

MARIN COUNTY YOUTH GRANTS BOARD

2005 - 2006

GRANT APPLICATION

**GET UP TO \$5,000
FOR YOUR
YOUTH-LED PROJECT!**

**APPLICATIONS DUE
MONDAY, DECEMBER 12TH, 2005 AT 5 P.M.**



MARIN COMMUNITY FOUNDATION



Youth Leadership Institute

Youth Grants Board (YGB) is a program of the Youth Leadership Institute and is made possible through the generous support of the Marin Community Foundation.

HOW TO APPLY

- Read this application carefully, especially the Guidelines for Projects & the Guidelines for Budgets on page 5.
- Attend the **MANDATORY WORKSHOP** to help you apply. See info below.
- Find out what's going on in your community and what the needs are.
- Decide on your project idea.
- Fill out the General Info page & write an essay to tell us about your project idea.
- Prepare a budget for your project (see page 8).
- **TURN IN YOUR APPLICATION BY 5:00 PM ON December 12th, 2005.** If you are mailing it, please send it early enough to get it to us by this date. You can also drop it off in person. Please mail or deliver it to:

**Youth Leadership Institute
Attn: YGB Grant Applications
24 Belvedere Street, 2nd Floor
San Rafael, CA 94901**

- Come meet the YGB Review Board on January 5th, 2006 and make a presentation about your project. (See info below.)
- We let you know by early February whether or not you got the grant.

MANDATORY EVENTS!

YGB Applicant Workshop: November 17th, 2005, 5-7 PM @ Marin Institute, 24 Belvedere, First Floor, San Rafael (Directly below YLI's Office)

Topics covered: *How to choose the best project
 *How to write your grant
 *Creating a plan for success

Applicant Presentations: January 5th, 2006, 5-8 pm @ YLI Office (24 Belvedere, 2nd Floor, San Rafael. We will arrange a timeslot with you for your presentation. Bring at least two youth and one adult to make a 5-minute presentation to us about your project and how it will improve the lives of local youth!



GENERAL INFO

This is the info we use when we need to communicate with you, so
Please make sure all info is current and complete.

1. **Name of Youth Group:** _____

2. **Name of Project:** _____

3. **Amount of Money you are requesting from YGB:** \$ _____

4. **Name of Youth Contact Person:** _____

Phone: _____ Address: _____
street city state zip

Email: _____

5. **Name of Adult Ally:** _____

Phone: _____ Address: _____
street city state zip

Email: _____

6. **Name of Nonprofit Organization / School Sponsor:** _____

Phone: _____ Address: _____
street city state zip

7. **On a separate page, please list the names, ages, addresses, zip codes, phone numbers, and email addresses of all the youth involved in planning the project and/or writing this application. Please also have each participant who is 23 or younger fill out the demographic form on the next page.**

8. **Please write a one- two sentence description of your project below:**



DEMOGRAPHIC INFORMATION

EACH YOUTH (23 OR UNDER) INVOLVED IN WRITING THIS APPLICATION OR PLANNING THE PROJECT SHOULD COMPLETE THIS FORM & SUBMIT WITH THE APPLICATION

1. What is your gender?	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Decline to state
2. What is your age, as of today?	_____ years old (i.e., 16 years old)
3. What is the zip code where you live?	_____
4. Do you qualify for free or reduced lunch at school?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know
5. What is the primary language spoken by your family?	_____
<p>6. Which of the following best describes your ethnicity or cultural background? Please feel free to specify in the spaces provided.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> African-American / Black: _____</p> <p>Asian / Pacific Islander:</p> <p><input type="checkbox"/> Cambodian</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Filipin(-a / -o)</p> <p><input type="checkbox"/> Hawai'ian</p> <p><input type="checkbox"/> Hmong</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Japanese</p> <p><input type="checkbox"/> Korean</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Samoan</p> <p><input type="checkbox"/> Thai</p> <p><input type="checkbox"/> Tongan</p> <p><input type="checkbox"/> Vietnamese</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> Middle Eastern / North African:</p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Iranian / Persian</p> <p><input type="checkbox"/> _____</p> </div> <div style="width: 45%;"> <p><input type="checkbox"/> Latin(-a / -o) / Hispanic: _____</p> <p>Asian / Pacific Islander:</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> Central American</p> <p><input type="checkbox"/> Mexican / Chican(-a / -o)</p> <p><input type="checkbox"/> South American</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> Multi-ethnic / -racial: _____</p> <p><input type="checkbox"/> Native / Indigenous: _____</p> <p><input type="checkbox"/> White / European: _____</p> <p><input type="checkbox"/> Ethnicity / cultural background not listed above: _____</p> <p><input type="checkbox"/> Decline to state _____</p> </div> </div>	

Please fill in your initials and your birthday so that we can match your results from this survey with the results from other surveys you may take while in this program. The only people that will see this code are the members of the YLI Evaluation Team. **YOUR RESULTS WILL BE KEPT CONFIDENTIAL.**

For example:

If Anna Rodriguez were born on February 12, 1986, she would put:

AR

Your Initials

2/12/86

Your birthday

If Michael Brown were born on October 17, 1988, he would put:

MB

Your Initials

10/17/88

Your birthday

PLEASE FILL OUT YOUR INITIALS AND BIRTHDAY HERE.

