 weeks x 2 hours per day (minimum total of 112 days and 224 hours).

All NAZA-funded activities should support youths' physical, social, emotional, cognitive, and academic skills development, help them build purpose through learning, and have relevance to their real-life experiences. Throughout the program day, staff should intentionally infuse opportunities for youth to read, write, speak, and listen as well as allocate time for community building and reflection. When possible, programs should consider encouraging youth to be part of activity design or leading initiatives to enable them to develop leadership skills.

A typical program day should focus to creatively combine:

School day supports (reading, homework, etc.)

- Enrichments (e.g. arts education; STEAM engineering challenges, service learning, etc.) reflecting youth voice and choice and have a learning focus, either provided by program staff or external enrichment partners.

- Focus on youth's skill building, in line with Nashville's Vision for Holistic Youth Development (curricula with activities available for each of the 12 skills).

- Other Experiences (e.g. physical activity, health and wellness, mental health, healthy eating activities, team games with rules, career exploration, field trips and other age-appropriate developmental activities.) that offer fun, support team and relationship building and foster holistic youth development.

- NAZA funds should not in any shape or form be related to any religious content or affiliation. NAZA-funded programs should not proselytize during their regular programming time, nor should youth be accepted or denied based on their religious affiliation or commitment to engaging in any type of religious activities before or after NAZA programming time.

- While NAZA encourages using various learning software and educational games to enhance youth learning, we strictly prohibit enabling access to any video games that include violence, shooting or other unwanted behaviors, especially those rated M for Mature, that are of solely entertainment purposes during NAZA-funded time. Programming time should focus on young people's development.

- NAZA Partners are strongly encouraged to create conditions and support youth led projects. Assistance from the Youth in Action (YIA) Coordinator will be available upon request. Youth-led projects teach youth essential skills that transfer from education to careers, help them become engage as citizens provide them with opportunity to practice important skills such as decision-making, planning, goal-setting, communication, etc. meanwhile highlighting how they can become more involved in their already-existing passions.

Each after-school programming day should begin with check-in and a snack or meal. Additional activities may be offered by the funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

Additional Terms:

Research shows that middle school youth benefit most from consistent participation in high-quality afterschool programs, ideally for at least 60 days per year. To support youth success, NAZA-funded partners should prioritize retention by creating engaging activities that foster interest and connection. Programs must also encourage parents, caregivers, and youth (who are not in sports) to commit to attending the full two-hour session each program day to maximize the benefits.

Priority enrollment should be given to youth without other afterschool options. If space allows, students involved in school-sponsored athletics may participate in NAZA-funded programs **as long as they attend for at least one hour per session**. Programs with multiple staff on-site can accommodate these students by ensuring they benefit from a meal/snack, learning time, and transportation home. **Only youth with a fully completed enrollment form, signed by a parent or guardian, may participate.**

Fifth Grade Programming Guidance:

NAZA-funded programs will be allowed to continue offering programs to those 5th grade students. This could include:
- Exclusively serving 5th grade youth at an elementary school
- Serving 5th grade youth as part of your regular target group of youth

NAZA has identified several challenges affecting fifth grade students' attendance to NAZA-funded programs:
- Different school schedules between elementary and middle schools
- Transportation schedules and access
- Inability to split programming between elementary and middle schools.

If partners plan to offer NAZA-funded school-based programming with 5th graders, the organization will need to offer programming at the target elementary school location. Applicants interested in offering separate 5th grade programs should include the target location in their proposal.

Additionally, if a 5th grade student attends a community-based NAZA-funded program (either through parent drop off or arranged pick up) offered to middle school youth, partners can accept the youth and count them as attendees as long as the fifth graders have the same documentation and records as others in the program and the attendance is regularly tracked.

Priority Schools:

NAZA will prioritize funding programs based on multiple indicators: MNPS CSI/Priority schools, schools with high % of English Learners and schools with highest enrollment in high need areas.

