EXHIBIT 4

CLEVELAND PUBLIC LIBRARY

Finance Committee
September 14, 2021

RESOLUTION TO RATIFY ACCEPTANCE OF GRANT FROM THE CLUBHOUSE NETWORK FOR THE ROCKPORT TEEN TECH CENTER

WHEREAS, On July 30, 2021, The Clubhouse Network, the nonprofit organization that in partnership with Best Buy develops, supports, and provides programming for the Teen Tech Centers, notified the Library that the Library had been selected to participate in the 2021-2022 Clubhouse-to-Career Pathway to Success ("C2C") program and was awarded a grant of $50,000; and

WHEREAS, The C2C program is a program developed by the Clubhouse Network that helps youth explore professional jobs and academic opportunities in the technology sector and allows them to learn from people who have already succeeded in their careers in the technology sector; and

WHEREAS, As a recipient of the C2C grant, the Library will design and implement a program for youth that includes technology knowledge and skill building, and workforce readiness, and the Library will hire a full-time C2C Pathways Facilitator, the salary for which will be paid for through the grant proceeds; and

WHEREAS, The award of the C2C grant was conditioned on the Library's acceptance of the grant on or before August 31, 2021, so in order to secure the grant funding, the Library accepted the grant on August 12, 2021; and

WHEREAS, Cleveland Public Library is grateful for The Clubhouse Network's continued support in making the Best Buy Teen Tech Center at the Rockport branch a success; now therefore be it

RESOLVED, That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby ratifies the August 12, 2021 acceptance of the grant from The Clubhouse Network in the amount of $50,000 to be deposited in the 257-Tech Centers Fund Account: 257046-46100-13779.

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July 30, 2021

Felton Thomas
Executive Director, CEO
Cleveland Public Library
Sent via email

Dear Felton,

Congratulations! The Clubhouse Network (TCN) and Best Buy are thrilled to let you know that the Best Buy Teen Tech Center @ Rockport Branch of Cleveland Public Library has been selected to participate in the 2021-2022 Clubhouse-to-Career Pathways to Success program (C2C Pathways) for **Level 3**. We ask that you please share this letter with your entire Best Buy Teen Tech Center and C2C Pathways team, as there is important information here for program kickoff and implementation. Please review and then sign where indicated, as this award letter will serve as the grant agreement.

Funding Eligibility and Payment Schedule
Work can and should begin *immediately* and funds utilized from August 1, 2021 through August 31, 2022 for the 2021-2022 program year.

FOR LEVEL 2 ONLY	FOR LEVEL 3 AND LEVELS 2&3
Grant funding may be used for personnel expenses, staff professional development, stipends for teens, supplies, and a program-end celebration. A year-end financial report will be required (in a template provided by TCN). - Payment 1: $10,000 when award letter is signed (no later than August 31, 2021). - Payment 2: $15,000 in February 2022 after the following three milestones have been met. (If these milestones are not met within the designated time-frame, funding for the remainder of the program year will be re-evaluated.) - Hired program Facilitator by November 30, 2021 - Submitted progress report (template provided by TCN) - Recruited at least 10 youth ages 13-18 and have at least one program running or completed by January 14, 2022 - Payment 3: $10,000 after final evaluation materials have been submitted (November 2022 anticipated).	Grant funding may be used for personnel expenses, staff professional development, stipends for teens, salary/support for youth internships, support for teens at workshops and at their worksites, supplies, and a year-end celebration. A year-end financial report will be required (in a template provided by TCN). - Payment 1: $15,000 when award letter is signed (no later than August 31, 2021). - Payment 2: $20,000 in February 2022 after the following three milestones have been met. (If these milestones are not met within the designated time-frame, funding for the remainder of the program year will be re-evaluated.) - Hired program Facilitator by November 30, 2021 - Submitted progress report (template provided by TCN) - Recruited at least 10 youth who will be 16 years old by the end of the school year and have regularly scheduled workshops running by January 14, 2022 - Payment 3: $15,000 after final evaluation materials have been submitted (November 2022 anticipated).

