



To: Local area non-profit organizations and agencies (Westfield and surrounding towns)
From: Katie Curran Darcy, Executive Director
Re: 2023 Summer Youth Employment Program
Date: April 2023

The Westfield Foundation once again is planning to finance a program for summer employment of area students by non-profit or civic organizations. The Foundation Trustees have allocated funding for up to 10 positions, at \$1,250.00 per position. **You are invited to submit a letter proposal to the Foundation as to how your organization would employ a youth if you were given a 2023 grant.**

The proposals to be financed will be selected on the basis of how well they meet the objectives of the program. The objectives are the same as in previous years:

1. To provide an area youth with an opportunity to earn money;
2. To provide a learning experience by which the youth can develop skills or knowledge that will be of lasting benefit;
3. To perform a service needed by the community;
4. To help fund a job for which funding is not otherwise completely available, so that the job represents a net increase in employment in the community (Westfield or a surrounding town).

We consider the learning experience particularly important, and we urge that you keep this in mind when developing a proposal.

The deadline for submission of your proposal to The Westfield Foundation is May 15th.
Final selection will be made by May 31, 2023.

Please email your proposal to: info@thewestfieldfoundation.org with SYE 2023 in the subject.

Please include both a physical and email address as well as a phone number for your organization's contact. Announcements will follow. Organizations receiving grants will select youths to be employed. The Foundation expects that financial need will be a consideration in the choice and encourages grant recipients to supplement the grant amount, if needed, to ensure that the employee is fairly paid for the position being filled.

Each grant recipient will be expected to provide an impact statement at the end of the youth's summer employment. The report is to include hours or days worked, wages and other costs paid and also indicating whether the experience was worthwhile for the youth and the organization. I look forward to hearing from you. Should you have any questions about the program, please contact the email address above.

Sincerely,

Katie Curran Darcy

Executive Director
The Westfield Foundation