



Request for Proposal Vendor Application YouthQuest After School Program

Thank you for your interest in providing services to YouthQuest! We value our partnerships with organizations in the community as together we impact our youth for a better tomorrow.

Instructions: Please complete the application found on the following pages and email* to info@yquest.org, fax to 810.877.6934, or mail to YouthQuest, 4400 South Saginaw Street, Suite 1470, Flint, MI 48507.

***Note:** *Electronic application is preferred. Please do a "save as" including your organization name in the document title.*

Mission and Objectives

YouthQuest is a free, innovative after school enrichment program for youth in Genesee County, Michigan, managed by the Genesee Regional Chamber of Commerce (GRCC). Currently we are located in 15 schools in Carman-Ainsworth, Flint, Montrose and Mt. Morris. YouthQuest is made possible through the generous support of the Charles Stewart Mott Foundation, along with additional funders and donations.

The mission of YouthQuest is to **provide youth with engaging after school experiences to excel, excite, and explore!** The program typically operates 3 hours per day, Monday – Thursday, usually between 3-6 PM.

We are looking for vendors (persons or organizations that provide a paid service at any YouthQuest site) who will help us to accomplish this mission by aligning **safe, engaging and exciting learning experiences** with our **core program objectives:**

- Traditional academic support (experiences focused on literacy, math, science, or social studies)
- Exploratory academic support (experiences that engage two or more of the traditional academic subjects)
- Enrichment through
 - Visual arts
 - Performing arts
- Personal / individual physical fitness / sports / recreation
- Team physical fitness / sports / recreation
- Nutrition education
- Youth development: life skills, career awareness, technology, character education, or leadership
- Family involvement
- Service projects

Required Documentation: Background Checks, Certificate of Liability

ALL vendors and their staff working with children in YouthQuest are required to complete a fingerprint background check through the Genesee Intermediate School District (GISD). The fee for this LiveScan background check is currently \$64 (subject to change by GISD) and is the responsibility of the vendor. Contact GISD at (810) 591-4400 to make an appointment.

Note: Non-profit organizations will need to provide a copy of the background check(s) or provide a written statement on the organization's letterhead confirming that the employee(s) have fulfilled this requirement. Previously approved vendors must annually provide a letter stating that the status of all representatives is unchanged from the original background check. (New staff must still complete the background check.) It is the responsibility of the vendor to report to YouthQuest any change in status of one of its representative and/or withdraw said individual(s) from providing services through their corporation or organization to YouthQuest.

All vendors must provide an EIN number OR all employees who work with the YouthQuest program will be asked to submit a copy of their driver's license (front and back) and a social security number. These will be kept in secure files at the GRCC.

Additionally, all corporate and non-profit vendors who provide services at a YouthQuest site must supply a copy of their **certificate of liability coverage** showing the **Genesee Area Focus Fund** (the support organization of the GRCC's YouthQuest program) as an "additional insured party" at \$500,000 or more.

Vendor Application and Proposal

Organization Name or Individual Vendor Name				Date of Application		Member of GRCC?	
This is a(n):		Business		Non-profit Organization		Individual / Independent Contractor	

First Name				Last Name			
Organization Primary Contact:							
Address		Number & Street:		City:		State:	Zip Code:
Primary Phone # (include area code):					Secondary Phone #		

Email Address				Website			
---------------	--	--	--	---------	--	--	--

EIN (organizations)				Social Security # (individual) (attach list if more than one)			
---------------------	--	--	--	--	--	--	--

3 references of those who have used your services: Include organization, contact name, and phone #		
Organization	Contact Person	Phone (include area code)

Proposed Program Description

Note: The text boxes will grow as you type.

1. Title of Your Program

--

2. Please briefly describe what your program entails and how it will meet the above core objective(s):

--

3. Materials Needed:

Include: Will you provide materials or will YouthQuest be responsible to purchase them? Costs?

4. Activity Details: *Please indicate how many students you can work with at a time, how long a session would be, how many sessions you propose, what age group, etc.*

5. Proposed Rate: *This will be negotiated. Indicate proposed rate per hour / session or per student.*

6. People Providing Program: *List all staff from your organization that will be providing program to YouthQuest.*

7. Other: *Any other information you'd like us to know?*