



# Reaching the Grant Audience

## OVERVIEW

### Profile

- Incorporated 1966
- 3 locations
- Serving over 3,500 youth

### KidTrax Adoption

- 2006

### Major Funding Sources

- Special Events
- Grants
- General Contributions

### Quote

"My staff picked up on it really quick. KidTrax is easy to use."

**Anna Libbon**  
Unit Director

### About KidTrax®

KidTrax is a comprehensive web-based youth and membership tracking system that combines ID cards, scanning technology, and reporting. The system automatically logs time and attendance information by scanning special ID cards when members enter and leave a facility - eliminating paper sign-in sheets and manual compilation. Reports identify key usage patterns to aid in program development and documentation for funding requests.

### About nFocus Software™

nFocus Software is the leading provider of tracking, testing, and training products for the public sector. nFocus Software's KidTrax application is the #1 youth tracking and membership management system. Clients include Boys & Girls Clubs, Police Activities Leagues, The Salvation Army, and the United States Army.

nFocus Software™  
6245 N. 24th Parkway  
Suite 100  
Phoenix, AZ 85016  
(866) 954-9557  
inquiry@nFocus.com  
www.nFocus.com

## Funding Challenges

The focus on outcome measurement and program impact has changed grant requirements. Many grants now establish specific service and reporting requirements before awarding funds. Organizations unable to comply do not receive the funds, leaving allocated service dollars unused.

In February 2006, the Boys & Girls Clubs of Santa Maria Valley (The Club) purchased three KidTrax® licenses to manage their club participants and after-school program students and compete for funding. "There are a million benefits to KidTrax," says Anna Libbon, a Unit Director for The Club.

## Time & Attendance Tracking

The KidTrax Membership Management system is a web-based application used to record, track, and report service and participation hours. After-school participant data is entered into the system. The participant receives an ID card with a unique barcode allowing them to scan as they enter and leave the facility. Trax® Attendance Manager time-stamps the scans which are later uploaded to KidTrax. Staff can then run KidTrax attendance reports to monitor and manage enrollment, service hours, and each participant's length of stay.

## Showing Need Secures Funds

In May 2007, the Santa Maria-Bonita School District (SMBSD), acting as the lead agency, invited The Club to travel to an After School Leadership Conference in Simi Valley. The conference focused on the After School Education and Safety (ASES) Program and promoted after-school collaboration.

While at the conference, SMBSD learned of an available ASES Program grant which would provide services in the areas of health, education, safety, and economic security for low-income families. The grant was theirs if SMBSD could prove they had low-income students currently enrolled in after-school programs.

The lead agency turned to The Club for help. "It was easy with KidTrax," Libbon said. The next day, The Club presented a KidTrax report to SMBSD showing their after-school enrollment of low-income students. The report helped SMBSD secure \$1.2 million in funds over the next three years.

## Accountability Answers

The ASES Program grant supplied the funding to SMBSD to hire one teacher, one teacher's aide, and two helpers for each after-school program. The SMBSD partitioned the funds throughout the school district among three after-school organizations: a YMCA, a recreation department, and The Club. The added staff supports eighty low-income students at each site. The grant mandates that each student participates in the areas of education, enrichment, and exercise for a minimum of four hours (minimum of one hour per area) daily.

How do you ensure a group participation mandate? The Club staff enforce time-stamped scans. "... it's important to make sure our kids are scanning when they arrive and when they leave." Libbon says, "It also helps us match grant requirements with our members' service needs."

## Strengthening Effectiveness

The grant requires The Club to manage program wait lists and participation. It is important for The Club to report the numbers accurately because students who miss too many days may be dropped from the program. "KidTrax is a huge help to me," says Libbon. The reports help The Club identify students who did not participate the full four hours so teachers can adjust schedules for make-up time. Reporting helps The Club manage and maintain the specific grant service requirements. It is a lot of work, but KidTrax makes it easier for The Club to ensure their grant funds reach the intended audience and increase the potential impact of their programs.