



**BROOKLAND BAPTIST CHURCH  
CHRISTIAN LEARNING  
CENTER (CLC)**



**FIFTH QUARTER CAFE  
YOUTH AND TEEN PROGRAMS**

**2023-2024 PROJECT PROPOSAL  
& FUNDING ALLOCATION**

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Brookland Baptist Church  
Christian Learning Center  
Fifth Quarter Café Youth and Teen Programs  
2023-2024 PROPOSAL PLAN and FUNDING ALLOCATION

**A. Context:** The Youth and Teen Christian Learning Center (CLC), which houses our Fifth Quarter Café, was designed, and built, with a mission to provide a safe and secure haven for all youth of the community during a time when the stakes are exceptionally high for the mental, moral, academic, and spiritual development of adolescents. Our Youth and Teens Programs, branded VIBE at Brookland, remains focused on providing diverse youth of all races, ethnicities, and socioeconomic backgrounds with access to opportunities through a state-of-the-art, youth-inspired facility that houses innovative programs, services, and engaging events and social activities under the watchful supervision of trained adults who care about bridging the gap between the generations and are intentional about providing the youth and teens of the community with the best foundation for succeeding in life. The need to continue this mission remains increasingly heightened, given the continued socio-emotional and mental health concerns within our targeted age group. We are creating and maintaining an environment that is conducive to allowing all local young people to grow and find their way in the faith and in life with the ultimate goal of uniting together to inspire and make a profound impact on this world.

**B. Project Narrative**

**a. Project Goals/Objectives/Measures of Success**

**GOAL 1: To provide and maintain a safe, secure, and healthy location for youth and teens to gather and socialize regardless of race, creed, color, or socio-economic status.**

- **Objective 1.1:** Run a fully operational youth and teen center that provides programming and activities for youth and teens
- **Objective 1.2:** Maintain an environment free from violence and physical harm

**Strategies, Tactics, & Programs:**

- Utilization of Brookland Baptist Church Security
- Identify and eliminate any security concerns
- Provision of annual training for volunteers and staff members
- Provide Anti-Bullying training for youth
- Provide cyberbullying awareness for youth and parents
- Actively participate in security reviews and planning
- Partner with local law enforcement agencies

- Usage of non-threatening and de-escalating, culturally and age-appropriate conflict resolution tactics to mediate any potential issues

**GOAL 1 Performance Measures:**

- Measure success by tracking safety and security concerns to ensure zero incidents
- Use surveys to measure the effectiveness of training and development opportunities
- Measure increased partnerships with local law enforcement agencies based on program participation growth metrics and risk

**GOAL 2: To provide diverse youth with activities in a caring and supportive environment while providing access to opportunities and activities that produce a sense of usefulness and responsibility.**

- **Objective 1.1:** Implement weekly, seasonal, and other frequent events, services, and programs for youth at the Youth and Teen Center
- **Objective 1.2:** To increase access to opportunities by collaborating with community partners to expose youth and teens of all demographics to gain valuable skills and knowledge
- **Objective 1.3:** Effectively market, communicate, and increase awareness of our programs, initiatives, and service offerings to a broad group of community members through various platforms and outlets
- **Objective 1.4:** Provide opportunities for youth and teens to give back to their local community through community service activities based on their interests and passions

**Strategies, Tactics & Programs:**

- Developing relationships and rapport amongst youth & teens, staff, and volunteers
- Weekly gatherings
- Annual events
- Seasonal programming (Festivals, Camps, etc.)
- School supply drives and giveaways
- Scouting Programs for Males and Females, Partnership with Boys and Girls Scouts of America
- Young Women of Excellence and Jericho Road Boys II Men Mentoring Groups
- Broadway at Brookland Drama and Video Production Program, which includes camps, classes, and performances for youth to develop and

showcase their talents and abilities in a supportive environment (See Exhibit A)

- Provide screened mentors and professionals for youth to connect them with adults who have expertise in their areas of interest
- Provide leadership opportunities for youth and teens to lead, plan and execute events they would like to see implemented
- Provide guidance through an intentional process of mutual learning and respect

**GOAL 2 Performance Measures:**

- Attendance tracking and monitoring
- Event and pulse surveys
- Active engagement and participation during events
- Anecdotal feedback
- Collaborate with existing and future partners to ensure the sustainability and viability of events
- Tracking of social media engagement

**GOAL 3: To increase community awareness and outreach in areas of mental health, childhood hunger, and other socio-economic concerns impacting children up to age 18.**

