

Ionia County Youth Advisory Committee

GRANT APPLICATION GUIDELINES

PRIORITY AREAS

The Ionia County Community Foundation's Youth Advisory Committee (YAC) makes grants to organizations that benefit Ionia, Belding, Lakewood, Lowell, Portland and Saranac youth, and is composed of students representing high schools located in Ionia County and Lowell. The maximum award available per grant is \$1,000, with \$6,500 available to award.

The Youth Advisory Council conducts a needs assessment every two years to identify funding priorities. Based on these results, **successful grantees will utilize "service-learning" to address the following youth issues in their communities:**

- Teen driver safety
- Achievement gap
- Substance abuse
- Teen pregnancy
- Depression/suicide
- Literacy
- Healthy lifestyles
- Bullying
- Students with disabilities
- College access

ELIGIBILITY

Non-profit organizations (including churches, schools, government agencies, and community groups with a 501(c)(3) non-profit status) may apply for grants for programs that benefit Ionia County youth. The YAC values projects that promote inclusiveness and that do not discriminate in hiring of staff or providing services on the basis of race, gender, religion, marital status, sexual orientation, age, national origin or disability. Applications from religious organizations for a non-religious purpose will be considered.

APPLICATION PROCESS

Grant applications must be submitted electronically using the online portal by **11:59 p.m. on Friday, February 20, 2015**. Applicants are notified of the YAC's decision by the following May.

HELPFUL HINTS

Grant proposals should assist the applying organization to implement a project or program that benefits youth. Proposals developed by youth or with youth involvement in planning are encouraged. The proposed project or program should:

- Have clear goals that are **Specific, Measurable, Attainable, Realistic, and Timely**.
- Impact a significant number of Ionia County youth from birth to age 18.
- Avoid duplication with other projects and programs in the community.
- Address an identified priority area and make a significant difference for youth.
- Maximum request of \$1,000.

The online application includes a project budget not to exceed \$1,000. List all expenses and income sources for your project, and specify **EXACTLY** how grant funds will be used (i.e.; 25 calculators @ \$10 each=\$250.00).

NEED HELP?

- For questions related to the content of your proposal, call Debbie Wagner, YAC Advisor, at 616-522-1405.
- For technical questions about the online grant application, call Shavon Doyle-Holton, at 616.454.1751, x111 or sdoyle@grfoundation.org.

YOUTH GRANT APPLICATION QUESTIONS

The grant application must be completed online. The application requires submission of a budget and narrative responses to the following questions:

- **Youth Project Information**
 - What is the goal of your project or program? Your goal should be Specific, Measurable, Attainable, Realistic, and Timely. (50 words or less)
 - What issue area or need area (from the list of Priority Areas) does your project or program address?
- **Program or Project Description**
 - Follow these instructions carefully:
 - Provide a SPECIFIC and CONCISE description of the proposed project or program (who, what, where, when and how).
 - Include a timeline and expected date of completion (projects should take place between May 2015 and May 2016).
 - If the program involves regular times that participants meet or conduct activities, specify how often the activity will take place, the location, length of each session, and on how many occasions the activity takes place. (For example, an activity occurs twice each week for six hours per week, over a ten week period.) 300 words or less
- **Youth Involvement**
 - How are youth involved in planning, designing, or leading the project or program?
 - Estimate the number of youth who will participate and their ages.
 - How will youth be identified, selected, or recruited for participation in the project or program? How does the program engage diverse audiences?
 - Describe the role of adults in the project or program, and their qualifications.
- **Evaluation**
 - What specific and quantifiable measurement will you use to determine if your project was successful? If it is an existing program, what actions have you taken to improve it? (200 words or less)
 - Which specific portion of the expenses listed in your budget would be paid for with this grant? If this grant were not fully funded, will you carry out the project or program and where will you find funding?
 - What makes this project or program unique from others in the community?