

Assemble

*2023-2024 City of Pittsburgh STOP the
Violence Community Investment Grants*

Assemble

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FollowUp Form

City of Pittsburgh STOP the Violence Mid-Year Progress Report

The City of Pittsburgh established the STOP the Violence grants as part of the City's comprehensive approach to ending violence. Through the STOP the Violence Community Investment Fund, the City partnered with your organization to build new insights and stride toward our mutual goals. Thank you for your efforts to take proactive steps with individuals who exhibit risk factors for violent behavior, support those individuals to overcome the risk factors, avoid violence, and lead healthy and productive lives.

With these grants come the expectations of midterm and final reports. This interim report provides space for your organization to tell the City about the progress of your originally-stated activities, outcomes, and goals. It also offers an opportunity to share any challenges and triumphs thus far. This critical feedback helps us:

1. Keep focused on the investment made and the anticipated project results;
2. Understand if our grantees are on track for success to bring about their anticipated project results (midterm reports), and
3. Analyze our work, learn from your experiences, and make choices for the future.

WHAT SHOULD I INCLUDE IN MY REPORT?

This report should include grant-related activities and projects from when your organization received funds through the first six months.

We are interested in knowing

1. what you did;
2. what you learned;
3. what questions your work answered, and what questions remain;
4. what follow-up work do you plan to do?

When reading the narrative report, we understand that no project proceeds entirely as planned. Some strategies work better than hoped; others do not. An honest assessment of what worked and what did not gives us additional context to gauge the impact of the grants and consider the implications for future collaboration.

Put your project into a larger context of reflection and interrogate its assumptions and method. Your report should include these considerations.

1. How did your strategies and design work?
2. What might you or others do differently in the future?
3. What do you see now about your problem or question that would press you to do things differently?
4. Progress and Results: Please briefly describe (in 300 words or fewer) the key actions, activities, or products resulting from the grant funding, as well as any resulting benefit to the organization or the people it serves.
5. Please explain any significant variance from your planned use of funds as stated in your grant proposal. For example, have there been changes in your project timeline or expenditures?
6. Please describe the challenges the funded project encountered, and explain how you overcame them (or plan to overcome them).
7. Photos, Stories, Social Media Posts/Reels, and Testimonials: Your participant/event stories, reels, and photographs provide a critical piece of the puzzle for us. They give us the materials needed to inspire others to engage, celebrate, and continue to support your violence prevention and intervention efforts.

Organization Name*

Please enter the name of your project/program in the box below.

Assemble

Project Start Date (from Grant Proposal)*

09/09/2024

Project Start Date (Actual)*

09/09/2024

Grant Information

Grant Amount Awarded*

\$10,000.00

Award Amount Spent*

Has your organization spent the awarded STOP the Violence funds in their entirety?

No

Population Served

Number of Program/Project Participants (Proposed)*

150

Number of Program Participants (Actual)*

309

Number of Participants Ages 0-17 (Actual)*

308

Number of Participants Ages 18-30 (Actual)*

1

Number of Participants Ages 30+ (Actual)*

0

What neighborhoods do your project participants represent?*

Bloomfield
Friendship
Garfield (The Valley, The Hilltop)
Lower Lawrenceville
Upper Lawrenceville

Participant Contact Information*

Our team maintains a list of complete names, addresses, and contact information for all or almost all of the program participants in the project/initiative.

Yes

Police Zone Served*

Zone 5

Work Conducted

Proposed Project/Program Activities*

Provide a list of project activities/initiatives from your proposal.

To help nurture an early love of STEAM learning, Assemble's school year programs provide a tangible way for students to build their confidence, apply their knowledge, and explore their interests and agency. Our school year programs combine a commitment to high-quality education, accessibility, reliability, and uninterrupted outreach to our Garfield neighbors. These programs include:

Assemble Afterschool (grades 1-8) offers specialized and tailored lessons in digital/physical making three days a week from 3-6 pm. A free-to-all program predominantly attended by local Garfield youth, Afterschool exposes youth to STEAM disciplines through age-appropriate projects, guest experts, field trips, and more. Girls Maker Night (grades 5-8, GMN) makes space for and supports middle school-aged girls and those who identify as a girl, non-binary, or trans youth.

Learning Parties (all ages)

Youth Maker Night (Grades 5-9)

Saturday Crafternoons (grades 1-5) is a popular drop-in workshop focused on project-based learning and community engagement.

Day Camps (grades 1-8) alleviate the stress of childcare/taking time off work for parents by offering camps on days when PPS does not have school.

Hack the Future (grades 9-12) fosters teen learners through STEAM-based, social justice-oriented opportunities to become leaders

Collaborations

Please comment on the collaborations presented in your project proposal. Did you collaborate as anticipated in the proposal?

