

Proposal Summary
Meeting Date: 8/23/2017

Center for Independence through Conductive Education
Request # 115472

Project Title:	Teaching Together Chicago Grant Amendment
Duration:	12 months
Request Date:	6/30/2017
Request Amount:	\$122,000
Recommended Amount:	\$122,000
Program Area:	Human Services\Jobs program
Population Served:	Physically Disabled/Developmentally Disabled
Type of Support:	Program Support
Grantee Location:	Countryside, IL
Primary Contact:	Ms. Patricia C. Herbst

Project Abstract

This request is to amend the grant to support further development of the prototype for the Teaching Together Chicago (TTC) program. Now in its second year of development, TTC connects agencies that serve people with developmental disabilities and places them in internships leading to employment at Catholic schools, and beyond.

Organizational Background

The Center started in 1998 in a local church providing motor training services to six children with physical disabilities. Since inception, the Center has served approximately 550 children and young adults with physical disabilities and provided over \$10 million in non-reimbursable therapy services. Today, the Center provides intensive motor training programs year-round to approximately 170 children and young adults with physical disabilities at three locations in Illinois: Countryside, Chicago, and Lake Zurich (Northwest suburb of Chicago). During 2016, the Center provided over \$750,000 in non-reimbursable therapy services to over 150 children.

Annual Revenue Sources

Grants	16%	Government	5%	Earned Income	1%
Fees	38%	Private Support	40%	Other	%

Finances - Center

	Budget	Actual	Actual
	12/31/2017	12/31/2016	12/31/2015
Revenues	\$1,420,125	\$1,487,006	\$1,355,636
Expenses	\$1,420,125	\$1,420,190	\$1,234,314
Surplus (Deficit)		\$66,816	\$121,322
Net Assets	\$1,474,995	\$1,474,995	\$1,408,179

Program Description

The Center is spearheading the effort to develop the prototype for the Teaching Together Chicago (TTC) program, which is based on a program from a school in Washington, DC. During the first year, three agencies (Center for Independence through Conductive Education, Helping Hand Center, El Valor) collaborated to develop the prototype. As the TTC team developed the Teaching Together concept and built the infrastructure for Teaching Together Chicago, they learned some lessons and made adjustments to the program. During the past year, the team dealt with some unexpected situations, such as:

- The Executive Director of a partner agency took another position mid-year of the program start. Although the Director committed the agency to project coordination, website development, publicity, and outreach, the agency did not have the level of skills/commitment needed to produce the work. TTC leadership requested a reallocation of grant funds to keep things moving.
- The skills of the Project Outreach Coordinator were limited in trying to accomplish the objectives of the TTC program, which directly impacted the amount of time spent by other team members. Team members increased their effort to fill the gaps.
- The staff effort needed to get a program started while simultaneously attempting to promote and implement the program was underestimated. For example, the Center estimated 10% of staff effort for program development, and spent 30% FTE; a consultant's time was budgeted at 100 hours, and actually spent 260 hours.

Aside from the challenges TTC encountered, there were significant accomplishments while developing the prototype. These accomplishments allowed TTC to confirm the opportunity, which the program provides for people with disabilities, and revealed the acceptance by many social service agencies and principals from Catholic schools. TTC accomplishments during the first year include:

- 13 interns with disabilities were placed at 9 local schools and paid a stipend.
- 9 of those interns were offered permanent employment.
- 13 Catholic schools have committed to placing at least 16 interns for the 2017/2018 school year.
- One school did not accept the stipend from TTC, and funded the intern from the school's budget.
- Archdiocese invited TTC to present at the Annual Principal Meeting, where many principals expressed interest in participating in the program.
- Gained endorsement for the program from the Archdiocese of Chicago, which has agreed to "collaborate" with the TTC team. Archdiocese is permitting TTC to use the Archdiocese Seal on the TTC website, brochure and guidebook.
- Created a video to use for marketing and outreach. A new version is in the works, which includes an endorsement of the TTC program from the Cardinal of the Archdiocese of Chicago.
- Created a guidebook and resources to implement the program targeted at agencies, schools and people with disabilities.
- Created a website, which gives visibility to TTC and provides resources for participants.
- Held an informational session for agencies that serve people with development disabilities to inform them about the TTC concept. Several agencies expressed interest in becoming a partner and offering the program to their clients.
- Made presentations at four conferences to inform and promote TTC to various target audiences.

Based on the successes during the first year of the prototype development, the TTC team is proposing to expand the scope of the program by hiring a full-time staff person specifically dedicated to the TTC program. The Executive Director will run the program, build awareness, develop agency partnerships, meet with schools to secure internships, and coordinate intern placements between agencies and schools. The Executive Director will develop long and short-term goals for TTC and engage in capacity building that will ensure organizational and financial stability, program quality and growth, and raise funds to support the organization. The plan is to hire the Executive Director at 50% FTE effective August 1st and move to full time on November 1st.