- **Objective 1.1:** Increase knowledge and awareness of resources and support for youth and teens in their peer group and amongst community stakeholders.
- **Objective 1.2:** To provide access to non-clinicians to identify the signs and symptoms of mental health concerns in youth and respond to those experiencing a mental health challenge or crisis.
- **Objective 1.3:** To provide disadvantaged youth and teens with access to basic living essentials in a safe, non-threatening environment that allows them to retain their dignity

**Strategies & Tactics:**

- Providing free weekend meals and snacks to youth and teens
- Providing Toiletries and Meal Bags
- Provide access to multilevel reading materials for youth
- Implement parent workshops on how to increase speech, language, and literacy skills in the home
- Provide mental health awareness activities to youth and teens

- Train youth workers/volunteers on signs of mental health crisis in children and teens in partnership with Brookland-Lakeview Empowerment Center
- Implement peer support groups
- Create a directory of community resources for youth and parents
- Provide vouchers for mental health services from local professionals with parental support and approval

**GOAL 3 Performance Measures:**

- Track utilization of outreach services
- Event and pulse surveys
- Active engagement and participation during events
- Anecdotal feedback

**GOAL 4: To expose youth and teens of all walks of life to academic, social and other experiences and increase their awareness of, and access to career, leadership, and personal development to boost their moral, social, and civic involvement**

- **Objective 1.1:** Increase knowledge and awareness of academic, collegiate, trade, career and military opportunities for career and future development
- **Objective 1.2:** Cultivation of a sense of confidence or a positive self-identity within youth and teens
- **Objective 1.3:** Provide youth and teens with a safe-space to exercise appropriate levels of autonomy and independence through youth leadership and peer program development

**Strategies & Tactics:**

- Community and Collegiate Partnerships, including Boys' and Girls' Scouts of America, University of South Carolina Columbia, and Benedict College
- Youth Leadership Council
- Peer Program Development (Youth and Teens Event Committees with Teen Chairpersons)
- Annual Young CEO's Entrepreneurship Camp and Shark Tank
- Career-College Preparation Workshops for Parents and Students
- College Fairs and College Tours
- Resume and Scholarship Essay assistance and reviews
- Oratorical Contests

**GOAL 4 Performance Measures:**

- Monitor and track youth leadership and engagement
- Event and pulse surveys
- Tracking and monitoring of college and acceptances and scholarship awards of college-bound program participants

**C. Multigenerational Engagement:** To develop our youth and teens into successful, productive citizens of their local and global communities, it is imperative that we partner with community members of all generations. We will have collaborative efforts for youth and seniors so that they can share, learn, and glean perspectives from our most valuable generations. Our youth will take the lead in assisting with the facilitation of events in partnership with our seniors. In addition, we will be connecting our youth with young adult mentors and volunteers to provide exposure to young adults through career, college, and other programs.

**D. Collaboration and Partnerships:** At the CLC and our Fifth Quarter Café, we believe it is vital that VIBE at Brookland Youth and Teen Programs partner with various stakeholders from several arenas and industries to assist in the aims and endeavors being planned and implemented for our young people in the community. We have and are continuing to partner with representatives including The Alaina Coates Foundation, Lynn Brown Inspires: Young CEOs and Leaders of Tomorrow, Omni Therapy Solutions, Boys and Girls Scouts of America, Katie T. Brave Counseling and Consulting, Inspired Wellness Counseling and Therapy (Angela Jackson), Brookland Academy and Child Development Center, Brookland Baptist Church Northeast, New Laurel Street Baptist Church, Glory Temple Worship Center, TRIO, The Bridge Over Foundation, Richland County Library, Benedict College, Morris College, and Allen University. These organizations and others will continually be involved in fruitful discussions and partnerships to provide the best programming and support for the youth and teens of the community.

**E. Monitoring and Measuring Effectiveness and Performance:** Brookland Baptist Church CLC and our Fifth Quarter Café will use several methods to gauge engagement, growth, and effectiveness of our program. Some of these methods included pulse surveys, program surveys, evaluations, verbal and nonverbal cues, attendance, and other metrics. The feedback we receive will be used as we monitor and adjust our programming, activities, and offerings to meet the needs of youth and teens from all walks of life.