CSI/Priority schools are identified when they exhibit low student performance. The following schools are:

Antioch Middle	East Nashville Middle	McMurray Middle
Apollo Middle	Haynes Middle	Moses McKissack Middle
Bellshire Elementary	Jere Baxter Middle	Napier Elementary
R.H. Dinkins (Brick Church) Middle	John Early Middle	Park Avenue Elementary
Cockrill Elementary	Jones Elementary	Robert Churchwell Elementary
Cumberland Elementary	Margaret Allen Middle	Wright Middle

b

Applications to serve youth from other middle schools will also be accepted and considered. NAZA will prioritize funding schools in the highest need areas with the largest number of students.

**Note. Priority/CSI refers to schools identified as Priority for Comprehensive Support and Improvement (CSI). CSI refers to schools identified for Comprehensive Support and Improvement in 2023 and has yet to exit.

English Learner Middle Schools

The following schools have high percentages of English Language Learner (ELL)/Limited English Proficient (LEP) youth and, accordingly, partners offering programs for ELL/LEP population are encouraged to apply to serve youth attending:

Antioch Middle	JFK Middle	LEAD Southeast	Thurgood Marshall Middle
Apollo Middle	KIPP Academy	Margaret Allen Middle	Wright Middle
Croft Middle	Lead Cameron Middle	McMurray Middle	

Highly Populated Middle Schools

Partners should also consider schools with a higher population of students as a priority. Currently the top 10 enrolled middle schools include:

JFK Middle	Apollo Middle	J.T. Moore Middle	Wright Middle
Meigs Middle	T. Marshall Middle	Bellevue Middle	
Antioch Middle	McMurray Middle	Goodlettsville Middle	

A complete list of middle schools and their current enrollment numbers can be found below on Appendix A.

Charter Schools

Partners have the option to provide on-site programming for the growing Charter school population (Appendix B) in Nashville-Davidson County. Priority will be given to schools in high need areas. However, when creating those partnerships, transportation will need to be negotiated between the charter school and the grantee. Due to the charter schools outsourcing their transportation needs, the funds for school transportation must be considered in their budgets. Please refer to the NAZA Budget Guidance for more details.

In addition, when serving charter school youth, partners must determine if the school falls under MNPS or the Charter School Association. NAZA data-sharing agreement, which allows organizations to gain additional demographic and academic information, only has jurisdiction with schools falling under the MNPS umbrella.

Afterschool Preferred Locations and Transportation:

Applicants should include information in their proposals about their preferred location for programming (Annex 8 – Program Sites). Applicants who need support or have interest in finding community-based locations for programming, should indicate that in their proposal. For community-based afterschool sites, **NAZA encourages organizations to target locations that would best serve youth living in underserved communities, including young residents of public housing communities to narrow the opportunity and accessibility gap.**

The applicants must provide plans for transportation or express the need for afterschool transportation in their application to help NAZA make informed decisions about transportation funds allocation. Plans/needs description should include both afternoon drop-off and evening buses. NAZA will continue to work with MNPS transportation services to allocate evening buses for school-based sites within its funding limits and MNPS bus availability.

4.2 Summer Programming Terms

Schedule and Content:

NAZA-funded summer will be available to youth Monday through Friday during the summer (July 1 – August 7, 2026, and May 26 – June 30, 2027). Programs applying for summer funds must commit to running for at least for 4 weeks of programming.

A typical summer program day should span minimum 4 hours and up to 8 hours and focus to creatively combine:

- **Enrichments** (e.g. arts education; STEAM engineering challenges, service learning, etc.) reflecting youth voice and choice and have a learning focus, either provided by program staff or external enrichment partners.

- **Career Exploration**- programs should consider exposing youth to post-secondary and career opportunities and partner with local businesses or other organizations ready to offer experiential learning and early exposure to various professions. Partners are encouraged to take advantage of NAZA's partnership with Junior Achievements to promote career exploration.

