

Youth Making Change

A project of **THE FUND
FOR SANTA
BARBARA**

2017-2018 Grant Application Guidelines & Instructions

(download application at fundforsantabarbara.org/youth.php)

Get up to \$3,000 for your youth-led project

Applications DUE: Friday, October 20, 2017

Youth Making Change (YMC) is a teen-led grant-making program providing young people with the opportunity to engage directly in organized philanthropy (giving grants). Each YMC Board (one meets in Santa Maria and one meets in Santa Barbara) gives out \$15,000 in grants to projects led by youth that impact young people in Santa Barbara County. YMC board members are teens ages 13 to 19. They create and conduct a grant cycle from start to finish and then share what they have learned as grant-makers and philanthropists with their communities. Each YMC board is led by two Youth Facilitators who are previous YMC board members. Since 2008, YMC has awarded \$215,490 to 116 youth-led projects throughout Santa Barbara County. **These guidelines are for applications submitted to the YMC South County Board.**

Youth Making Change (YMC), program of the Fund for Santa Barbara.
120 East Jones Street, Suite 110, Santa Maria, CA 93454
26 West Anapamu Street, Santa Barbara, CA 93101
805-922-1707
ymc@fundforsantabarbara.org
www.fundforsantabarbara.org

GUIDELINES FOR PROJECTS

Thank you for your interest in a grant from YMC. 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. **You can apply for up to \$3,000. The average grant awarded is \$2,000.**

BASIC PROJECT REQUIREMENTS:

- o Be youth-driven. Youth ages 12 – 24 should be leaders in all aspects of the project, including writing this grant application;
- o Teens in the community must benefit from your project, not just the planning team;
- o Attempt to fix a problem affecting youth by providing a solution;
- o Be located in Santa Barbara County;
- o Have a sponsoring organization, such as a school or community group.

A STRONG PROJECT ALSO INCLUDES:

- o Research to find out the most pressing needs in your community;
- o An opportunity for you and the other youth planners to develop valuable skills and knowledge;
- o An opportunity for other youth in the community to develop valuable skills, knowledge, or experience because of the project;
- o A plan to keep your project running for a year or more.
- o Work against discrimination based on race, sex/gender, age, religion, economic status, sexual orientation, physical/mental ability, ethnicity, language spoken, or immigration status;
- o Advocacy for the rights of workers;
- o Promotion of self-determination in low income and disenfranchised communities;
- o Promotion of international peace and organize locally for a just foreign policy;
- o Work on improving the environment, especially organize a constituency usually without access to decision-makers;
- o Will operate in a democratic manner, responsive to and directed by the constituency being served.

GUIDELINES FOR BUDGETS

YOU CAN USE YMC MONEY FOR (but not limited to):

- o Postage, printing, copying and design costs;
- o Materials or supplies for a program, like art supplies, software, books, etc.
- o Items needed for an event, like sound equipment rental, awards, food, prizes, CD's, etc.
- o Stipends for youth planners to carry out the project – a stipend is an amount of \$\$ that you get for your work on the project;
- o Trips outside of Santa Barbara County that explicitly support your work inside the county through a clear follow-up plan.

YOU CANNOT USE YMC MONEY FOR:

- o Projects that are planned & led solely by adults;
- o Projects that are designed solely to raise money for your group;
- o Trips/activities that take place outside of Santa Barbara County and include **NO** follow up in the county;
- o Stipends or salaries for adult allies;
- o Overhead (general) costs of the sponsor organization [Overhead costs are things like the gas bill, the phone bill, or monthly rent].

NEED HELP PLANNING YOUR PROJECT? WE WANT TO HELP!

1. Download an **ACTION PLANNING GUIDE** from our website: www.fundforsantabarbara.org/youth.php
2. Go to a **YMC APPLICANT WORKSHOP** to learn more about the YMC guidelines and ask questions about your proposed project. ***This workshop is VERY HIGHLY RECOMMENDED!***

Workshop in **Santa Barbara:** **Thursday, September 14, 2017, 5:00pm – 6:30 p.m.**
Orfalea Downtown Center
1221 Chapala St., Santa Barbara, CA 93101

Workshop in **Santa Maria:** **Wednesday, September 20, 2017, 5:00pm – 6:30 p.m.**
Cornerstone Community Room (next to Discovery Museum)
705 South McClelland St., Santa Maria, CA 93454

(RSVP your attendance to ymc@fundforsantabarbara.org or 805-922-1707)

3. Set up a time for us to talk to your group about things like how to choose an idea, create a time line for your project, write your essay, or fill out your budget.

Deadline: Friday, October 20, 2017 before 5:00 p.m.

