

**TRAWICK FOUNDATION  
TEAMUP 2017  
CONSIDERATIONS**

**Helpful Hints – Based on Lessons Learned:**

- Take approximately two weeks to firm up your team, confirm participation commitment by February 14<sup>th</sup>, develop your strategy with your team to come up with the best project for the youth in that school
- Decide who will be the main contact between the school and the nonprofits (A School Site Coordinator designated by the Principal has proven effective)
- Assign to different individuals the Project Administrative tasks [communication with funder/ financial logistics/grant reports] and the Project Management tasks [daily operations/communication with Site Coordinator and staff delivering service].
- Plan for how and when the team partners will communicate. A survey of current teams has shown that the best times are during the school day, Tuesday through Thursday. An agenda sent in advance of in-person meetings, as well as using shared google documents, has been effective  
*(The Foundation will engage the services of a facilitator to help your team with communication and the clarification of roles/responsibilities and decision making.)*
- Go to the Foundation website after February 1 to look at successful TeamUp project strategies that possibly could be incorporated into your new project. Projects should have an integrated, holistic strategy appropriate to the specific school environment
- Devise a strategy for the school staff/student/family “buy in” for your TeamUp project
- **Never forget: The heart of any project is always the youth!**

**Successful Proposals demonstrate:**

- Evidence of full integration of partners from the proposal development process through the delivery of services.
- Clear lines of communication and the task responsibilities explained
- Use of best practices in the field of youth development and project management
- Use of creative strategies that attract the interest of youth, in the specific school environment, to achieve the proposed goals/outcomes
- Attention to the supportive roles that family, adults, and community may provide in helping their youth achieve better outcomes.
- Cost effectiveness in meeting the described need
- Clear articulation of the goals/outcomes in measurable terms for the envisioned project (i.e. % improvement in grades and attendance)
- An outline of an evaluation plan, listing all specific desired goals/outcomes, and the criteria that will be used to measure them.