

## AdviseMI High School Request for Proposals

### Timeline

Request for Proposals available	October 1, 2021
Application pre-review available	October 1 – November 12, 2021
Application deadline	<b>November 19, 2021</b>
Adviser recruitment and selection	January – May 2022
Training and adviser start	August 2022
Grant period ends:	June 2025

### Why college advising?

Michigan College Access Network (MCAN) mobilizes state and local leaders to increase college readiness, enrollment, and completion rates. MCAN is committed to expanding the quantity and quality of college access professionals serving in Michigan high schools.

In Michigan, the student-to-counselor ratio exceeds 700:1 leaving high schools unable to provide intensive one-to-one college advising. High school students, especially first-generation college-going students, student from low-income background, and students of color, need support navigating the complex process of college admissions and financial aid. We believe that well-trained school counselors are the best method of ensuring students access to postsecondary education. Where school counselors are overstretched, college advisers are able to serve as a capacity builder and a support in partnership with the high school counseling staff.

To meet this need, MCAN launched the AdviseMI program in fall of 2015. Now entering our 8<sup>th</sup> program year (2022-2023), AdviseMI places 56 advisers in high schools throughout the state. In 2018, the program received the Governor's Service Award for Outstanding National Service Program. In partnership with College Advising Corps programs at the University of Michigan and Michigan State University, the three advising corps programs in Michigan annually place 100+ advisers serving 125+ high schools.

### AdviseMI

AdviseMI embeds well-trained, dedicated, near-peer college advisers in high schools that serve significant numbers of low-income and first generation college-going students. The goal of the program is to increase the number of high school students who enter and complete postsecondary education. The advisers are recent college graduates from partner colleges. After an intensive orientation and training, advisers are poised to help students navigate the complex college exploration process, retake college admissions tests, apply to colleges that are a good match/fit, complete the FAFSA, secure financial aid, and matriculate to college. These game-changing advisers serve as experts, mentors, champions, and guides to the students they serve in partnership with school counselor(s), where they exist. While advisers are able to support all seniors, they have a focus on first-generation college-going students, student from low-income background, and students of color. Advisers also play a transformative role in their school buildings by helping fostering a college-going culture and providing needed supplemental support to overburdened school counselors.

High school partners commit to participating in the program for a minimum of three academic years (2022-23, 2023-24 and 2024-25). At the end of three years, the school will work with MCAN to assess options, which could include entering a new three-year partnership or transitioning to a buy-out grant program.

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### Higher education partners

AdviseMI advisers are recent college graduates. Priority is given to alums of the program's partner institutions:

Adrian College	Ferris State University	Saginaw Valley State University
Albion College	Kalamazoo College	Siena Heights University
Aquinas College	Lake Superior State University	University of Michigan – Dearborn
Baker College	Madonna University	University of Michigan – Flint
Central Michigan University	Northern Michigan University	Wayne State University
Eastern Michigan University	Oakland University	Western Michigan University

### Funding and administration

AdviseMI is an AmeriCorps program administered by the Michigan College Access Network. MCAN has secured investment commitment from these leading colleges and other funding partners to sustain the program over multiple years. By braiding together relatively small amounts of funding from multiple sources, the program does not cause a financial strain on any one organization. **Successful applicant high schools, a local philanthropic partner, or other entity must provide a cash match for each adviser.** MCAN will administer the program by employing and training the advisers and providing program oversight and management.

### High school partnership expectations

MCAN is seeking response from high school leadership (administrators and school counselors) who are committed to supporting a dedicated, full-time, college adviser in their building and dramatically raising their college-going rates through a systematic team approach. Interested high schools are asked to complete this application online, commit to program expectations, and attach a minimum of three letters of support (described below). High schools can (but are not required to) partner with up to 1 other school to split the adviser's time and the cost share. By completing the application, high schools commit to participating in the program for a minimum of three academic years (2022-23, 2023-24 and 2024-25) and providing the required cost share. The funding expectation will increase over the first three years of the program.

Annual cost share requirement:

Year 1	\$9,000
Year 2	\$12,000
Year 3 & beyond	\$15,000

These funds can be provided by district and non-district sources, including but not limited to: a community foundation, an intermediate school district, a United Way, a family foundation, a corporation/business, a local government, or any combination. Match funding must be secured by the high school. If you need assistance locating cost share or drafting a funding request, MCAN can provide support.

### Award process

High schools will be selected through a competitive selection process. Final decisions regarding selection will be based on the information provided in your application, the school buy-in as demonstrated by the letters of support provided, and the level of need communicated in the proposal and through available data.

MCAN offers a pre-review process for proposals submitted by November 12. High schools will receive feedback and comments on their proposal prior to formal submission through this process. Pre-reviewed proposals are not guaranteed to be selected. If you would like a pre-review, please notify Jordan at [jordan@micollegeaccess.org](mailto:jordan@micollegeaccess.org).

