

Application for Agency on Aging to become Yale Fellowship Placement Site

- **Organization:** Agency on Aging of South Central CT
 - **Full street address of organization:** 1 Long Wharf Drive, Suite 1L, New Haven, CT 06511
 - **Website:** www.aoascc.org
 - **Name and title of the Direct Supervisor** (*please note: the Direct Supervisor must be available to supervise Fellow on a daily basis*): Ron Webb, Volunteer and Training Department Director
 - **Phone number and e-mail address of Direct Supervisor:** 203-752-3059 x2906
rwebb@aoascc.org
 - **Placement dates** (*8-11 weeks between Tuesday, May 30 and Friday, August 11, 2017*): June 5, 2017 to August 11, 2017 (Dates flexible, candidate can choose start date and length of placement.)
 - **Are placement dates flexible? If so, please describe:** Yes. See above.
 - **Hours of the program** (*placements should be equivalent to full-time*): Mondays - Fridays 8:30-4:30 (or can work 8-4 or 9-5). Some evening hours possible.
 - **Organization description** (*Mission statement, population served. 150 words or less.*):
The mission of the Agency on Aging is to empower adults to remain as independent and engaged as possible within their communities through advocacy, information and services. The Agency on Aging provides older adults and those with disabilities with support and resources to live at home, assistance and support for caregivers, training for professionals, and opportunities for older adults to stay active and engaged in their communities through work and meaningful volunteerism.
 - **Summary of the work that the Fellow would be conducting** (*50 words or less. This will be used as your agency's project description summary on the PPSF website, so please be succinct*):
The Yale Fellow would support the sustainability of Agency on Aging's volunteer and senior employment programs by identifying funding sources and preparing grant applications.
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- **Description of the specific project you propose with a list the duties/outcomes expected of the Fellow.** (*Suggested length: one to two pages.*)

PROJECT DESCRIPTION

The Agency on Aging hosts volunteer programs and a senior employment program specifically for older adults in its Volunteer and Training Department. These programs have profound impact both on the older adults and those who benefit from their volunteering or work.

Volunteer and Training Department programs help fulfill the Agency on Aging's mission to empower older adults to remain active in their community – each in its own way. The Senior Companion Program's volunteers serve 20+ hours weekly and receive a stipend to help frail older adults remain social and active. Foster Grandparent Program volunteers work 20+ hours weekly and receive a stipend to help young children in schools and day care settings to improve their social skills and learning. Experience Corps places volunteers in area elementary schools as literacy tutors, each for 8+ hours weekly, helping young students who are struggling to learn to read and write. The RSVP program has volunteers who serve 1+ hours weekly helping seniors organize their bills, or visiting with frail older adults or Veterans, or reading with elementary school students, or serving as a pen pal with a middle schools student. The STEPS program assists older adults with computer and job search skills.

All of these programs depend on national and local grant funds to continue their important work. However, the Agency on Aging has neither development staff nor designated grant writers. Grant writing, therefore, is done by the Volunteer and Training Department Director and Program Managers - who have limited time to devote to the important work of researching and writing grants. The Yale Fellow assigned to the Volunteer and Training Department would help the Agency on Aging to identify funding sources, gather information needed for grants and assist in writing grants.

DUTIES AND OUTCOMES

Goals	Activities	Timeline
Increase knowledge about: <ul style="list-style-type: none"> • Agency on Aging, • its volunteer & employment programs, • intergenerational programming • current funding sources • history of funders 	<ul style="list-style-type: none"> • Meet individually with Volunteer & Training Department staff to learn about programs and determine funding needs • Read current grants for each program • Review current and past applications submitted to community funding sources 	3 weeks
Find funding sources that fit the mission and needs of the volunteer and employment programs.	<ul style="list-style-type: none"> • Conduct an extensive online search for foundations, corporations and other funding sources that are likely to fund the activities and meet the needs of programs • Connect with grant experts for suggestions and feedback • Prepare a spreadsheet listing basic information about suggested funding sources (objectives, similar programs funded, due dates, etc.) 	June to August
Prepare or outline a grant application	<ul style="list-style-type: none"> • Collaborate with program staff to determine which grant • Gather input from grant experts • Work with designated staff to prepare necessary information 	July to August

- **Specific skills/experience required for the project (Please list):**
 - Excellent written communication skills
 - Detail-oriented and organized
 - Strong research skills
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- **Additional requirements** (*e.g. a car or weekend working hours*). *If a car is required, please include information regarding parking arrangements and mileage reimbursement*):
Car optional; office is on a bus route. Free parking and reimbursement for mileage to meetings, events, etc. are provided.
 - **Briefly describe the work that Yale PPSF Fellows have done with your agency in the past and present.** *If you have not worked with Yale Fellows, please describe any work that Yale students have done with your agency.*
This would be the first time that the Agency on Aging has a Yale PPSF Fellow or help from Yale Students. Yale alumni have served as VISTAs with the Agency on Aging.
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