

# Yale University

## President's Public Service Fellowship

### Proposal for Fellowship Placement Summer 2024

---

#### **Organization information**

Website or link to social media page [www.eirboxing.org](http://www.eirboxing.org)

Name of organization EIR Urban Youth Boxing, Inc.

Full street address 540 Ella Grasso Boulevard New Haven, CT 06519

#### **PPSF Fellow's direct supervisor**

Name Devonne Canady

Title Executive Director

Cell phone number 203-675-2837

E-mail address [urbanyouthboxing@yahoo.com](mailto:urbanyouthboxing@yahoo.com)

#### **What is the best way for prospective student applicants to contact you with questions about your proposal?**

Send an e-mail or phone call to discuss.

#### **Placement dates (8-11 weeks between Tuesday, May 28, 2024 through Friday, August 9, 2024)**

Placement dates June 1-August 1, 2024.

#### **Are placement dates flexible? Are there any dates on which your Fellow must work?**

Dates are flexible.

#### **Proposed work schedule (*work week should equal (and not exceed) 37.5 hours per week*)**

9AM-4PM. Some hours can be done remotely.

#### **If a hybrid schedule is offered at your site, please describe:**

We offer a hybrid schedule that involves working onsite 3 days per week and remote 2 days a week at another location.

**Organization description (*mission statement, population served. 1,000 characters or less*)**

The Elephant in the Room Youth Boxing, Inc. (hereafter “EIR”) is a 501c3 non-profit organization that aims to help youth in New Haven, CT to develop discipline, an understanding of sound principles of nutrition, and excellent physical conditioning through a program of mentoring, training, and coaching through the youth engagement in sports. Our mission is to introduce amateur boxing by encouraging sports participation, physical activity, health, and wellness among the area’s youth, boys, and girls alike.

**Write a 1-2 sentence summary of the work that the Fellow would be conducting**

The primary work will include grant writing and research but will also include the following:

- Handle correspondence
- maintain databases
- answer phones
- handle filing
- assist with general inquiries from the community, participants, and parents.

**Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.**

Under the direction of the Executive Director, the student supports the team with a variety of assignments and projects associated with the processes of Grant Writing and maintenance. This student conducts research to identify funding opportunities, assesses mission match for available grants and assembles grant requests. The student will support the Executive Director in maintaining a calendar of submissions and report deadlines. Moreover, student must be sensitive to cultural diversity.

**List any specific skills/experience required for the project.**

**Essential Duties:**

- Research funding opportunities that align with our mission.
- Prepare, submit, and manage grant proposals to federal, state, local and private foundation funding sources.

- Support the Executive Director in maintaining a calendar of submissions and other deadlines to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
- Support the Executive Director in ensuring agency compliance with all grant requirements.
- Maintain confidentiality and ensure compliance with related policies.
- Assist in the management of supplemental material required for proposals. Assist with other duties related to Grants as assigned.

### **Additional requirements**

Background check will be required. Our process is quite simple and only require a few days in advance prior to working at our site.

### **Briefly describe any work that Yale PPSF Fellows and/or Yale students have done with your organization.**

We have worked with Yale Business School to assist with the 501 C3 application in 2010. We were also recipients of Covid relief funding via Yale Community for New Haven Fund.