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## About Michigan College Access Network

MCAN's mission is to increase college readiness, participation, and completion in Michigan, particularly among low-income students, first-generation college going students, and students of color. In order to build and sustain a vibrant economy and strong communities based on a highly-educated population, MCAN works to ensure everyone in Michigan has the opportunity to access and succeed in postsecondary education. MCAN's Sixty by 30 is the movement to increase the proportion of Michigan residents with college degrees and postsecondary certificates to 60% by the year 2030. At its core, MCAN believes:

College is *Postsecondary Education*: MCAN uses the term "college" to refer to the attainment of valuable credentials beyond high school, defined as postsecondary certificates and academic degrees.

College is *a Necessity*: Postsecondary education dramatically increases an individual's economic independence in a knowledge-based economy.

College is *for Everyone*: We work toward changing the systems that perpetuate inequities in postsecondary attainment.

College is *a Public Good*: Postsecondary attainment is critical to a just and equitable society, strong economy, thriving democracy, and healthy communities.

MCAN seeks proposals that align to its mission and values as articulated above.

For more information, contact Jenny McArdle, Director of Service Strategy, at [jenny@micollegeaccess.org](mailto:jenny@micollegeaccess.org).

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## AdviseMI High School Application Template

Applications are to be completed online at <https://micollegeaccess.org/initiatives/advise/apply-hs>.

### PART 1 – APPLICANT INFORMATION

High School Name: \_\_\_\_\_

School District: \_\_\_\_\_

School Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Main Phone: \_\_\_\_\_

Principal Name: \_\_\_\_\_ Email: \_\_\_\_\_

*Site Supervisor Role: Each school must identify an on-site staff member to provide supervision, guidance and support to the college adviser. This person will approve timesheets and serve as the primary point of contact between the AdviseMI program staff and the school. For joint applications, each school needs to identify a site supervisor.*

Assigned Site supervisor \_\_\_\_\_ Title/Role: \_\_\_\_\_

Site Supervisor Main Phone Number \_\_\_\_\_

Site supervisor Email: \_\_\_\_\_

Data (first three data points should come from from [mischooldata.org](http://mischooldata.org)):

Estimated 2022-2023 Senior Class size: \_\_\_\_\_

District Free and Reduced Lunch Rate (%) \_\_\_\_\_

Senior Class Free and Reduced Lunch Rate (%) \_\_\_\_\_

2016-17 Postsecondary Enrollment Rate (12-month %) \_\_\_\_\_

Student-to-Counselor Ratio (e.g. 200:1) \_\_\_\_\_

# of School Counselors (e.g. 1 FTE or 2.5 FTE) \_\_\_\_\_

### Joint Applications:

Schools with small senior class size are encouraged to apply alongside a second school of equal or smaller class size that is geographically close so that they can share a single adviser. No more than two schools can share an adviser.

Is this a joint application? Yes/No

If yes, please enter the second applicant school's information below:

High School Name: \_\_\_\_\_

School District: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Main Phone: \_\_\_\_\_

Principal Name: \_\_\_\_\_ Email: \_\_\_\_\_

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**Joint Applications (continued)**

*Site Supervisor Role: Each school must identify an on-site staff member to provide supervision, guidance and support to the college adviser. This person will approve timesheets and serve as the primary point of contact between the AdviseMI program staff and the school.*

Assigned Site supervisor \_\_\_\_\_ Title: \_\_\_\_\_

Site Supervisor Main Phone Number \_\_\_\_\_

Site supervisor Email: \_\_\_\_\_

Data (first three data points from [mischooldata.org](http://mischooldata.org)):

Estimated 22-23 Senior Class size: \_\_\_\_\_

District Free and Reduced Lunch Rate (%) \_\_\_\_\_

Senior Class Free and Reduced Lunch Rate (%) \_\_\_\_\_

2016-17 Postsecondary Enrollment Rate (12-month %) \_\_\_\_\_

Student-to-Counselor Ratio (e.g. 200:1) \_\_\_\_\_

# of School Counselors (e.g. 1 FTE or 2.5 FTE) \_\_\_\_\_

Site supervisor Signature: \_\_\_\_\_

Principal Signature \_\_\_\_\_

If submitting joint application; please complete for both schools.