Return original application to:
Youth Making Change
c/o Fund for Santa Barbara

North County Drop off:
120 East Jones Street, Suite 110
Santa Maria, CA 93454

South County Drop off:
26 West Anapamu Street
Santa Barbara, CA 93101

Submission Notes

- o If you are mailing the application, be sure to mail it EARLY so that we receive it by the deadline.
- o We need to receive an original application with ORIGINAL SIGNATURES

We will NOT accept faxed, copied or emailed applications

WHAT HAPPENS AFTER YOU SUBMIT YOUR APPLICATION?

1. Applications are reviewed by YMC members and Fund for Santa Barbara staff.
2. If your application is selected, you will be asked to make a short PRESENTATION about your application to YMC. At least two youth leaders and one adult ally must be present.
Santa Barbara Presentations: Thursday, December 7, 2017, between 4:30 p.m. & 8:00 p.m. (location TBD)
Santa Maria Presentations: Wednesday, December 13, 2017, between 4:30 p.m. & 8:00 p.m. (location TBD)
3. Final grant notifications will be given the first week of February.
4. Grant funds must be spent between February 2018 and July 2018.

Questions? Need assistance?
Contact 805-922-1707 or ymc@fundforsantabarbara.org

Instructions and Checklist

Please use this checklist to ensure the application you submit is COMPLETE. If you have any questions, contact 805-922-1707 or ymc@fundforsantabarbara.org.

- 1. Read the YMC grant guidelines to confirm that YMC is a good match for your group. Requirements are available on our website: www.fundforsantabarbara.org or by calling THE FUND office.
- 2. Identify your **group's FISCAL SPONSOR**. If you receive a grant, we need to make the grant check out to an organized group with a group bank account. We cannot make grant checks out to individuals. If you are a school group, the school is usually your fiscal sponsor. If your group already has a group bank account AND INCLUDES members that are 18 or older, you do NOT need an separate fiscal sponsor.
- 3. Complete the following application in **BLACK INK** or type.
Electronic copies in WORD format are available on our website or by contacting our office.
- 4. Answer all of the **ESSAY QUESTIONS** in FOUR single-sided pages or less. Label the top of each page with the name of your group & page number. Use a 12pt font. Can be single, 1.5 or double spaced.
- 5. Complete the **BUDGET WORKSHEET**. Make sure all of the numbers add up.
- 6. Get all of the necessary **ORIGINAL SIGNATURES**. They include one signature from a representative of your youth-led group (can be under 18 years old) and one signature from a representative of your fiscal sponsor (must be 18 years old or older). If your group does not need an additional fiscal sponsor, the second signature must be from a group member who is 18 or older.
- 7. Submit **ONE (1) SINGLE-SIDED ORIGINAL SIGNED APPLICATION WITH ATTACHMENTS** to THE FUND before **5:00 p.m. on Friday, October 20, 2017**. NO LATE APPLICATIONS WILL BE ACCEPTED.

ATTACHMENTS

- 1.** List of all key youth AND adult leaders (along with role/title and age) involved with your project. This list should include all youth and adults leading the project and any adult allies. Also, let us know an estimate number of other youth helping with the project but not playing a lead role.
- 2.** Copy of your fiscal sponsor's not-for-profit determination letter. If you are a school group, ask the school staff in charge of school group bank accounts. If your organization/sponsor doesn't have federal not-for-profit status, submit a brief paragraph of how the group operates with a charitable purpose. If you have questions, please contact the Fund office.
- Optional:** A document of your choice (i.e. a brochure, newspaper article, flyer etc.) not to exceed two single-sided pages. A document that will help YMC understand your group/project better.

Return application before 5:00 p.m. Friday, October 20, 2017 to:

Santa Maria Drop off:
Youth Making Change
c/o Fund for Santa Barbara
120 East Jones Street, Suite 110
Santa Maria, CA 93454

Santa Barbara Drop off:
Youth Making Change
c/o Fund for Santa Barbara
26 West Anapamu Street
Santa Barbara, CA 93101

Youth Making Change y. m. c.

2017/2018 Grant Application

GENERAL INFO (If typing in WORD, delete empty spaces so that it does not exceed ONE page.)

