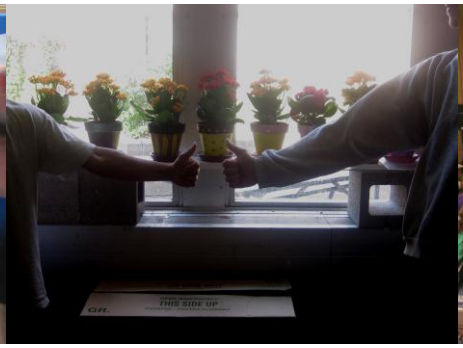
Youth As Resources

A Program of the Rochester-Monroe County Youth Bureau

2012-2013 School Year Grant Application



Youth As Resources Grant Projects are made possible by the generous support of

THE COMMUNITY FOUNDATION

with continuing financial support from

Maggie Brooks
County Executive

ROCHESTER-MONROE COUNTY YOUTH BUREAU

in partnership with

ROCHESTER YOUTH YEAR

YOUTH VOICE ONEvision

HEALTHY COMMUNITIES HEALTHY YOUTH®

NAZARETH COLLEGE

HEART Coalition for a Drug Free Rochester

AMERICORPS ROCHESTER

Application Deadline is 9 November 2012

Apply Today!

Please drop off or mail to:
Youth As Resources / Rochester Monroe County Youth Bureau
435 E. Henrietta Rd., FA - 3 WEST
Rochester, NY 14620
or fax to:
585-753-6465

YOUTH AS RESOURCES

Youth As Resources, a program of the Rochester-Monroe County Youth Bureau, empowers and engages youth as partners with adults in creating positive community change and development. Youth and adult members govern the YAR board and provide grants of up to $1000 to local youth-led community service and service-learning projects that address a clear community need. Funding for YAR grants is made possible by the generous support of the Rochester Area Community Foundation.

Youth as Resources

Facebook.com/youth.resources

Examples of youth-led projects funded by YAR:

- Refurbishing a daycare center
- Painting a mural to promote healthy lifestyles
- Planting food gardens and hosting community cooking classes
- Making hygiene kits to give to homeless and runaway teenagers
- Creating a series of music video PSAs to advocate for healthy lifestyle choices
- And many, many more!

THE DETAILS:

- **YAR will provide $1,000 to a community service or service-learning project that is youth led, planned, implemented, and addresses a clear community need.**
- **To learn more about how to fill out this application, contact the Program Office at (585) 753-6953. We will send you written information or schedule a time to present a workshop to your organization about the application process.**

SERVICE-LEARNING

"Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities."
- Learn and Serve America

YES youth engaged with service

YAR, Youth Voice, One Vision, and the Nazareth College Center for Service-Learning engage in a partnership called Youth Engaged with Service (YES). YES teaches and promotes the concept of *service-learning*. YAR encourages **all** grant applicants incorporate the principles of service-learning into their projects.

THE DETAILS:

- **YAR encourages applicants to incorporate service-learning into your proposed projects. Answering all of the questions in this application completely will help you plan a meaningful service-learning project.**
- **The YAR board will give preference to proposals utilizing and implementing concepts of service-learning.**
- **Extra points will be awarded to your application if your project utilizes the principles and meets the objectives of service-learning.**
- **To learn more, contact the program office at (585) 753-6953. We will send you written materials or schedule a time to present a workshop to your organization about service-learning.**

GRANT REQUIREMENTS/GUIDELINES

APPLICATIONS MUST:

- Be written by a **minimum of two youth** between the ages of 10-21
- **Have two youth listed as contacts** that will share responsibility for the application and at least **four youth that will assist in the implementation of the project**
- **Have an adult contact** listed that will support the youth throughout the project
- **Have a Sponsoring Organization contact** listed that will accept responsibility for the grant contract

APPLICANTS MUST:

- Be a 501 (c) (3) / Non-Profit Organization **OR** must identify a 501 (c) (3) that will act as your **sponsoring organization**. *(If a group is unable to find a sponsoring organization, we will assist you in finding an organization that meets your needs - please call if you have questions about this requirement)*
- Clearly fulfill our goal of supporting **Youth and Adult Partnerships**
- Track all hours put into all aspects of the project, from each participant and or volunteer, youth and/or volunteer, youth and adults
- Submit a Final Report from previous grant projects before applying for another grant.