Even with the hiring of an Executive Director, the TTC team anticipates the Center will devote 30% FTE on strategic planning, transitioning responsibilities from Center staff to Executive Director, publicity, outreach to agencies and schools and marketing/public relations. Consultants will continue to assist with capacity building and raising funds to ensure the sustainability of TTC.

Teaching Together Chicago shows great promise in expanding opportunities for employment of people with disabilities in local private schools throughout the Chicagoland area. Going forward, TTC will need to consider and work on additional challenges and opportunities, such as:

- Conducting outreach and showing additional DD agencies how to train and implement the program at their agency.
- Expanding TTC beyond Catholic schools to include secular and non-secular private schools throughout the region including Charter schools.
- Securing financial support from local the community for stipends at under-resourced schools.
- Securing adequate funding and support to ensure sustainability of TTC beyond grant period.
- TTC interns work during the school year, yet the interns would like year-round employment. How or what this looks would need to be considered.
- A database needs to be developed whereby the TTC team knows where agencies are geographically located in relation to where schools are located for interns to work.

Expected Outcome

- TTC will consist of the three original partners: Center for Independence, Helping Hand Center and El Valor and they will add five agencies, including Little City, Neuman Family Services, Blue Cap, Misericordia and Clearbrook to train and seek employment for individuals they serve.
- At least 30 interns with disabilities will be placed in the school environment leading to permanent employment at a school or similar community employment.
- At least 25 Catholic schools throughout the Chicago Archdiocese will commit to hiring an intern.

Program Budget

The request for \$122,000 is 45% of the total budget of \$274,000. The total budget includes \$55,833 from the current grant toward the budget for the second year of the program. The expenses include salaries and other costs to begin transitioning the program from the Center's leadership to operate TTC independently.

Prior Grants

Last Grant Date: 2/2/2017
Number of Prior Grants: 19

Last Grant Amount: \$15,000 (Giving Tuesday)
Total Amount Granted: \$1,162,800

Recommendation

The TTC proposal aligns with CFI’s Developmental Disabilities Impact Plan strategy: fund efforts to expand job opportunities and the intended outcome: individuals have the opportunity to identify from a variety of options, the work that helps them to be fulfilled and participate in the economy.

Development of the TTC prototype was successful during the first year of the program. We wish for TTC to continue the momentum of growth and respond to the opportunity revealed through the development of the prototype. Although the TTC leadership thought the concept was very viable, the team discovered that DD agencies , school principals and the Archdiocese of Chicago were inspired and willing to work together to place people with developmental disabilities in a school environment. They are eager to partner with TTC and train individuals, who can do well and gain satisfaction from their work. By hiring a staff person specifically dedicate to the mission of TTC, the work of the organization will be propelled and they will continue to accomplish their outcomes.

Based on the successes of the first year of the program (beyond what was anticipated), we recommend funding this program at the requested level to continue the growth of TTC.

Center for Independence through Conductive Education				
Teaching Together Chicago Prototype Continuation				
12-Jul-17				
Budget Period: July 1, 2017 - June 30, 2018				
Revenue	Funds Needed	Funds Requested	Coleman Grant #5612	Funds Committed
Coleman Foundation	\$122,000	\$122,000		
Private donations/grants	\$90,167			\$21,000
Northwestern Law Clinic (Pro Bono)	\$6,000			\$6,000
Coleman Grant 5612	\$55,833		\$55,833	
Revenue Total	\$274,000	\$122,000	\$55,833	\$27,000
Expense	Project Budget	Coleman Funds	Coleman Grant #5612	Other Sources
Project Director/Executive Director (FTE)	\$81,000	\$10,000	\$35,000	\$36,000
Program Development - Center for Independence	\$25,000	\$25,000		
Program Development - Archdiocese Consultant	\$5,000	\$5,000		
Internship Stipends (20 stipends @ \$.6000 ea)	\$120,000	\$45,000	\$20,833	\$54,167
Promotional Meetings	\$2,750	\$2,750		
Printing	\$1,200	\$1,200		
Telephone	\$2,550	\$2,550		
Laptop & Printer	\$2,000	\$2,000		
Conference Presentations (USCCB, NCEA)	\$7,500	\$7,500		
Website Enhancement & Maintenance	\$3,000	\$3,000		
Marketing Outreach	\$7,500	\$7,500		
Legal Fees	\$6,000			\$6,000
Accounting Fees	\$6,500	\$6,500		
Staff Training Courses	\$2,500	\$2,500		
Travel local	\$1,500	\$1,500		
Total	\$274,000	\$122,000	\$55,833	\$96,167