## Brookland Baptist Church Christian Learning Center Projected 2023-2024 Funding Allocation

**F. Personnel:** Provide employee(s) (including names, where identified, for each position) of the application.

### Leadership & Administrative

Salaries	Name	Annual Salary/Rate	Cost
(1) Executive Director	Mark Richard	\$20,000.00	\$20,000.00
(2) Program Coordinator	Andre Delaine	\$30,000.00	\$30,000.00
(3) Administrative Assistant	Melanie Byrd	\$15,000.00	\$15,000.00
(4) Program Operations Staff	Mikayla Smith	\$7,000.00	\$17,000.00
	Braxton McDuffie	\$10,000.00	
(5) Evaluator	TBD***	\$1,000.00	\$1,000.00
<b>TOTAL</b>			<b>\$83,000.00</b>

### JUSTIFICATION

- (1) The Executive Director will provide daily oversight of the funding source as well as oversight of programming and services provided and will be considered key staff.
- (2) The Program Coordinator will coordinate program services and activities, including assisting the Executive Director with content development, and communication, and be responsible for on-site event management for evening and weekend events and community service and outreach opportunities.
- (3) The Administrative Assistant will provide required secretarial duties, calendar management, office duties, and other duties that support the daily overall operations and mission.
- (4) The Program Operations Staff (Hourly) will provide part-time program support for several administrative and other required functions under the direction of the Executive Director and Program Coordinator and will play an integral role in ensuring the quality of events and services.
- (5) The Evaluator is responsible for developing data collection processes along with data collection and analysis to ensure the quality of the programs and services provided.

## Support Services

Stipends	Name	Stipend/Rate	Cost
(6) IT	TeamLogic IT	\$500.00	\$500.00
(7) IT & Audio-Visual Set-up and Support	Multiple Vendors	\$1,000.00	\$1,000.00
(8) Graphic Design, Brand Development, Printing Services, Advertisements & Social Media Marketing	Multiple Vendors	\$1,500.00	\$1,500.00
(9) Video and Online Content Production	Multiple Vendors <ul style="list-style-type: none"> <li>- Featherstone &amp; Associates</li> <li>- TJ Elements</li> <li>- Shante Darby</li> </ul>	\$8,000.00	\$8,000.00
(10) Nursery, Children and Youth Programs Co-Director	Dr. Kenneth Campbell	\$1,000.00	\$1,000.00
(11) Interns	2 VACANCIES	\$1,500.00	\$3,000.00
(12) Music & Arts	Multiple Vendors <ul style="list-style-type: none"> <li>- Various Musicians/Service Providers</li> </ul>	\$9,000.00	\$9,000.00
(13) Financial Literacy Instructor	Tyrone Brown	\$500.00	\$500.00
(14) College and Career Readiness Director	Carolyn Burton	\$500.00	\$500.00
(15) Local Law Enforcement and Security Services	Local Law Enforcement Agencies Brookland Baptist Church Security Officers	\$1,000.00	\$1,000.00
(16) Guest Lecturers/Instructors	VARIOUS	\$2,300.00	\$2,300.00
<b>TOTAL</b>			<b>\$27,300.00</b>



**JUSTIFICATION:**

- (6) IT Services provider serves as a main point of contact for all IT-related queries and other technical installations, updates, and other duties.
- (7) IT & Audio-Visual Set-up and Support provide direct set-up of all audio-visuals, lighting, and staging while interfacing with IT and online providers to ensure onsite and remote events, displays, and broadcasts are functional. Conducts training of other team members and provides other duties on an “as-needed basis.”
- (8) Effective branding and publicizing of the CLC, VIBE at Brookland, and Fifth Quarter Café are integral to its impact on the youth and teens of the local community
- (9) Marketing and advertisements of the targeted demographic must be attractive, engaging, and relevant to the daily life and social media patterns of youth and teens.
- (10) Video and Online Production will be key in ensuring continuity of access to program offerings and events where applicable. The pandemic has caused a change in the landscape of the partakers in our youth and teen programs, as commonly seen.

**G. College and Career Readiness:**

	<b>Rate</b>	<b>Costs</b>
College Preparation Workshops (5 per year)		\$2,000.00
Spring 2024 HBCU College Tour (will be free for teens who have participated in Preparation Workshops)		\$5,500.00
College and Career Fairs		\$1,500.00
<b>TOTAL</b>		<b>\$9,000.00</b>

**JUSTIFICATION:**

Education remains vital to the advancement of people. Exposing young people and their parents to information related to college preparation, the importance of preparing early, and opportunities for grants and scholarships are crucial to ensuring all youth and teens can further their educational endeavors and career opportunities. We also understand that not all high school graduates will go to college or universities, but there are numerous trade and skill programs and military service opportunities that allow young people to become productive members of society. Our programs provide access to these opportunities through several workshops, panels, training, tours, and fairs that focus on Parent and Student responsibilities, College-Career guidance, Eligibility requirements, College/Career Research and Analysis, Finance, and College-Student lead Panel discussions for teens.