Immediate Next Steps

Below are some of the immediate next steps for the program. For more information, please read the corresponding section of the award letter (indicated in parentheses).

Due Date	To Do List
8/4	• [Sign up](#) for National Partner Matching Meeting (see Working with National Partners) • [Watch](#) Welcome Video (see Welcome: Videos) • [Complete](#) Contact Information sheet (see Welcome: Program Resources)
8/18	• Watch Video #2 (email to come in early August from Cassandra Rivera, TCN's Program Manager for C2C Pathways) • Join Slack (see Developing a Community of Practice via Slack)
ASAP but before 8/31	• **Read and sign this award letter as soon as possible** – email it to abaff@theclubhousenetwork.org • **Post for the C2C Facilitator position as soon as possible** (see Welcome: Program Resources for [sample job descriptions](#) • Begin recruiting program youth • Begin planning your program (content, timeline, etc.) • [Review](#) Welcome Program Resources • **All Best Buy Teen Tech Center (TTC) Team members read your TTC's C2C Pathways proposal and Appendices**

Special Note about 2021-2022 program & TCN staffing

TCN is in the process of a foundational realignment and redesign to integrate and connect the C2C Pathways program with general C2C across all TCN sites, providing tiered entry points which build capacity and have sufficient structure, support, and autonomy at all sites. To support this work, Aviva Baff, Senior Program Manager, is leading the general C2C (referred to for now as Level 1) across the entire network and supervising C2C Pathways (referred to for now as Levels 2 & 3). TCN welcomes Cassandra Rivera, Program Manager, who is now leading the C2C Pathways programs Levels 2 & 3. Both Aviva and Cassandra will work closely together to ensure a smooth transition as well as continued collaboration across all levels. For the 2021-2022 program year, we are piloting a small group of sites to run Level 2 only and Levels 2 & 3, and also developing a cohesive structure across all levels for the 2022-2023 program and beyond.

Potential COVID-19 Pandemic Implications

TCN is proceeding with the C2C Pathways program as described in the Request for Proposals, while acknowledging that some aspects may need to be adjusted as a result of COVID-19 based on local and national circumstances. However, the expectation is that your program will be all or nearly all in-person. Please keep in touch with TCN to discuss any necessary program modifications prior to and during implementation.

Working with National Partners

Best Buy has partnered with non-profit organizations to support the technology knowledge & skill building portion for Level 2 and Level 3. For the 2021-2022 program year, C2C Pathways sites will work directly with Best Buy to be "matched" with National Partners, as it makes sense for your site and program. Jackie Gonzalez, Associate Manager – Innovation & Advancement, Best Buy Social Impact, will meet with your TTC one-to-one to determine your National Partners. For this meeting:

- [Sign Up](#) for a Meeting: Schedule your meeting with Jackie as soon as possible. Meetings begin on 8/3.
- Who Should Attend: Your C2C Pathways team should be present at the meeting. This includes your C2C Pathways Facilitator (if you already have one) as well as potentially your TTC Coordinator, CBO and other staff who will be part of this program.
- What To Expect: Your C2C Pathways Team will hear recommended matches based on your input via the Pre-RFP survey and your proposal, geographic location, and TTC community. Much thought has gone into these recommended matches, though you should also be honest about your TTC interests, capacity and program design.
- Meeting Goal: To confirm and finalize your National Partners prior to the C2C Pathways Program Kick Off. This goal is why it's important the C2C Team is present.

Developing a Community of Practice via Slack
This year we will be encouraging all C2C Facilitators to join our (newly re-booted) **C2C Slack channel** as one of the many ways that we'll be working towards strengthening our growing community of practice across program sites! In addition to it being an open space where we can all share content that might prove useful to our programs, we will also be aiming to present everyone with some fun and engaging ways of **(1)** sparking some ongoing discussions around topics that are important to you, your youth, and your BBTTC community; **(2)** highlighting the various successes of your program/ youth; and **(3)** photo documenting regular meetings, activities, and workshops happening at your site.