Circumstances to consider:

- Have roles and responsibilities shifted?
- What unanticipated changes did you experience?
- What impact does the collaboration make on the project and the population served?
- What circumstances would improve collaboration among STOP the Violence grantees?

Assemble is not actively Collaborating with anyone on the project.

Status of Project Plan*

What activities/events from your proposed project plan have been implemented?

Assemble's 2024 - 2025 school year programs have been off to a great start. Our Afterschool programs have grown a ton over the last semester. Every week offered Girls Makernight Mondays, Afterschool Tuesdays through Thursdays, and Crafternoons and Hack the Future on Saturdays. Additionally, we held Day Camps whenever Pittsburgh Public Schools weren't in session. We also held either Learning Parties or Youth Maker Nights once a month during the school year.

During Afterschool we had some awesome guest experts and lessons. Some lessons include Hummingbird robotics, designing and building roller coasters, Music Coding, Stop Laser Cutting 3D Printing, Stomp Rockets, and Candle Making. This was also the first year we were a Brick by Brick partner through LEGO, allowing us to intermix LEGO lessons that supported teamwork skills development into our daily programming.

We have hosted 9 day camps with topics ranging from Assemble Arade to Upcycled Engineering. All our Day Camps have been well attended.

We have made some impactful changes to our Girls Maker Night and Afterschool programs. To address shifting needs we have changed our schedule for the 2024 - 2025 school year. We will now be starting after afterschool at 3:00 pm and offering homework & decompression time before our daily activity. Our afterschool age groups are now Girls Maker Night 3rd - 8th grade, Tuesday 3rd-8th grades, Wednesday 1st-5th grades, and Thursday 1st-5th grades. This allows 3rd - 5th graders to come every day of the week. Additionally, we are now offering a walking program from Montessori where a member of our staff will meet students at the schools at dismissal time and walk them directly to Assemble. Additionally, we have a focus topic for each month, curating activities that build on the previous week's lessons. Topics from the fall included Clay Sculptures and printmaking. With these changes, we have seen an increased number of participants as well as higher levels of retention.

Proposed Outcomes*

The Outcomes that we intend to achieve through our outputs include:

An outcome from our programs includes youth having an increased knowledge of STEAM-based careers and developing a vocabulary career. Through that knowledge and exposure, youth are about to see themselves in those roles as well. Our Guest Experts set an example of what STEAM careers are available, “what it looks like to be” an engineer, and how people in these careers live full lives and are relatable. Youth thrive when they are able to see themselves in potential careers especially when they meet people who share their identities in those roles. We also expect to see an increase in youths’ 21st-century learning skills and Social-emotional skills. 21st-century skills will be necessary for youth to succeed in future careers both within STEAM and outside of STEAM. Social Emotional Learning is the process of developing self-awareness, self-control, and vital interpersonal skills.

Progress*

Please provide an overview of the project achievements/highlights to date. Provide any appropriate data supporting your statements.

Assemble programs have been well received this year. So far Through the 2024 - 2025 school year, we served 308 youth through our various programs and 140 youth during summer camps.

While the largest percentage of youth we serve are from Garfield, we are now serving many more neighborhoods, especially during crafternoons. Our staff members were able to attend more than 3 outreach events at Pittsburgh Public School/Charter Schools to attract students to our school year programs. We are considering this data with how we are changing our recruitment efforts. We are expecting to see a shift in these numbers with recent changes to program time and our new walking program.

With the addition of our walking program, we have seen a large increase in program participation and consistent attendance. Especially this program is benefitting local Garfield youth, ensuring they have a safe way to get to Assemble Programs. We continue looking into additional transportation options.

Do you believe that your project or program impacted violence?*

Do you believe that your project or program contributed to violence prevention or violence intervention rates in the communities served?

Yes

What has this project done to reduce or prevent violence?*

1. Describe your actual outcomes.
2. Describe the impact of your project.

Assemble’s School year programs are making impacts in violence reduction and prevention. Assemble has continued to provide a safe space for youth to decompress, learn, and feel safe. Many local youth know they can stop in and get a snack and talk about their day with our teachers, often staying for all of afterschool to participate in our daily activities. Our day camps provide a safe place for youth when school isn’t in session, and when parents or guardians have to work. Assemble also features guest experts who are local and work in the STEAM industries, providing additional positive role models for youth to connect with. Assisting in youth envisioning themselves in these careers.

Learning and Adapting

Are there any changes to any aspect of your proposed plan? If "Yes", please explain. *

No.

Challenges

Describe any ongoing challenges.

Providing transportation continues to be a challenge, but is vital to increasing program participation and accessibility.

