Application for CPC Project Assistance

Introduction: The Roger Williams University (RWU) Community Partnership Center (CPC) delivers project-based services to organizations and municipalities in the local and regional communities. Services are based on the University’s academic programs and the availability/applicability/suitability of the projects. Previous projects have included include architectural design, market survey and research, business planning, community planning, historic preservation, neighborhood crime prevention planning, legal research and associated specialties. Since the project services are performed by students in support of their educational experience please understand that any deliverables generated through an accepted project are intended to provide conceptual information only to assist design and planning and such are not intended, nor should they be used for, construction or other project implementation. Professional and/or other services may be needed to ultimately implement a sponsor’s desired goals.

Instructions: We encourage non-profit organizations and municipal agencies to contact the CPC with ideas for projects that can benefit the community while providing meaningful service-learning for RWU students. Please fill out this Application for Project Assistance, answering all applicable questions. In order for any project to be considered for assistance, completed applications must be submitted to CPC Director Arnold Robinson via e-mail: arobinson@rwu.edu or faxed to (401) 254-3565. Any questions can be directed to CPC staff at (401) 254-3307.

SECTION 1: Organization Information

Name of Organization: Community String Project

Type of Organization (please circle one): public (town, city, special district), private (citizen, non-profit), other (please explain): 501(c)(3) non-profit organization

Name of Contact Person: Stan Renard

Address of Organization/Contact Person: Stan Renard PO Box 513 Bristol RI 02809

Phone: 401-500-1243

Fax: 

E-mail: info@communitystringproject.org

Description of Organization and Mission:

The Community String Project (CSP), a 501(c)(3) non-profit organization, began in July of 2009 with the goal of serving all youth in the East Bay area, regardless of income, through an innovative, school-based music program centered on string instruments. In addition to the value of learning how to play an instrument (which has been shown to increase academic performance), students also benefit from being involved in a supportive activity that assists with dropout prevention, fosters community engagement, and increases self-esteem.
CSP provides after-school lessons to elementary students (grades 3-5), a Youth Orchestra Program for middle school students, and evening beginner and ensemble lessons for adults and high school students. (For a complete description, please see our Program page.)

Students in Grades 3-5 have the opportunity to play the violin, viola or cello. CSP owns and maintains an inventory of instruments that are available to our students at minimal cost. Instruction is provided free of charge for students (up to grade 12) who participate in the free/reduce lunch program. Currently, 37% of the youth being served by the CSP meet the criteria for subsidized instruction.

How did you hear about the CPC?

I learned about CPC from CPC Director Arnold Robinson
Title of the Project: CSP Policies and Procedures Handbook

Project Location (Address, City, State, and Zip): Byfield School in Bristol, RI 02809 (Corner of Church St. and High St.)

General Project Description (you may attach a longer narrative if necessary):

CSP wishes to document all of its policies, procedures and protocols in a handbook format. CSP wishes to streamline its operations. Such a document would be of infinite help to any current and future member of the CSP community.

Potential Scope of Work/Tasks for RWU CPC:

Work/Tasks would include interviewing the Committee chairs and staff, organizing, editing and formatting content into a user friendly handbook. This handbook would provide CSP current and future board members and staff with the information needed to understand all of CSP’s policies, procedures, and protocols.

CSP wishes to streamline its operations. Such a document would be of infinite help to any current and future member of the CSP community.

Proposed Project Schedule (when the tasks/project needs to be completed):

CSP is anticipating completion of this project between April 15th and May 1st 2013.

Other information to help us to better understand the project (we encourage feel free to include pictures, site documentation, maps etc.):

More information (including forms, pictures, and news) can be found at www.communitystringproject.org

Complementary document(s):

-Brochure
-Fall Newsletter
SECTION 3: Project Outcomes

Please describe how this project will benefit your organization:

The project would help CSP's wish to streamline its operations. By increasing our transparency, the handbook would provide the clarity we need to offer our board and staff as well as incoming members a solid source of reference regarding our operations. It would also give us a more solid ground to apply for additional grants.

Please describe how this project might benefit the overall community, including who could benefit from this project (i.e. target groups, neighborhoods, the region/city/town as a whole, etc.).

This project would help us become a stronger and more efficient organization thus, benefitting the community we serve including volunteers, board members, staff, instructors, parents and students. CSP serves the communities of Bristol, Warren, Barrington, Portsmouth, Newport, Fall River, and East Providence. CSP offers after school lessons for youths and adults at four elementary schools (Rockwell, Guiteras, Colt Andrews, and Hugh Cole) as well as at the Kickemuit Middle School in Warren and our office in the Byfield School building in Bristol.
SECTION 4: Financial Information

What is your organization’s annual operating budget?

$94,000

What are your major sources of funding?

Fees for services (tuition and instrument maintenance fees), fundraisers, grants, and individual and corporate donors.

How much funding from your annual operating budget is set aside for this project (if any)?

$1200
SECTION 5: Private Sector Involvement

Have you or your organization discussed the project with practicing professionals (e.g. architect, engineer, planner, etc.)?

   Yes / No     With Liz Keithline at RISCA and our Grant writer Dyan Vaughn.

If no, please explain why:

If yes, please explain why you have chosen to seek assistance from the RWU CPC with your project request, instead of undertaking the project using fee-for-services from a paid professional:

CSP has limited resources as a non-profit organization. We have heard about the reputation of the RWU CPC program and we wish to further our partnership with Roger Williams University. We are very thankful for this opportunity and hope that CPC will consider supporting our project.