If you are already a part of our TCN Slack workspace **The Clubhouse Commons** your next steps are easy! Simply add your name/ email address to our contact sheet and wait for us to add you to the **c2c-2021-2022** channel. If you are NOT currently on our TCN Slack workspace, please add your name/ email address to our contact sheet and we will send you a follow-up email with some additional instructions on how to join our workspace! Please note that we strongly recommend you download the Slack App to your mobile device for ease of use during this program year. We're excited to try this out and are looking forward to connecting with you all on this platform soon!

Welcome: Videos
To help get you started, Aviva & Cassandra are creating a couple of welcome videos. The purpose is to bring to life parts of this award letter to help you begin work on your program immediately. They aren't professional quality, but they are brief (or as brief as possible) and informational. The first is 10 minutes long and you should watch it as soon as possible, but no later than 8/4/2021. Take the 10 minutes to watch the video as soon as possible. Cassandra will reach out to you with the second video based on the contact information you share by 8/4.

Virtual Kick-Off
To establish our community of practice and formally kick off all levels of C2C Pathways, your C2C team should join the Virtual Kick-Off
- When: 8/25/2021 from 1:00-2:30 pm EASTERN time.
- Zoom Link: Meeting ID: 873 0763 6534 / Passcode: 795814 / By phone: +1 929 205 6099 https://us02web.zoom.us/j/87307636534?pwd=NmhyZ0IyNzIxV3MyLzhtUGlrYlgxZz09
- Who Should Attend: TTC Coordinator, CBO and C2C Pathways Facilitator (if you already have one), as well as any other relevant staff who will be working on this program
- What to Expect: Our goal is to share information and then have time for breakout sessions, discussions, and questions.

Welcome: Program Resources
In order to help all programs get started, we have created a Welcome! Program Resources folder. You can access the folder and it includes the following:
- Sample Job Descriptions: One of your most important first steps is hiring your C2C Pathways Facilitators. This is truly an urgent program need! To help you with this, we have provided some past job descriptions. Please write your job description and post to hire immediately. The sooner you have a C2C Pathways Facilitator, the better your program (but, yes, we realize finding the right person can take time so you have until 11/30/2021 in case it is a difficult hiring process). Please remember:
  - Level 2 only: can hire a part-time or full-time Facilitator, though TCN recommends hiring a full-time Facilitator; if part-time TCN recommends 30 hours per week, but the absolute minimum is 20 hours per week
  - Levels 2 & 3 and Level 3 only: must hire a full-time Facilitator
- RFP & Appendices: Since it is important that everyone can reference the RFP and appendices, we have added these to the folder.
- Contact Information: We need to get in touch with you to start our Community of Practice! This is to start regular meetings, get you connected to Slack, and so on. If your TTC does not yet have a C2C Pathways Facilitator, please identify an interim main program contact. Please add your site's Contact Information by 8/4.