- **Other Experiences** (e.g. physical activity, health and wellness, mental health, healthy eating activities, team games with rules, career exploration, field trips and other age-appropriate developmental activities.) that offer fun, support team and relationship building and foster holistic youth development.

- **Field Trips-** programs are strongly encouraged to build field trips (cultural, leadership, post-secondary or career, recreational or other) in their summer programs.

- NAZA funds should not in any shape or form be related to any religious content or affiliation. NAZA-funded programs should not proselytize during their regular programming time, nor should youth be accepted or

denied based on their religious affiliation or commitment to engaging in any type of religious activities before or after NAZA programming time.

- While we encourage using various learning software and educational games to enhance youth learning, we strictly prohibit enabling access to any video games that include violence, shooting or other unwanted behaviors, especially those rated M for Mature, are of solely entertainment purposes during NAZA-funded time. Programming time should focus on young people's development.

Each summer programming day should begin with a check-in and provide lunch (breakfast is optional). Additional activities may be offered by the funded partner outside of this timeframe at the partner's expense, with no cost to youth and their families.

Summer Program Locations:
Applicants should include information in their proposals about their programming location (Annex 8 – Program Sites). Potential partners are highly encouraged to **establish a summer program site in or near an underserved community, including public housing communities.**

> *Note that no school site is available for summer programming through NAZA.*

Summer Funding Priority
The following summer programming locations are on priority list for NAZA. Organizations that are interested to serve any of these communities should include their selected site(s) as one of the sites on their Annex 8.

If NAZA cannot fully fund the applicant's summer request, priority should be given to maintaining the public housing site (if you applied for one). Camps located at MDHA facilities should follow the same funding formula used for regular summer programs, as outlined below.

NAZA prefers that organizations operate the program on-site of the below communities but if an organization has plans to alternate program locations during the week, a hybrid programming location model is acceptable. An explanation of the plan is required on the grant application. Your explanation should include the alternate location name and address, days of the week youth will attend other location, and transportation plan.

MDHA Community Program Site Location Information:

Community Name	Community Center	Summer Lunch Provided	Kitchen	Access to Outdoor Space	Est. max Capacity	Location Notes
Cumberland View	✓	✓	✓		20	Access to outside play area a block away
J.C. Napier	✓		✓	✓	50	Near Napier Basketball courts and an open grassy area for activities.
John Henry Hale	✓	✓	✓	✓	30	Large community center and access to Wakins Park across the street.
Preston Taylor	✓	✓		✓	50	Large community Center space with access to Metro Park behind the building
Sudekum Apartments	✓	✓		✓	50	Near Sudekum basketball courts and playground for outside activities

Additional Summer Programming Info

MNPS buses are not available for summer programs, therefore applicants should plan any transportation expenses in their NAZA budget (or elsewhere) accordingly. However, applicants applying for summer funds must provide transportation plans in their application.

Budget: Applicants must submit an itemized budget (Annex 3) for the program year and summer (if chosen to program). Applicants should meet the required minimum staff to youth ratio of 1:15 and budget accordingly.

For summer programs, the budget should be calculated at a rate of $8 per hour per youth. The maximum cost per youth for summer program is $320 per week for partners offering 8 hours of programming x 5 days per week (x $8 per youth). The maximum for a 4-week program per youth is $1280 for full-time program (40 hrs/week x 4 weeks). See more details in Annex 5, the budget guidance.

Please remember, if funded partners are planning to program in July 2026 and June 2027, the awarded summer funds are for both months and will need to be budgeted accordingly.

NOTE: A change in the spending plan: Instead of submitting two separate budgets, one for afterschool and one for summer, NAZA is moving to one budget per proposal allowing organizations to budget expenses as it works best for their needs. The budget total should not exceed the proposed number of slots x afterschool rate and summer rate combined.

Applicants should follow the [Metro Non-profits Grants Manual](#) and [NAZA Budget Guidance (Annex 5)](#) while developing their spending plan/ budget proposal.

