



## 2023-2024 LOCKPORT SPOKES AFTERSCHOOL PROGRAM REQUIREMENTS & EXPECTATIONS

**Program Mission:** To inspire and empower local youth to become caring, productive, and responsible individuals. To provide new opportunities and positive experiences to local youth while increasing collaboration opportunities amongst local nonprofit agencies and businesses. To increase visibility in the community and to encourage further funding and sponsorship opportunities for the agencies involved.

The Grigg Lewis Foundation, Inc. is committed to providing additional marketing support and will help to schedule programs based on each agency's availability. The Foundation will also administer grant disbursements, monitor how funds are spent and will facilitate meetings for participating agencies throughout the session.

By committing to a Grigg Lewis Foundation Inc. Lockport Spokes Afterschool Program Grant, the agency acknowledges the following requirements and expectations:

### **Offsite Program:**

- Programs are to be held at each participating agency with the Foundation's approval.

### **On-site Program:**

- Programs will be held at the Lockport Ice Arena and Sports Center.
- Space will be provided by Lockport Ice Arena and Sports Center free of charge to the agency during the hours and days outlined in the agreement

### **Program Expectations:**

- Agencies are expected to follow and support the Spokes program's mission
- Programs take place between the hours of 2:30 and 6 pm. Based on each agency's agreement.
- Programs are exclusively for youth in grades 7-12 (ages 12-17).
- Agencies are to provide appropriate staffing for their program.
- Agencies are responsible for marketing the Spokes Program within their agency and through their agency's website and social media.
- Agencies are encouraged to support local youth's participation in all Spokes programs.
- Agencies must submit a completed Spokes Program Follow Up Report and accounting of grant dollars to include appropriate receipts reconciled to the approved budget.
- Agencies are not permitted to use this grant to pay for monetary incentives, vacations, bonuses, overtime, or paid time off.
- Unused funding must be returned to the Grigg Lewis Foundation, Inc.
- Agencies will contact the Foundation as soon as possible if, over the course of the program, it becomes apparent that the agency is incapable of finishing the required hours or program.
- Agencies will notify the Foundation of any changes made within your organization that will directly affect the Spokes Program or if there are changes with the supervision of this program.
- Agencies will provide the Foundation with a copy of daily or weekly sign-in sheets.

By accepting this grant from the Grigg Lewis Foundation Inc. for the Lockport Spokes Afterschool Program, you acknowledge having read the Grigg Lewis Foundation, Inc. Spokes Program Requirements & Expectations and understand that failure to follow these requirements within may result in loss of future Lockport Spokes Afterschool Program funding.