Budget

Current Budget Overview*

1. Click [here](#) to download the Budget Reporting Form.
2. Complete the form.
3. Upload the completed form. https://www.grantinterface.com/Documents/Download/f17c57b0-f6cc-4be9-a9d5-2dce30b11bcbhttps://docs.google.com/document/d/1jM3sEoOobpMJQUc8W-irhCr_7KXZVtRM/edit?usp=sharing&oid=101637342679599276330&rtpof=true&sd=true

Copy of STV Budget Reporting Form B.xlsx - Exempt.pdf

Share Your Story

For services supported in whole or in part by your **STOP the Violence** grant, share a story about a client (without sharing any personally-identifying information), service, or community initiative that could be shared with other stakeholders.

*

One of our great successes was building trust with some of the newer neighborhood kids. This Learner is a local neighborhood student at Arsenal. When she first arrived at Assemble we weren't able to get her to participate in what we were doing. She would run over to the office space because she had built a friendship with Nina, and didn't want to be a part of our class. As the year progressed and she started to trust the teaching staff, she did amazing things! We are so proud of her creations and couldn't wait to set up a special display with all her stuff at the art show /end-of-the-year celebration. She has built relationships with both teaching staff and administrative staff and spends as much time as possible at Assemble.

Photos and Digital Clips

Please attach any photos or videos illustrating your work.

Verification

Name of Organizational Representative Completing Report*

Kiera Cullen

Title of Organizational Representative*

Development Manager

Authorization*

By entering your signature information above and clicking "*I agree.*" you certify that: I certify, to the best of my knowledge, that all information included in this report is correct. The tax-exempt status of this organization (*or fiscal sponsor organization*) is still in effect.

I agree.

Date of Submission*

01/09/2025

File Attachment Summary

Applicant File Uploads

- Copy of STV Budget Reporting Form B.xlsx - Exempt.pdf

Grant Financial Report

This is a protected worksheet. Complete only those sections that are shaded. See additional instructions below, indicated by corresponding number.

Organization: [1]

Assemble

Grant Process

[4]

Stop the Violence

Grant Start / End Dates: [2]

01-May-24

to

31-Dec-24

Report Period: [5]

01-May-24

to

30-Nov-24

Approved Grant Amount: [3]

\$ 10,000

(in US\$)

Budget Category [7]	Approved POISE Fdn Budget [8]	Amount Spent in Previous Periods [9]	Amount Spent in Current Period [10]	Total Spent to Date	Unexpended Balance
General Operations	\$ 10,000	\$ 0	\$ 7,533	\$ 7,533	\$ 2,467
Professional Development/Training	\$ 1,000	\$ 0	\$ 0	\$ 0	\$ 1,000
Subgrants to Organizations	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Materials and/or Supplies	\$ 4,000	\$ 0	\$ 234	\$ 234	\$ 3,766
		\$ 0	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal Direct Costs	\$ 15,000	\$ 0	\$ 7,766	\$ 7,766	\$ 7,234

Indirect Costs			\$ 0	\$ 0	\$ 0	\$ 0
Totals	*	\$ 15,000	\$ 0	\$ 7,766	\$ 7,766	\$ 7,234

The line-by-line budget should match those specified in your proposal.
A red "*" indicates that you must include an explanation of the budget variance. This variance will require Foundation approval.

By submission of this report you hereby certify that the individual submitting this report is authorized to submit it on behalf of your organization, requirements of the grant letter, and that any funds expended have been expended in accordance with the purposes of the grant.

Name and Title: [12]

Date:

E-mail Address: [13]

Phone Number: [14]

Instructions

1. Enter the organization's legal name.
 2. Enter the approved start and end dates of the grant.
 3. Enter the approved grant amount.
 4. Enter your grant program or process for which you received funding.
 5. Enter the current reporting period from and to dates.
 6. Enter the total amount of POISE Foundation funds received through the end of the reporting period. Specify amount in US\$.
 7. Select Budget Categories which match your proposed grant budget. Select categor(ies) from drop down menu on right of cell
 8. Enter the approved POISE Foundation budget for each budget category. All figures should be reported in US\$.
 9. Enter the sum of amounts spent in each budget category for all previous reporting periods. All figures should be reported in US\$.
 10. Enter the amount spent in each budget category for this reporting period. All figures should be reported in US\$.
- The total spent to date and unexpended balances will be computed automatically.
11. If the expended amount in a budget category significantly exceeds the total direct costs by 35%, an explanation is required. Lines requiring explanations will be indicated by a RED "**".
 12. Enter the name and title of the individual who certified the information contained in the report.
 13. Enter the e-mail address for that person.
 14. Enter the phone number for that person.

Total received to date (US \$): [6]

\$10,000.00

Please explain significant budget variances where indicated
[11]

We applied for \$15,000 but were approved for \$10,000 so there will be some expected lowered spending.

that the organization is in compliance with the

Kiera Cullen Development Manager

1/9/2025

kiera@ssemblepgh.org

609-433-4591

