

## SYI RFP Application

Respond to the following questions as part of your organization's 2025 Request for Proposal (RFP) application

1. Your Organization Name
2. Business Address
3. Name of Contact Person (Responsible for managing this program)
4. Title of Contact Person
5. Telephone number of Contact Person
6. Email address of Contact Person
7. Name of Chief Executive Officer
8. Name of Finance Person
9. Email address of Finance Person
10. List your Board of Directors or email the list to Dawn Bye ([dbye@flintandgeneseec.org](mailto:dbye@flintandgeneseec.org))
11. Proposed Program Start Date
12. Proposed Program End Date
13. Program Budget Total
14. Amount Requested from SYI
15. Estimate the number of SYI teens you will employ that are ages 14-15
16. Estimate the number of SYI teens you will employ that are ages 16-19
17. Program Goals and Activities: Clearly describe your program's objectives, planned activities, and the population you aim to serve
18. Job Title & Description - Teen Roles and Responsibilities: (If there are more than 5 separate descriptions, please submit this information separately via email to [dbye@flintandgeneseec.org](mailto:dbye@flintandgeneseec.org)). After submitting this job description, you will be prompted to indicate if you have another position to describe
19. Hiring Plans: Indicate the qualifications or skills you are seeking in applicants.
20. Training and Orientation: Outline your process for onboarding and training teen hires. Include any job-specific training they will receive.
21. Work Location: (if more than 4 locations please submit this information separately via email to [dbye@flintandgeneseec.org](mailto:dbye@flintandgeneseec.org))
22. Organization Experience: Provide information about your organization's experience employing/working with teens, any partnerships with other organizations/programs that will be part of your summer employment program, and capacity to manage the proposed program.
23. Provide messaging as to why your organization provides a better work experience than jobs that may pay more but have less life enrichment. Connect your organization with the strengths of SYI employment, including placemaking, beautifying, feeding hunger, improving literacy, and investing in one's community, as it pertains to your organization's initiatives. This will be shared with teens attending the SYI Job Fair.
24. Years of operation in Genesee County (a minimum of three years is mandatory for participation in SYI).
25. Provide details on how additional funding and support would significantly benefit your organization.

26. Describe your teen employment program and its purpose. Your response must address each of the following points (please number your responses):

1. Population to be served
2. Planned program activities
3. Program implementation plan
4. Parent orientation and involvement
5. Program partnerships

**Required Supporting Documents** - The following must be sent via email to [dbye@flintandgenesee.org](mailto:dbye@flintandgenesee.org): A balanced budget detailing revenue and expenses to support the proposal. SYI funds must be used to support wages for teen employees **up to** \$13/per hour; FICA ER Tax at 7.65%, and other related employment costs (e.g., Worker's Compensation, FUTA/SUTA ER Taxes). Provide your total program budget. Your revenue and expense totals must be equal.

- Liability Insurance Coverage Document
- W-9 (if new to SYI)
- A list of your Board of Directors (unless the information is provided in question #13 under section 7)
- A list of SYI work locations (unless the information is provided in question #29).
- A list of job titles and descriptions - teen roles and responsibilities (unless the information is provided in question #17).

#### **Acknowledgment of Employer Partner Responsibilities**

If your organization is selected, the following expectations are implied in your acceptance of SYI funding:

- Hire SYI-eligible teens at your organization or at your designated partner locations.
- Comply with all federal and state guidelines for employing teens, including all workplace safety requirements.
- Ensure teens complete the pre/post employment surveys.
- Promote application to TeenQuest/SYI for any teens who approach your organization about summer employment.
- Attend and participate in the SYI Job Fair.
- Attend SYI employer partner team meetings each month as scheduled by SYI administrators.
- Support and participate in the SYI Volunteer Service project with your teen employees.
- Conduct an exit interview with each of the teens you employ in order to assist in their personal development.
- Complete the final report, by Sept. 30, 2025, via MS Forms.
- Provide all program documentation requested by Education & Talent's established deadlines.