5. Programmatic Requirements for NAZA-Funded Partners:

5.1 Supervision

NAZA-funded partners commit to maintaining a staff: youth ratio not to exceed 1:15 at all times by establishing and maintaining a mechanism for substitutions. Youth must always be supervised by program staff.

1) **School Relationships:**

   NAZA-funded partners should be actively involved in communicating and collaborating with schools to promote recruitment and enhance youth learning. They participate in planning meetings with school administration and staff, including in meetings facilitated by Community Achieves, to help meet school outcomes and to track youth progress. Additionally, these regular meetings should be an avenue to address strategies for program recruitment, retention, and attendance tracking. NAZA-funded partners have access to student data and therefore should work with the designated school personnel to access the data quarterly.

2) **Recruitment and Family Engagement:**

   NAZA-funded partners are responsible for recruiting youth, leading program activities, and engaging in family outreach. NAZA-funded partners promote consistent participation/retention levels by contacting each family/youth before programming begins, whenever absences begin to develop a pattern, and to confirm an exit/withdrawal if appropriate. NAZA-funded partners will make every effort to recruit and serve the number of the youth that they commit to serve each semester in their NAZA proposals.

3) **Attendance:**

   NAZA-funded partners commit to maintain daily attendance, updating the NAZA attendance tracking tool (Salesforce) on a weekly basis at a minimum (daily update is strongly recommended). This requires a computer with internet access. In addition, youth sign in with their given first and last name daily using the NAZA approved sign-in sheets to verify their participation. **All entries into the attendance system should contain accurate**

information about youth, including correct name, student ID, birthdate, gender, and grade in accordance with NAZA enrollment form.

4) **Meals/Snacks:**

Partners should plan for a healthy snack or meal to be provided to every youth on every day of programming.

5) **Experiential Activities:**

In addition, NAZA-funded partners are encouraged to engage external enrichment providers at least twice per semester to increase the diversity of appealing programming options for youth. Enrichment providers are individuals and organizations that offer enriching activities within the afterschool context. For example, they might include teaching artists, mentors, health educators, yoga and martial arts teachers, spoken word literacy teachers, or career exploration and life skills experts. Enhancement partner expenses can be budgeted as part of the program budget attached to this proposal.

6) **Events:**

NAZA-funded partners are responsible for hosting at least 2 free events during the 2025-2026 school year that 1) incorporate and highlight growth practices from Nashville's Vision for Holistic Youth Development; 2) create space for youth planning and leadership and 3) that are open to the public to attend during the year, such as a fall and/or spring showcase, an open house, a visual or performing arts piece, a poetry reading or spoken word event, etc.

Each NAZA partner organization should plan at least one Lights on Afterschool activity in October. This can be internal to the program (i.e., just for NAZA youth and families) or an event that is open to the public.

5.2 Organizational Requirements for NAZA-Funded Partners:

1) **Branding:**

NAZA-funded partners agree to recognize NAZA as a funder by displaying NAZA signs in program spaces, indicating NAZA is a funder on their website and adding NAZA's logo on their website, supporting NAZA through social media outlets, etc.

2) **Partner Meetings:**

Key staff and program directors from each NAZA-funded program site are required to participate in the NAZA learning community by attending Partner meetings four times during the school year. Meeting dates will be announced to the partners well in advance of the scheduled date.

3) **Professional Development:**

For each NAZA-funded partner, the program director and all frontline staff working directly with youth are required to complete the following trainings:

- **NAZA Essential Operations – available online**
- **Introduction to Positive Youth Development (PYD) In-Person Training**
- **At least two (2) training sessions on Vision growth practices**

Staff are only required to complete the *Introduction to PYD* training once. This training is currently offered in person during the fall and spring.

Funded Partners must also complete two (2) Vision/IGP trainings each fiscal year. These may be completed in person or through asynchronous courses available on the Learning Hub, NAZA's online learning management platform in Salesforce.

The NAZA Essential Operations training is also accessible via the Learning Hub.