We are applying to (select only ONE): YMC North (Santa Maria/Guadalupe area) YMC South (Santa Barbara/Goleta area)

1. Name of Youth Group: _____

2. Name of Proposed Project: _____

3. Name of Organization/School Fiscal Sponsor: _____

Address: _____
street city state zip

Tax ID# _____ none Make check be made payable to: _____

4. Have you received funding from us before? No Yes from YMC year: _____ Yes from FUND general cycle month/yr: _____

5. Name of Youth Contact: _____ Age: _____ Title: _____

Address: _____
street city state zip

Preferred Phone #. () _____ Alternate Phone #. () _____
(check one) home cell work (check one) home cell work

E-Mail: _____

6. Name of Adult Ally: _____ Age: _____ Title: _____

Address: _____
street city state zip

Preferred Phone #. () _____ Alternate Phone #. () _____
(check one) home cell work (check one) home cell work

E-Mail: _____

7. To what address should we mail your correspondence? Org/School sponsor address Youth Contact address Adult Ally address

8. Amount of money you are requesting (not to exceed \$3,000): \$ _____

9. In 20 words or less, write a ONE sentence description of your project: _____

10. In 5 words or less, what is the problem/need that your project is trying to address? _____

11. Where in Santa Barbara County will your project take place? _____

12. What types of things will the funds pay for: _____

13. We have included the **ATTACHMENTS** (See pg. 5 for details): 1. Leader list 2. Not For Profit letter 3. Optional Document

We certify that the information in this application is true and accurate to the best of our knowledge and is submitted with the governing body's full knowledge and endorsement:

NAME of Authorized Representative: _____ Age: _____ Phone: _____
(from Youth Group – can be under 18 years old)

SIGNATURE of Representative: _____ Date: _____

NAME of 2nd Authorized Representative: _____ Age: _____ Phone: _____
(must be 18 or older – can be adult ally or fiscal sponsor representative)

SIGNATURE of Representative: _____ Date: _____

In four (4) single-sided **pages or less**, answer ALL of the following questions.
Label the top of each page with your group name & page number. Use a 12pt font.
Can be single, 1.5 or double spaced. **DO NOT exceed the FOUR SINGLE-SIDED PAGE LIMIT.**

1. What is your group about? We want to know about your group and why it was created. Tell us a little history about your group, the number of people that are involved in it and the age range of the members. How are youth (ages 12-24) leaders in all aspects of your group, including writing this grant application? How does your group make decisions? What are some experiences and accomplishments of your group that will contribute to this project's success?

2. Why do you want to do this project? What is the problem your group is trying to address? What do you think is causing the problem or need? Who is most affected by this problem or issue, and how? Why is it important to address this problem? How did you figure out that your community and youth in the community would benefit from your project? How is your group personally impacted by the problem you are trying to fix?

3. What do you want to do? Describe your project in detail. What is your project about? What is the **PURPOSE** of your project and what **GOALS** do you have for it? What type of action (conference, workshop, petition, speak out, rally etc) will you take and what are the **STEPS** your group will take to make it happen successfully? When and where will the activities happen? Are you working with any other groups? If so, with whom and how?

4. Using the sample chart format below, give us a timelines for the main activities/steps of your project.

MONTH	ACTIVITY

5. How will teens and the community benefit from your project? How will teens in the community benefit from the project? How many people will be affected overall? How will youth leaders and participants in your group benefit from your project (ex: learning specific skills)? Will other youth or adults benefit? If so, how? Overall, what kind of an impact will your project have?

6. How are adults supporting your work? Who are your adult allies and how are they involved in your group? If you have a fiscal sponsor, who are they and how are they connected to your group?

7. How will you know if your project is a success?

8. What is your grant request? How much are you asking for in total? What types of things do you want the money for? How did you figure out the costs of your items? If you are asking for items such as computers or cameras, what will happen to it after your project is over? How will it be used? How will you keep track of your expenses?

Using the budget worksheet on the next page, tell us your specific budget items, how much they cost, what you want YMC to pay for, and how much money you are getting for the project from other sources. **Double check to make sure that what you ask for in the essay matches what you ask for in the budget.**

Youth Making Change y. m. c.

2017/2018 BUDGET WORKSHEET

Use this worksheet to tell us what you plan to spend money on and how much each item will cost. Budget Information should not exceed ONE page. If you already have a separate budget for your project, also include it in your application.

NAME OF YOUTH GROUP: _____

WHAT YOU NEED	TOTAL COST	Amount Requested/ Received from OTHER Places, People, Sources, etc.	AMOUNT REQUESTED FROM YMC	Notes/Explanation
<i>Example: Security for an event</i>	\$300.00	\$150.00	\$150.00	<i>Tough Girl Security will donate half the cost of its services</i>
TOTAL cost of your Project				Total amount requested from YMC (must be \$3,000 or less)

Past Funding Sources for this project (i.e. fundraising activities, donations, events, grants). Include dates and amounts.

Questions? Need help?

Contact 805-922-1707 or ymc@fundforsantabarbara.org