**H. Technology and Equipment**

<b>Technology &amp; Equipment</b>	<b>Cost</b>
(1) Computers, Tablets, & Electronics	\$1,000.00
(2) Audio-visual & Gaming Equipment	\$2,000.00
(3) Software & Subscriptions (Attendance, Tracking, & Communications Management, Curriculum, etc.)	\$2,500.00
<b>TOTAL</b>	<b>\$5,500.00</b>

**JUSTIFICATION:**

Our targeted demographic does not know a world without the internet and easy access to a virtual world. It is imperative if we are going to effectively engage the youth and teens of the community from all walks of life while providing quality programs, services, and entertainment, we must be able to effectively use and provide access for our youth and teens to effectively use the types of technology relevant in today’s society. This technological connection is crucial to open doors and connect people regardless of if they are able to afford this on their own. Technology will also aid in the efficient collection of data during the program, along with furthering our safety goals.

**I. Food, Supplies, and Materials**

<b>Food, Supplies and Materials</b>	<b>Rate</b>	<b>Costs</b>
Food & Beverage and Supplies	\$20,500.00	\$20,500.00
Promotional Merchandise (Apparel, Pens, Pads, Bottles, Bags, etc.)	\$6,500.00	\$6,500.00
<b>TOTAL</b>		<b>\$27,000.00</b>

**JUSTIFICATION:**

Through the Fifth Quarter Café located in the Christian Learning Center, we are working to become the premiere spot to gather with classmates and friends on weekends, some weekdays following a long day of classes, or after the game. We are a diverse and inclusive safe haven where our youth and teens can be strengthened, challenged, and empowered holistically. We do not want youth or teens to be unable to enjoy a bite to eat while socializing with their friends due to financial restraints, and have been providing free meals or snacks to an average of 75-100 youth and teens weekly. We also want to ensure we are providing nutritional meals to our youth and teens that promote health and wellness. We also know that in addition to loving food, young people are drawn to promotional items. These promotional items not only serve as rewards for them, but they are also powerful tools for them to engage in

conversations with their peers regarding our programs. Promotional items are a powerful way to reach the youth of the community through visibility in various environments such as school, work, and other settings.

**J. Outreach and Services**

<b>Outreach and Services</b>	<b>Rate</b>	<b>Costs</b>
Mental Health Support, Training, and Services	\$1,000.00	\$1,000.00
Reading, Literacy, and Speech-Language Support and Services	\$800.00	\$800.00
Toiletry Grab-bags and Hunger Prevention Grab-bags (Non-perishable and Semi-perishable foods)	20 bags available x \$35 per bag	\$700.00
Vehicular Transportation	\$1,200.00	\$1,200.00
<b>TOTAL</b>		<b>\$3,700.00</b>

**JUSTIFICATION:**

According to the National Institute of Health (NIH), 1 in 5 children had a diagnosed mental health disorder, the most common being anxiety and depression. The pandemic has created a perfect storm of stressors for children and youth, and experts warn that it may negatively impact mental health. It is imperative that we begin removing the stigma and offering valuable support and services to demographics that often encounter barriers and access challenges to mental health. In addition, issues with child hunger and inadequate bare living essentials often go unreported amongst youth populations and can contribute to mental health issues as well as have significant academic and behavioral impacts on youth populations. We want to ensure that any child or teen in need has a safe, confidential way to receive essential supplies needed for daily living. We also want to ensure that we are empowering all our youth and teens with resources to help advance their language, literacy, and academic skills, as it has been shown that there is a direct correlation between literacy and high school completion as well as incarceration rates according to literacyproj.org.