The new/incoming Program Directors and Site Coordinators of NAZA-funded programs are also required to attend a Youth Program Quality Assessment (YPQA) or Social and Emotional Learning Program Quality Assessment (SEL-PQA) training either in-person or online (the online version is offered for NAZA upon request). As many other program staff as possible should attend this training. At least one staff member who has attended YPQA Basics or SEL PQA must be on-site at NAZA-funded program sites at all times.

Returning Program Directors and Site Coordinators, who have taken YPQA Basics or SEL PQA before, will only be required to retake the training(s) every 3 years after completion.

Any training required by MNPS for staff working in school buildings will be made available to NAZA partner staff.

Additional relevant training:

Training is available to NAZA-funded partners to support high-quality programming as well as the achievement of their Improvement Plan. Returning site staff are encouraged to attend additional trainings that will support the program's continued quality improvement.

Highly Recommended Training:

Strategies for Employee Retention: For all site directors and program managers to be taken once. This interactive workshop we will look at several best practices such as recruitment strategies, on-boarding and work culture along with other practices that can be implemented to reduce turnover.

Advance Positive Youth Development: From this interactive workshop, you will walk away with new tools and field-tested activities you can embed into your program to help young people grow stronger every day. *Pre-req*: Intro to Positive Youth Development.

4) **Program Quality Evaluation:**

All program directors/managers and site coordinators of NAZA-funded programs are required to participate in the **Program Quality Improvement (PQI)** cycle as provided by the Weikart Center's Forum for Youth Investment**,** comprised of the following quality improvement activities, offered at no cost to Partners:

a) **Baseline Self-Assessment** utilizing the Youth Program Quality Assessment (YPQA) or Social-Emotional Learning Program Quality Assessment (SEL PQA) tool. Program staff conduct a self-assessment of their program and enter results in the Scores Reporter in the Fall Semester.

b) **Follow-up YPQA/SEL PQA self-assessment at the in the spring semester of the school year,** also entered into Scores Reporter, and planning for the following fall semester based on the results of this assessment.

c) Annual External Assessment using the same evaluation tools and metrics will be conducted by contracted assessors trained by Weikart Center. External assessments occur once per year and are scheduled on a rolling basis. A prioritized schedule for external assessments using a tiered for prioritization to ensure equity and access to regular external assessments.

30-minute virtual debriefs take place with external assessors and program staff following observation and scoring to review results. These take place within two weeks of the observation unless there are extenuating circumstances (holidays, illness, weather interruptions, etc.).

d) The two assessments are reviewed to develop an understanding of how well the program is performing regarding NAZA Quality Standards.

e) NAZA-funded partners are required to administer an annual **Leading Youth Indicator Survey – Youth** provided by the Forum for Youth Investment to enrolled youth at each site in the during the programmatic year to capture youth experience with the program.

f) NAZA-funded partners are required to administer an annual **Leading Indicator Survey – Staff** provided by the Forum for Youth Investment to all staff employed to support NAZA-funded programing in programmatic year to capture staff experience with the program.

g) NAZA-funded partners are required to distribute an annual **Leading Indicator Survey – Family** provided by the Forum for Youth Investment to all parents and guardians of enrolled youth to support NAZA-funded programing in programmatic year to capture the experience of parents or guardians with the program.

h) Developing and uploading a **Program Improvement Plan (PIP)** based on the results of previously administered assessments and surveys. The PIP will consist of three improvement goals using evaluation data to guide decision making in crafting each goal. Goals should be reviewed and updated as needed year over year and, if met, new goals are created to focus on continuous improvement

i) NAZA partners will have access to **limited students' school data** through the **data-sharing agreement** between NAZA/NPL and MNPS. Partners will be required to attend a training on Responsible Use of Data located in a virtual portal.

j) Partners will be required to sign the Data-sharing Sub-agreement (to be attached to the contract) and adhere to all requirements under that document so that they can have access to student data.