Your initials

Your birthday



PROJECT IDEAS

There are lots of creative, interesting project ideas out there, but the most important thing is that the idea comes from the youth in your group. It's also important that your project tries to improve the lives of other young people in your community. When considering a project idea, be sure to look at the Guidelines for Projects on page 6. Here are some examples to help you get a sense of the kind of project ideas that fit our guidelines.

- *A campaign to get ethnic studies class implemented in a particular school or in the district*
- *Workshops to train youth to DJ*
- *A magazine that showcases art and writing of young women involved with the juvenile justice system*
- *A community gardening project that teaches gardening skills and trains youth on how to run a business*
- *A project that helps youth get jobs and internships with local businesses*
- *A peer tutoring program to help young people do better in school*

NEED HELP TO PLAN YOUR PROJECT?

WE WANT TO HELP YOU!!

- Come to the **applicant workshop** to learn how to develop an idea and write your grant!
- Get our **action-planning workbook** with samples, info & activities to help your group!
- **Call us** to set up a time when we can visit your group and do a workshop with you on things like how to choose an idea, create a timeline for your project, write your essay, or fill out your budget!



GUIDELINES FOR PROJECTS

Look carefully at these guidelines. These are the guidelines that we use to decide whether or not to fund your project. Your project **must meet the BASIC requirements** that are outlined **in the box on the left**. If your project also includes things from the box on the right, you will have a much better chance of getting funding.

<p>BASIC PROJECT REQUIREMENTS:</p> <ul style="list-style-type: none"> • Your project must be youth driven – young people (ages 12 – 23) should be leaders in planning and doing the project. • Youth in the community must benefit from your project, not just you and the other youth planners. • Your project must address a social issue, or meet an actual need, facing young people in the community. • Your project must be located in Marin County. • Your project must have an adult ally and a sponsoring organization, such as a school or community-based organization. 	<p>A STRONG PROJECT ALSO INCLUDES ONE OR MORE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> • Research to find out the most pressing needs in your community. • An opportunity for you and the other youth planners to gain <i>and practice</i> using valuable skills and knowledge. • An opportunity for <i>other</i> youth in the community to gain valuable new skills and knowledge because of your project. • The potential for BIG IMPACT in the community. For example, your project provides <i>ongoing</i> services or education/training, or involves organizing the community to push for policy changes.
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GUIDELINES FOR BUDGETS

When planning your project and creating your budget, use these guidelines to ensure that you are asking for things that we can actually pay for. **Make sure your budget matches what you ask for in the essay.**

<p>YOU CAN USE YGB MONEY FOR:</p> <ul style="list-style-type: none"> • Things for an event, like sound equipment rental, awards, food, prizes, CD's, etc. • Materials or supplies for a program, like art supplies, software, books, etc. • Postage, printing, copying and design costs. • Stipends for youth planners to carry out the project – a stipend is an amount of money that you get for participating in planning and doing the project. • Trips outside Marin that explicitly support your local work through a clear follow-up plan 	<p>YOU CAN'T USE YGB MONEY FOR:</p> <ul style="list-style-type: none"> • Projects that are planned and led by adults • Projects that are designed to raise money for your group • Trips / activities that take place outside Marin and include no follow up in Marin • Stipends or salaries for adult allies • Overhead (general) costs of the sponsor organization. Overhead costs are things like the gas bill, the phone bill, or monthly rent on a building.
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WRITING YOUR ESSAY

In **THREE pages or less**, please write an essay as part of this application. Call Matt Rosen at (415) 455 - 1676 if you have any questions or would like help writing your essay.

Please answer **ALL** the following questions in your essay:

1. **Who are you?** We want to know more about your group. Tell us your vision as a group, a little history about you, and some strengths and experiences of your group that will contribute to the project's success.
2. **Why do you want to do this project?** How did you figure out that your community needs this project? What problem or issue does your project address? What are the main causes? Who is most affected by this problem or issue, and how?
3. **What do you want to do?** Start by telling us the **GOAL** of your project. Then, describe your project idea in more detail: What is the **ACTION** you will take? Who will benefit directly from your project and in what ways? Finally, tell us what your project will do for your community.
4. **How will you make this project happen?** Tell us the **STEPS** you are going to take to accomplish your major actions or activities. When and where will the activities happen? Are you working with anyone outside your group? If so, how and with whom?
5. **How will you know if your project is a success?** Tell us what you will do to find out if your project made a positive change in your community. For example, you could survey youth and/or adults to find out what they thought of your project, or hold a focus group for more detailed feedback.
6. **How much will things cost?** Using the budget worksheet on the next page, tell us the things you need to buy, how much they cost, what you want us to pay for, and how much money you are getting for the project from other places. **Double check to make sure that what you ask for in the essay exactly matches what you ask for in the budget.**

***-Please type the essay-
it makes it easier to read!***



BUDGET WORKSHEET

Use this worksheet to tell us what things you will spend the money on and how much they will cost.

NAME OF YOUTH GROUP: _____

WHAT YOU NEED	ESTIMATE OF HOW MUCH IT WILL COST	AMOUNT YOU ARE REQUESTING FROM OTHER PLACES AND THE NAMES OF THESE PLACES	AMOUNT YOU WANT FROM YGB
Example: security for an event	\$300	Tough Guy Security will donate half of its services	\$150
TOTAL	↑	(L E A V E T H I S S P A C E B L A N K)	↑

Put the total cost of your project here

Put the total amount you want from YGB here (it must be between \$500-\$5,000)

Call Matt Rosen at (415) 455 - 1676 if you have any questions or would like help preparing your budget.