**K. Miscellaneous Programming, Events, and Other**

<b>Miscellaneous Programming, Events, and Other</b>	<b>Costs</b>
Camps, Forums, and Weekly Activities	\$4,000.00
Community Fun Nights & Festivals Event Rentals (Bounce houses, outside staging, etc.)	\$7,000.00

Awards & Incentives	\$7,000.00
Community Service Activities and Programs	\$1,000.00
Broadway at Brookland Drama/Production Program	\$25,000.00
<b>TOTAL</b>	<b>\$44,000.00</b>

**JUSTIFICATION:**

We continue to provide programs, entertainment, and activities that promote the gift, talents, ideas, and abilities of the young people of our community. When youth and teens have exposure to inspiring ideas and opportunities and the tools to build their confidence – they can take on anything and everything. The CLC and its Fifth Quarter Café is a place where youth and teens are learning that they can do anything and have an opportunity to plan and execute programming and events alongside the trained staff and stakeholders of VIBE at Brookland. We want our exciting and engaging programs to continue to attract youth and encourage youth to bring their peers to become partakers in our programs as evidenced in a 20% increase in attendance in our weekly programs. Awards and incentives will be used to continue to motivate participation and to recognize and celebrate the achievements of all our youth and teens.

## Projected Budget Summary

Object	Amount
Salaries	\$83,000.00
Support Services	\$27,300.00
College & Career Readiness	\$9,500.00
Technology & Equipment	\$5,500.00
Food, Supplies and Materials	\$27,000.00
Outreach and Services	\$3,700.00
Miscellaneous Programming, Events, and Other	\$44,000.00
<b>TOTAL COSTS</b>	<b>\$200,000.00</b>

# **EXHIBIT A**

**Broadway at Brookland**



## BROADWAY@BROOKLAND

### DEVELOPMENT

#### Mission

To inspire, share, grow, and develop artists of any age, level, or background of the fundamentals of theater and the creative process through the Creator, Christ our Lord. We will train, teach and prepare participants for proficiency and excellence in all elements of the theater in a safe and protected environment with the end goal of stage-worthy performances for the Brookland Baptist Church and community.

- A. Introductory workshops in
  - i. Acting
  - ii. Stagecraft
    - set design, lighting, and sound
    - set dressing,
    - wardrobe
    - hair/makeup
    - costumes
  - iii. Writing
  - iv. The King's English via Shakespeare's plays
  - v. Voice and Diction
  - vi. Movement for the stage
  - vii. Musical Theater
- B. Setting the stage for performance
  - i. One acts and scene preparation before small audiences
  - ii. Readings
  - iii. Musical theater training
- C. Main stage performance
  - i. Seasonal and special main stage performances (Easter, Christmas)
  - ii. One fall main stage performance, one spring main stage performance
    - Inviting guest artists
    - Known productions w/featured Actors Equity (AEA) actors
    - Bring in NY actors/directors for special shows
  - iii. Establish Broadway@Brookland as a regional Union theater (AEA) for professional actors on tour
- D. Establish venues
  - i. Black box for workshops/training, etc.
  - ii. Main stage for larger and special performances
    - Dressing rooms w/mirrors
    - Green room

# Rollout

## Your Voice/Your Originality

### A. PRODUCTION TEAM

Program headed by Terry and Kenneth Crutchfield:

- Artistic Director/Musical Director
- Theaters Managers
- Directors of Productions

### B. PRE-PRODUCTION

Identify program participants with interest, experience and/or expertise to organize:

- Sound technician (design and production)
- Musical Team
- Composers
- Set design
- Choreography
- Costume design
- Hair and Makeup
- Writers

### C. PRODUCTION

- Actors
- STAGE MANAGER
- Assistant Stage Manager
- Lighting technician
- Audio Engineer
- Stage Hands
- Dressers
- Carpenters for set construction
- Electrical
- House Manager
- Marketing and Advertising

### D. Identify and secure permanent/regular venue for mainstage productions

### E. Scheduling of upcoming 2023 production year

- Guest shows/artists/directors
- Union connection for ongoing new show development
- Identify shows for mainstage performance
- Local or visiting professional artists

Inaugural Production

**Christmas Show**

- A. Six-week Workshops in
  - Acting (script interpretation and scene study)
  - Voice and Diction
  - Theatrical Music/recitative
  - Body movement
  
- B. Rehearsals for Production
  - Six-to-eight weeks in preparation for Christmas presentation
  - Scene rehearsals
  - Music rehearsals
  - Choreography
  
- C. Dress Rehearsal
  - Costumes
  - Sound
  - Music
  - Full Tech
  - Crew

**FEBRUARY 2024**

**Rollout of Full Program Schedule**

- A. January prep time for February start
  
- B. Workshops to develop future production
  - small shows/ original productions of new writers
  - spring mainstage show
  - preparation for Easter show