5) **Compliance with MNPS Requirements:**
Programs offered at participating Metro schools will operate in full compliance with MNPS requirements, including liability insurance, criminal background checks, non-discrimination, ADA, and other related standard Metro requirements, confidentiality of student records per FERPA, operation as a non-profit, and transportation policies (as appropriate).

6. Performance Measures

NAZA will track the following performance measures throughout each contract year. Partners will be required to report on these indicators in their annual reports.

Organizational-level performance indicators

	NAZA-Established Afterschool Programming Indicators
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA contract.
2.	Of the # of youth contracted to be served in NAZA-funded organization's afterschool program, at least 40% will be retained for 60 days or more during the program year.
3.	NAZA-funded organization will follow the YPQI protocols and procedures and complete self-assessment, external assessments (if applicable), and staff, parent and youth surveys in a timely manner.
4.	NAZA-funded organization will develop and use the Program Improvement Plan to improve programming for spring.
5.	At least 60% of youth actively enrolled in NAZA-funded organization's NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates.

	NAZA-Established Summer Programming Indicators
1.	NAZA-funded organization will serve at least 90% of the # of youth that it commits to serve in its NAZA contract.
2.	Of the # of youth contracted to be served in NAZA-funded organization's summer program, at least 40% of the youth must be retained for at least 50% of the scheduled programming days.
3.	75% of youth enrolled in NAZA-funded program will complete a youth-level survey at a rate comparable to NAZA-wide average attendance rates.

Youth-Level Outcomes

NAZA-funded organizations will be held to certain parameters on the Forum for Youth Investment's Leading Indicator Survey - Youth on topics ranging from culture and climate to program structure and design. The categories are outlined in the table below, but the specific scores determining successful outcomes will be based on base-line data from the LIS-Y provided in the 2024-25 programmatic year and have yet to be determined. If NAZA-funded partners find their results to be below the agreed upon standards, they must address them as part of their annual improvement plan.

	NAZA-Established Outcomes Categories – Leading Indicator Survey – Youth
1.	NAZA-funded organization will be scored with aggregate overall average (combined across all of its sites)—demonstrating that youth respondents report positive experiences in their program.
2.	On "Homework Completion," "Commitment to Learn," "Academic Success," "Work Habits," "Initiative," and "Problem Solving/ Persistence" scales, NAZA-funded organization 's respondent youth will report a commitment to learning as a result of participating in NAZA-funded afterschool program demonstrating that youth respondents are committed to learning as a result of participating in their program.
3.	On the "Peer Interactions," "Positive Peer Relationships," "Positive Adult Interactions", "DEI- Affirmation," and "Encouragement," NAZA-funded organization 's respondent youth will report feeling positive about their relationships in NAZA-funded organization 's afterschool program demonstrating that youth respondents are experiencing positive relationships in their program.
4.	On the "Cultural Connections," "Teamwork," "Confidence/ Self-Esteem," and "Emotion Knowledge," "Emotion Management" and "Emotion Expression" scales of the of the youth-level survey, NAZA-funded organization's respondent youth will report that they have learned fundamental/SEL/life skills in NAZA-funded organization 's afterschool program and report that these skills are of increased importance to them—demonstrating that youth gain fundamental/SEL/life skills as a result of participating in their program.
5.	On the "Youth Voice" scales, NAZA-funded programs will demonstrate that youth are empowered in their afterschool activities.

If applicable, feel free to describe additional program-specific outcomes that your organization expects to achieve in the 2026-2027 program year beyond what is cited above in the relevant section of your application. Please note, that NAZA highly values this information as it endeavors to better customize training and coaching supports. If the applicant is approved for funding and does not achieve the additional outcomes, there will be no negative implications.