Expectations: As a grant recipient, your organization is expected to:
- Commit to participation in C2C Pathways program and community of practice (participation in professional development, sharing best practices, lessons learned, etc.). Please see the RFP and Appendices for full details.
- Participate in periodic youth tracking and reporting over time, including: number and demographics (age, gender) of teen participants, program participation, gains in skills and competencies, level of interest in tech careers, attitudes about school and work, aspirations for the future, and (eventually) internship placements. There will be a consent form for evaluation/surveys which youth should sign when joining the program and the Facilitator/TTC must commit to doing their best for all youth to take surveys. TCN will provide this consent form in August 2021.
- Develop financial and community support to help sustain a commitment beyond the grant funding period (August 1, 2021-August 31, 2022). Successful grant recipients this year may be eligible to apply for additional funding in future years, with grant amounts to be determined.
- Develop and share resources with The Clubhouse Network and other C2C Pathways sites, including youth application to join the program, workshops, projects, and internship process protocols.
- Encourage all youth in the C2C Pathways program to be active TTC members during and beyond the program, and follow up with youth who completed the program.
- Design and implement a program which includes workforce readiness and technology knowledge and skill building (starting in the Fall 2021).
  - Level 2: at least three 3-12 week programs must run through August 2022, with the participation of at least one National Partner.
  - Level 3: one cohesive cohort based program with knowledge and skill building starting in the Fall, pre-internship project in the spring, and a paid summer internship. Programs must have a specific long-term "track" with a technology focus area which youth can articulate (e.g., "we focused on video production"); this content might be delivered via a National Partner, developed and delivered 'in-house' by the TTC, or via a local partner.
- Hire a full-time C2C Pathways Facilitator by November 30, 2021 the latest.
- C2C Pathways Facilitator must attend C2C Pathways meetings, typically meeting on a weekly basis and the 2022 Annual Conference; if staff has never attended Immersion Week then they also must attend Immersion Week as soon as possible (dates to be announced). In addition, the CBO, any other new staff or staff connected to the program, must attend Immersion Week as soon as possible.
- Technology knowledge and skills are an essential part of the Pathways program but there is no finite list of topics. However, programs must follow criteria below:
  - For Level 3: content focus area must be determined, possibly through National Partner; please see RFP and Appendices for additional details.
  - For Level 2: a total of three short-term programs between 3-12 weeks must be completed with at least one program through a National Partner.
- Additional specifics for Level 2:
  - There is no internship requirements for Level 2.
  - For Level 2, the TTC has the option of full-time or part-time; TCN recommends full-time; if part-time ideally around 30+ hours per week but a minimum of 20 hours per week.
  - Workforce readiness content should be included as part of the program, but the TTC can determine exact content and delivery. Please refer to the [Workforce Readiness Curriculum](#) via Clubhouse Connect for resources to use (this is also a list of the content required for Level 3).
  - Have a total of at least 15 youth ages 13-18 completing each program (can be the same youth or different youth).
- Additional specifics for Level 3:
  - It is the responsibility of the TTC/host organization to identify and secure paid internships for C2C Pathways youth for Summer 2022. Unless there are restrictions due to the pandemic, the expectation is that internships are at organizations/companies outside of the TTC and host organization.
  - Workforce readiness content must include at least the content listed in the [Workforce Readiness Curriculum](#) via Clubhouse Connect. TTCs can choose to use the resources or develop their own, but they must cover at least these topics.
  - Program cohort with at least 15 youth ages 16-20 who complete the program (TCN Recommendation: recruit 20-25+ youth).

Awardees will benefit from their participation in this project by receiving:

- Access to curriculum for workforce development skills, guidance about creating partnerships with local companies, and a community of practice to collaborate on skills training, including technology and workforce readiness.
- Internship opportunities with Best Buy and/or Geek Squad (typically a minimum of two internships per site) and additional funding to support internships at non-profits (Level 3).
- C2C Pathways Program Certification of Completion for each participant.
- Support from Best Buy and The Clubhouse Network.
- Access to National Partner programs and National Partner program toolkits.
- Evaluation results from surveys conducted through Best Buy's evaluation partner (TTC will only receive site-specific results if a minimum of 10 surveys are completed).

In addition, your organization will benefit by playing a leadership role in The Clubhouse Network's efforts to strengthen and expand C2C efforts around the world.

By accepting these funds and resources provided by TCN, you acknowledge that you will fulfill the above requirements. Please sign and return this letter and begin initial implementation. If you have any questions or need additional information, please feel free to contact Aviva Baff, Senior Program Manager, at abaff@theclubhousenetwork.org or Cassandra Rivera, C2C Pathways Program Manager, at crivera@theclubhousenetwork.org.

Congratulations again! We look forward to working with you in the coming year.

Gail Breslow
Executive Director
The Clubhouse Network

Aviva Baff
Senior Program Manager
The Clubhouse Network

Cassandra Rivera
C2C Pathways Program Manager
The Clubhouse Network

cc: Jill Pappenhagen, Forrest Lykins, Tracy Martin

CEO or Executive Director to complete and sign below to indicate agreement with the above for the 2021-2022 C2C Pathways program. Email the entire signed award letter to abaff@theclubhousenetwork.org.

Signature: _____   Date: August 12, 2021_____

Name: _Felton Thomas, Jr._____   Title: _Executive Director, CEO_____

Teen Tech Center Name: _Cleveland Public Library Rockport Teen Tech Center_____