PROJECTS MUST:

- Include **neighborhood, or in-kind support**, which might include donations, contributed services, volunteer assistance, loaned equipment / space, etc.
- Address an **identified community issue, concern or topic**
- **Enhance awareness and understanding** of those issues in the community
- **Strengthen community connections and involvement.**
- Be **cost effective** ---application budgets will be carefully reviewed for money you have requested

WHAT TYPES OF PROJECTS WILL YAR FUND?

YAR Grants MAY be used to fund the following	YAR Grants MAY NOT be used to fund the following
✓ Direct operation of the community service / service learning project (essential items, supplies, materials, food for meetings)	⊘ Overhead Costs and Purchase of Capital Items (items that would be utilized over a long period of time i.e. furniture, buildings, computers, etc…)
✓ Transportation (bus tokens, mileage) etc.	⊘ Ongoing program costs
✓ Training programs for youth (must be completely defined)	⊘ Salaries and/or wages of participants
✓ Recognition of the project participants. Costs cannot exceed 15% of the grant award.	⊘ Direct donations to other organizations
✓ You may use YAR funds for fundraising for a charity or cause, but only 30% of the total grant can go directly to that purpose	⊘ If your application is through a faith based organization, project funding cannot go towards recruiting new church members or proselytizing in any way

APPLICATION PROCESS (NEW!)

1. Submit a Grant Application
2. We will contact you within 2 weeks to schedule an interview
3. After your interview, we will notify you regarding the status of your application

If you are accepted:

4. Once you receive your grant check, you will have **4 months** to complete your service project, schedule a site visit, and submit your Final Report.
5. As a grant recipient, you will receive an invitation to our annual grant celebration. **This is a mandatory event** to welcome new grant recipients and congratulate recipients who have finished their projects!

Questions? Comments? Concerns? Call 585-753-6953 or email ponterin@monroecounty.gov

Youth As Resources Grant Application

DEADLINE IS 9 NOVEMBER 2012 at 5 pm!

No incomplete or incorrectly filled out applications will be accepted
Please print clearly

Name of Group:_____

Title of Project: _____

Amount of Funds You are Requesting:_____

1st Youth Contact: _____ Title: _____
Address: _____ Zip: _____
Phone: _____ Age: _____
Email: _____

2nd Youth Contact: _____ Title: _____
Address: _____ Zip: _____
Phone: _____ Age: _____
Email: _____

Number of youth that will participate in the planning: _____ Age range of youth: _____

Please indicate which address you would like materials sent to regarding the grant and who the materials should be addressed to by checking the box ☐ next to the contact info below.

☐ **Adult Contact:** _____ Title: _____
Address: _____ Zip: _____
Work phone: _____ Home phone: _____
Email: _____

☐ **Sponsoring Organization:** _____
Sponsoring Organization Representative: _____
Address: _____ Zip: _____
Work phone: _____
Email: _____

The undersigned youth, adult contact person, and representative of the sponsoring organization hereby attest to the fact that this project proposal was initiated and prepared by youth and that this project will be planned and carried out by youth in partnership with adults.

Youth Project Leader Signature:_____Date:_____

Adult Project Leader Signature:_____Date:_____

Sponsoring Org. Rep. Signature:_____Date:_____

Please follow the outline below <u>exactly</u> to answer the application questions on a <u>separate piece of paper</u>, typed or clearly written.

I. Your Project Idea

1) What is the title of your project? How did you decide upon this title?
2) Give us a brief summary of what you want to do.
3) What are the goals and outcomes you hope to achieve with this project?
4) Where will your project take place? When do you plan to begin and end your project?
5) What type of community support will you get for this project? *(e.g. use of space or a facility, contributions, volunteers, etc.)* How will you get this support?
6) What is the estimated number of people that will be engaged or will benefit from this project?
7) Will you need assistance or special permission to help complete this project? If so, what kind?

II. Youth Leadership

1) Why is youth leadership important for this project? Why are you personally committed to this project?
2) How will you <u>ensure</u> that youth stay involved and truly lead this project in partnership with adults?

