



916 Ink New Partner Application

Who is 916 Ink?

916 Ink is Sacramento County's only arts-based literacy nonprofit dedicated to providing creative writing workshops for youth, grades 3-12, to transform them into published authors. We envision a Sacramento region where every child and teen has access to high quality arts, literacy and social emotional learning experiences that encourage them to believe in themselves and understand the power of the written word. Since 2011, we have provided creative writing experiences in classrooms, afterschool programs and in partnership with other community-based organizations. Thousands of Sacramento's most vulnerable children have been transformed into better writers and more confident communicators. We have published over 100 anthologies of student work. Our innovative approach teaches storytelling, promotes empathy, increases community connections, and helps youth to harness the power of their personal narratives.

916 Ink Outline

916 Ink programs take place over a period of 12, 90-minute sessions with students in the following grade ranges: 3-4, 4-6, 6-8, 9-12 grades. 916 Ink also offers programs to single grades or two grade spans at the site partners' discretion.

Programs typically occur once or twice weekly depending on site preference. However, during holiday/summer break, program frequency can be increased.

916 Ink's Find Your Voice Curriculum Kit is progressive, with each session building on the previous session. Each 90-minute session requires participation from each student for the full 90 minutes to make the workshop environment successful.

916 Ink provides writing prompts and inspiring sample readings that are geared towards the students' grade level. Students share, review and revise their writing in a positive workshop-style writing community to prepare their favorite pieces of writing for publication. Students are invited to write about any topic they choose.

Students are asked to complete enrollment packets (including registration forms) and pre/post surveys about the workshop.

916 Ink Workshop Facilitators are well trained professionals with a comprehensive knowledge of the 916 Ink Method, effective facilitation, and engagement strategies. 916 Ink workshop facilitators are mandated reporters.

A 916 Ink Workshop series can be led by partner staff/volunteers who agree to utilize the You're your Voice Curriculum Kit, attend Professional Development Sessions, and complete administrative tasks such as data collection.

Minimum Number Enrolled Students per School Site

916 Ink programs are designed to work in small group settings. We ask program-level partners to enroll a minimum of 15 students per site to ensure an efficient use of resources and program quality. Sites who are unable to enroll the minimum number of students by the program start date may have their program suspended, rescheduled, or cancelled.

Partnership

Partnership with 916 Ink has 3 potential elements of involvement: Partner, Program and Publication. All organizations operating a 916 Ink program will be engaged at the Partner level at a minimum, with the opportunity to have trained 916 Ink staff facilitate the workshops series (Program) and/or publish their student writings in a professional anthology (Publication). A typical 916 Ink program includes all three elements.

The cost of each element of partnership is outlined below:

Partnership Elements	Cost
916 Ink Partner	\$2,500
916 Ink Program	\$4,345
916 Ink Publication	<i>*based on current printing and production costs</i>
All Elements	\$12,500

916 Ink Partner Benefits

Each 916 Ink Partner will receive:

- One copy of the Find Your Voice Curriculum kit and expansions or updates for the duration of the partnership.
- Free attendance to quarterly 916 Ink Professional Development Sessions.
- Ongoing technical assistance on all aspects of 916 Ink Programming (maximum 5 hours annually).
- Reports on student outcomes at the end of their program
- The opportunity to provide meaningful feedback and help strengthen the 916 Ink curriculum model.

916 Ink Program Benefits

At the Program Level, in addition to the benefits listed above, 916 Ink will:

- Provide all staff members required to deliver the workshop series to students, two qualified staff members for up to 25 students.
- Recruit and train volunteers to assist with program implementation.
- 916 Ink provides all supplies and materials for classroom instruction.
- Manage all administrative tasks such as data collection, workshop scheduling, parent engagement, registration, and enrollment.
- Host a book release celebration, including light refreshments, book distribution, and autograph signing.
- 916 Ink Partners receive recognition in our publications, and at our book release parties and community events

916 Ink Publication Benefits

Publication can be added to either of the levels listed above. At the publication level, 916 Ink will:

- Collect student writings which have been selected for inclusion in the anthology. However, 916 Ink may choose not to publish writing on certain subject matters.
- Design, copyedit, and produce a final manuscript of student writings in preparation for publication.
- Print and release a professional anthology of student's work.

Student Records and Data Collection

916 Ink's programming is often subsidized by funders who require regular reporting on student outcomes. To ensure that this data is collected and reported in a timely manner, all students are required to completed 916 Ink Enrollment Packets to participate in 916 Ink programs. 916 Ink strives to publish the work of all students participating in programming, however if a parent/guardian publishing release is not completed then we will be unable to publish that student. If most students in a program do not have publishing releases, then we may choose not to produce a publication.

Interested organizations/schools should complete the brief application below and send via email to: **Nikki Cardoza, Director of Programs**
nikki@916ink.org

916 Ink Program Application

1. CONTACT INFORMATION	
School Site/Partner Organization	[SCHOOL SITE/PARTNER ORGANIZATION]
Street Address:	[STREET ADDRESS]
City:	[CITY]
State:	[STATE]
Zip+4:	[ZIP+4]
Telephone:	[TELEPHONE]
Cell Phone:	[CELL PHONE]
Fax:	[FAX]
Website:	[WEBSITE]
Type of Organization:	<input type="checkbox"/> 501 (c)(3) <input type="checkbox"/> School <input type="checkbox"/> Other
Executive Director/Principal:	[EXECUTIVE DIRECTOR/PRINCIPAL]
Telephone:	[TELEPHONE]
Email:	[EMAIL]
Site Coordinator:	[SITE COORDINATOR]
Telephone:	[TELEPHONE]
Email:	[EMAIL]
2. PROGRAM SITE INFORMATION	
What school year and semester are you interested in (i.e. Spring 2019, Fall 2019)? 1 st choice: [ENTER INFO] 2 nd choice: [ENTER INFO]	
Describe your student population (grade levels, number of students, FRPM, ELL and FY percentages): [ENTER INFO]	

Describe your plan for recruiting and enrolling students before the program start date: **[ENTER INFO]**

What grade levels/target classroom or established group would you like to work with on your campus/site? Will this be an in-class, afterschool, summer or holiday program? **[ENTER INFO]**

Which elements of 916 Ink Partnership is your site interested in? Choose all that apply:

- 916 Ink Partner** (Access to Curriculum, Professional Development, and Technical Assistance)
- 916 Ink Program** (916 Ink Staff Facilitation of workshop series)
- 916 Ink Publication** (Professionally Published Anthology and Book Release Celebration)

Many 916 Ink Programs are subsidized with internal grant funds, but those funds are limited. Briefly describe potential funding resources your site/organization has to subsidize this program should grant funding not be available (i.e. PTA fundraiser, School site council allocation, district support): **[ENTER INFO]**

What, if any, requirements will your district/organization have for 916 Ink regarding contracts, 916 Ink employee clearance, or site use: **[ENTER INFO]**

How did you hear about 916 Ink? **[ENTER INFO]**