Site Supervisor signature: \_\_\_\_\_

Principal Signature \_\_\_\_\_

**PART 2 – PROPOSAL CONTENT**

***For those submitting joint applications, provide answers for both schools.***

**Member Position Description**

1. After reviewing the position description, describe your high school's need for a dedicated college adviser including any gaps in college advising that is unable to be supporting with your current staffing. We encourage you to utilize data in your response to highlight graduation rates, college enrollment rates. Data can be found on MiSchoolData <https://www.mischooldata.org/> .
2. *Counseling Department Structure:*
  - a. What is the staffing structure of your student support services, inclusive of the school counseling department and any college access programming?
  - b. AdviseMI is proud to be an AmeriCorps program. Do you have any other AmeriCorps members serving in your school? If so, what is the name of this AmeriCorps program and what is their role in the building?
  - c. Do you currently have, or have you had in the past, an MSU College Advising Corps member or a University of Michigan College Advising Corps member serving in your building?
3. *AdviseMI host sites are required to participate in CollegeBound Michigan, a suite of events to promote college access and build college going culture.* Describe your high school's current college

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access programming and how a dedicated college adviser could build on current efforts and develop new initiatives.

4. *AdviseMI programming seeks to mirror MCAN's mission and support students from low-income backgrounds, first-generation college-going students and students of color. What goals does your high school want to achieve by bringing an AdviseMI Adviser in the building? A specific, bulleted list of goals is recommended here.*
5. *Site Supervisor Role: Your high school must appoint a site supervisor to serve as the college adviser's on-site supervisor, mentor and primary point of contact for the AdviseMI program staff. Site supervisor responsibilities include: providing site orientation to the adviser, supervising and supporting adviser's day-to-day activities, approving weekly timesheets, evaluating adviser's performance and advocating for advisers in the school and in the community among others. Please indicate the school staff member and their title you are designating as the site supervisor. What is this individual's experience with providing mentorship and supervisory support to others? What is this individual's role in college advising and building a college-going culture for the building?.*
6. *As a partner high school, you will be asked to agree to participate in the program for 3 years from 2022-2025. This includes providing a slightly increasing annual cost share from year 1 (\$9,000) to year 2 (\$12,000) and year 3 (\$15,000). Please state your commitment to participate in the program for 3 years and provide the required match. You are encouraged to use this space to brainstorm and identify potential funding partners. These funds can be provided by district and non-district sources, including but not limited to: a community foundation, an intermediate school district, a United Way, a family foundation, a corporation/business, a local government, or any combination. Match funding must be secured by the high school.*
7. *By checking the boxes below, you are indicating your agreement to do the following:*
  - Provide the college adviser dedicated and appropriate office space including a personal desk space, computer with internet access, a phone, and access to a printer, by the end of the first month of the academic school year
  - Provide the college adviser with access to your student information system, minimally including student schedules, contact information, demographic information, standardized test scores and academic performance history
  - Provide the college adviser with a school orientation at the start of the service term to help the adviser acclimate to the school environment
  - Provide support in the form of a dedicated site supervisor and ensure that person will have the necessary time to fulfill that role including mentoring the college adviser, regular communication with MCAN, and site visit participation
  - Send designated site supervisor to a full-day program orientation in August (virtually or in-person)
  - Assist in the recruitment and selection of the college adviser by advertising the position, seeking candidates, participating in interviews, and working with MCAN to make final selections
  - Work collaboratively with AdviseMI Program Staff to communicate and address any problems that may arise
  - Maintain counseling staffing- because AmeriCorps members are not allowed to replace or supplant staff, reductions in counseling staff are an immediate violation of terms of the program and will result in removal of the adviser
  - Provide cost share funding by July 31 of each program year

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- [Join](#) MCAN as an organizational member
- Agree to participation in full participation in MCAN's College Bound Michigan initiatives
- Agree to send at least one representative from the school (in addition to the college adviser who will attend with AdviseMI) to MCAN's annual conference in Lansing

### PART 3 – REQUIRED ATTACHMENTS

1. Include a letter of commitment to the program from the high school principal/building leader articulating their vision for creating a college-going high school and moving the needle on college enrollment in their community.
2. Include a letter of commitment to the program from the school counseling department articulating their support.
3. Include a letter of commitment to the program from the site supervisor articulating their support.

### PART 4 – OPTIONAL ATTACHMENTS

1. Letter of support from Superintendent
2. Letter of support from Local College Access Network (where one exists: contact MCAN or [visit the Impact Map](#) for information)

### PART 5 – PROPOSAL SUBMISSION

**Applications can only be submitted by Michigan high schools.**

**No applications submitted by other organizations on a high school's behalf will be accepted.**

MCAN uses SurveyMonkey Apply, an online grant submission and review system. All grant applications must be submitted through this system. You will create a username and password for this system which can be used for this and future grant applications. If you currently have a username, you can log into the system [using this link](#). If you have applied for a previous grant or program with MCAN, such as a Reach Higher grant, or College Bound Michigan, you can use your same username and password.

For support accessing SurveyMonkey Apply, contact Jordan Baah-Sackey, Strategy Assistant at [jordan@micollegeaccess.org](mailto:jordan@micollegeaccess.org) or 517-816-7772.

You cannot submit the application using this document. This is for review & collaboration purposes only.

**Submit Application via SurveyMonkey Apply on or before November 19, 2021.**

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