7. Key Dates in Contracting Process

Feb. 13	NAZA Funded Application Open
March 16	Deadline for Submitting Applications for NAZA Funding
April 20 – 21	Prospective Awardees receive notification of NAZA's intent to award funds with contract.
April 27	Prospective Awardees submit signed & notarized contracts, official budget, and finalized Annex 8
By June 30	Awardees receive Metro approved signed contracts
August 20 (estimated)	2025 – 2026 School year NAZA kick off meeting

8. Proposal Scoring and Evaluation Method

Returning Applicant Scoring

NAZA funding decision for FY 2027 for returning applicants is based on the following criteria:

1. **The average score/percentage of the application**
2. **Current year's youth program attendance**
3. **Current year's youth program retention**
4. **Agency's compliance with program quality process**

The applicant's final total score, which is also the percentage of which NAZA funding will be considered, is comprised of the points as described below:

- 100 points/100% of the total agency's score = 100% of requested funding (contingent on the availability of funds).
- Agencies eligible for bonus points and meeting all criteria for maximum scores may hit 110% and can be funded at higher level if funds are available.
- Applicants should not expect big increases in comparison with their previous year's budgets since NAZA will have no new allocation for FY 27.

Current Partner Application Scoring (100 Points Total)

Criterion	Max Points	Scoring	Description
Proposal Quality (Proposal Score)	60 pts	Avg. % proposal scores: ≥ 90% = 60 pts 89–80% = 55 pts 79–70% = 50 pts 69-60% = 45 pts < 59% = no funding	Average score from 3 reviewers (external and internal) **Proposal evaluation rubric** (max 60 of the total application score) generated from the following categories: • *Mission and Experience (max 10 pts)* • *Priority Schools and ELL (max 10 pts)* • *Program Schedule, Activities & Growth Practices (max 45 pts)* • *Program Data/Recruitment (45 Pts)*
Enrollment with minimum of 1 day attendance (Past Year)	15 pts	Enrollment Points: ≥ 90% = 15 pts 80–89% = 12 pts 70–79% = 9 pts 60-69% = 7 pts 50-59% = 3 pts < 49% = 0 pts	The enrollment points are generated in accordance with the previous year's (FY 2025) performance indicator for returning partners
Retention (Past Year)	15 pts	Retention Points:	The retention points are generated in accordance with previous years' performance indicator for returning partners.

		≥ 40% = 15 pts 30–39% = 10 pts < 30% = 0 pts	

Program quality compliance	10 pts	YPQA self-assessments:
		    Completed = 5 pts
		    Not completed = 0 pts
		
		LIS surveys:
		    Completed = 5 pts
		    Not completed = 0 pts
			The YPQA/LIS-Y points are generated in accordance with previous years' performance indicator for returning partners.
			All NAZA partners are required to complete Youth Program Quality Assessment (YPQA) process and conduct Leading Indicator Surveys.

Returning Partner Bonus	10 pts	+10 pts for 5+ years continuous partnership	This is added outside the 100-point scale and may move the applicant a tier up if funds are available.
Audit risk	High/low	Low risk = funding eligible High risk = reduced or denied funding	Depending on the type and severity of the findings, funding may be rejected if the finance office determines high risk.

New Applicant Scoring

NAZA funding decision for FY 2027 for new applicants is based on the following criteria and scoring approach:
1. **The average score/percentage of the proposal**
2. **Administrative & Governance Capacity**
3. **Financial & Compliance Capacity**

New applicants have a two-step approval process to receive funding. The first step is the proposal score that must have an average score of 70% or more to gain points towards their total application score. Any organizations falling below 70% are automatically ineligible for NAZA funding.

The proposal score is included in the total application score. A total application score ≥75 points = Eligible for full funding for 20 youth slots max (max $27,100 for afterschool; $51,200 for summer).

Even if an organization has a satisfactory proposal score, if their total application score falls below 75 points, they are ineligible for NAZA funding.

Affiliated partners (who become new funded partners) are eligible for full funding for 25 youth slots max (max $33,875 afterschool; $64,000 summer) with the same scoring approach.