III. Service-Learning *(**NOTE**: even if your group is not interested in creating a full-fledged service learning project, by answering the questions below, you will be able to develop a meaningful project that will effectively serve the community)*

"*The Five R's of Service-Learning*"

(Created by Dr. Marie Watkins, Director of the Center for Service-Learning at Nazareth College)

A. Responsible and relevant service:

1) What is the community issue, topic or concern your project will address?
2) How did your group determine that this topic is important and needs attention?
3) What types of service will <u>you</u> provide during the project? *(e.g. facilitating workshops, collecting donations, running a food pantry, cleaning up a neighborhood)*
4) Will the community groups you are working with engage in any type of service? If so, what will they be doing?

B. Reciprocity and relationships:

1) Which specific community, neighborhood, or group(s) will your project engage?
2) How will your group connect with the identified group above to share information and resources throughout the project?
3) How will you connect and interact with the larger community beyond the ones identified in Question B1? *(Are you going to invite other community leaders? Will you have a presentation after your project is completed to share the information you learned?)*

C. Rigorous active learning:

1) What do <u>you</u> hope to learn through planning and carrying out the project?
2) What do you hope <u>the community members or participants</u> will learn?

D. Reflection, ongoing:

1) What types of reflection activities will you include in your project planning to ensure you are on track in reaching your goal(s)?
2) What type of reflection activities will you work into your actual event / project to help participants think about the meaning of the project?

E. Recognition and celebration:

1) How will you recognize and celebrate the hard work and effort that your group puts into the project? *(e.g. pizza party, awards, fun day, etc.)*
2) How will you acknowledge and recognize community participation and contributions to your project?

IV. Project Budget

1) How much will your <u>entire</u> project cost? *(not just the amount you are asking from YAR)*
2) Will there be any in-kind donations?
3) Who will oversee the use of these funds?

Budget:

Directions:

- In column 1: Write down the items / services that you will be purchasing
- In column 2: Write down how much the item is going to cost - be as specific as possible
- In column 3: Write down the amount for each item that will be paid out of YAR Grant Funds in this column
- In column 4: Write down the supplier / provider **and** the value of any in-kind donations, which are any means of support other than money, usually goods or services provided to the group
- In **TOTALS** Row: Column 2= total of all expenses, Column 3 = total of all YAR Contributions, Column 4 = total of all In-Kind Contributions
- Row one demonstrates an example of how to complete the budget form
- Please make more copies of the budget form if needed

THIS BUDGET FORM MUST BE COMPLETED AS ACCURATELY AS POSSIBLE

1	2	3	4
Item / Service Description	**Cost of Item or Service**	**YAR FUNDS**	**In-Kind Donations** (list supplier and amount)
Example: Food for 5 planning meetings	$25.00 x 5 = $125.00	$100	Rochester-Monroe County Youth Bureau: $25 (Paper plates, napkins, etc.)
TOTALS:	**total cost of all items:**	**total YAR contribution:**	**total in-kind contributions:**

Budgets will be evaluated for their cost effectiveness, leveraging other resources, and realistic use of funds for the project

Remember, the deadline is 9 November 2012 a 5 pm!
Grant applications are being accepted now!

Please mail or drop off your completed application to:

Youth As Resources / Rochester-Monroe County Youth Bureau
at the
Monroe Community Hospital
435 East Henrietta Rd.
3rd Floor – Faith Wing
Rochester, NY 14620
OR
Fax to: 585-753-6465*
***You may fax your application, but please mail a hard copy with all original signatures to be kept on file by YAR**

If you have any questions or concerns, please contact the YAR Program Office at 585-753-6953
or
PonteriN@monroecounty.gov

THANK YOU & GOOD LUCK!

Youth As Resources

a program of the Rochester-Monroe County Youth Bureau

The Fine Print

All YAR grants, awards, and project participants must comply with all federal statues relating to non-discrimination. This includes, but is not limited to: prohibition of participants on the basis of age, race, sex, color, national origin, sexual orientation, or disability. Those signing the above documents certify that: All information contained is accurate, contains no misstatements or misrepresentations, and represents a reasonable estimate of future operation based on data available at the time of application. The sponsoring organization assumes responsibility for any and all liability associated with projects.