The applicant's final total score is comprised of the points described below:

New Partner Total Application Score (Total = 100 Points)

Criterion	Max Points	Scoring	Description
Proposal Quality (Proposal Score)	60 pts	Avg. % proposal score: ≥ 90% = 60 pts 80–89% = 55 pts 70–79% = 50 pts < 69% = No Funding	Average score from 3 reviewers (external and internal) **Proposal scores** (max 60 of the total application score) are generated from the following distribution of proposal points: • *Mission and Experience (max 20 pts)* • *Priority Schools and ELL (max 10 ptsl)* • *Program Schedule, Activities & Growth Practices (max 50 pts)* • *Program Data/Recruitment (20 pts)* • *New Applicant Information (35 pts)*

Internal Review

Administrative & Governance Capacity	*25 pts*	*Strong = 25 pts* *Moderate = 15 pts* *Weak = 5 pts* *Poor = 0 pts*	*Board and administrative capabilities*
Financial Operations & Controls	*15 pts*	*Strong = 15 pts* *Moderate = 10 pts* *Weak = 5 pts* *Poor = 0 pts*	*Determination of strengths of internal controls*
Audit risk	*High/low*	*Low risk = funding eligible* *High risk = reduced or denied funding*	*Depending on the type and severity of the findings, funding may be rejected if the finance office determines high risk.*

9. Availability of Funds

NAZA grant application is open to public on annual basis and there are new and returning applicants every year. This section defines how a funding decision will be made based on the availability of funds.

If NAZA receives more funding requests than the available funds, we will use a "baseline" method. This method involves setting baseline funding cap based on the number of slots funded in the previous year for each returning applicant **with an exception for the cases when the requested slots are fewer than the previous year and the grantee did not meet their targeted outcomes.** Additional new slot requests will be accommodated to the possible extent, but with a limit of 20 slots for new partners.

Upon initial appropriation of the available funds, if additional funding becomes available, it will be distributed among the applicants based on the following considerations:

1. The capacity to serve more youth/expand to new sites (including program staffing, staff turnover, timeliness of response to requests and overall compliance from previous year).

2. Geographic location of the proposed programs (new sites), including higher priority areas/schools than others given the student enrollment, demographic data, and program saturation.

3. The enrollment, attendance, and retention trends from previous year.

4. Risk level based on Metro risk assessment tool.

Based on these factors, NAZA will make the best determination on how to distribute the additional funding.

Appendix A – Middle School Enrollment

School Name	Total Enrollment
John F. Kennedy Middle	808
Meigs Middle	693
Antioch Middle	632
Apollo Middle	668
Thurgood Marshall Middle	514
McMurray Middle	510
John Trotwood Moore Middle	501
Bellevue Middle	493
Goodlettsville Middle	472
Wright Middle	467
H. G. Hill Middle	429
Donelson Middle	413
William Henry Oliver Middle	396
DuPont Tyler Middle	394
Croft Middle	373
Rose Park Middle	355
Jere Baxter Middle	358
DuPont Hadley Middle	338
Isaac Litton Middle	337
Head Middle	332
Madison Middle	329
West End Middle	291
I.T. Creswell Middle School of the Arts	269
Haynes Middle	231
Two Rivers Middle	172
Margaret Allen Middle	166
East Nashville Middle	136
Richard H. Dinkins Middle School	126
Moses McKissack Middle	111
John Early Middle	104

Appendix B – Charter School Enrollment (5-8)

School Name	Total 5-8 Grade Enrollment
Valor Flagship Academy	528
Valor Voyager Academy	524
STEM Prep Academy	453
LEAD Cameron	445
East End Preparatory School	413
Intrepid College Preparatory Charter School	413
LEAD Southeast	406
KIPP Nashville College Prep	364
KIPP Academy Nashville	386
Explore Community School	225
Nashville Classical East	204
Strive Collegiate Academy	187
Nashville Prep	168
Knowledge Academy @ The Crossings	163
Liberty Collegiate Academy	122
Rocketship United	56
Purpose Prep	51
Smithson Craighead Academy	47