

**Portland Youth Services  
Healthy Community/Healthy Youth  
Mini-Grant  
2009  
Available  
\$250-\$500 Youth Mini-Grants**

**Question: Who is funding the Youth Mini-Grants?**

**Answer: Portland Youth Services Healthy  
Community/Healthy Youth Initiative and the United Way**

**Question: Who should apply for these Funds?**

**Answer: Any Portland non-profit youth group, organization  
or club that is school-based, faith-based or from the  
general community may apply for a Youth Mini-Grant**

**Funding must be used for a Project that is focused on a Positive Youth  
Development or a leadership project. The Project must be mainly  
Youth-Initiated and Youth-led; However, Youth must be working with  
at Least one Adult Supervisor.**

**Grant Applications Must Be Submitted By  
May 22, 2009**

# **Youth Mini-Grant 2009**

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# **Youth Mini-Grant 2009**

## **Positive Youth Development/Leadership Mini-Grant**

### **Request for Proposals**

**Things to include:**

#### **Application Process**

**Applications for funding are to be received by 4:30p.m. on May 22, 2009. Applications should be sent to: Mary Pont, Director Portland Youth & Family Service, P.O. Box 71, Portland Ct 06480. You may duplicate the form, but in no case should your Application be more they three to five typed double-spaced pages using A 12pt font. An original and four (4) copies are required for submission. Illegible applications will not be considered.**

#### **Funding:**

**You may request any amount necessary up to \$500.00 to support the project. If your project is approved for funding, you will have until October 30, 2009 to use the award and complete the project, unless other specific arrangements are requested in the grant application. The award announcement will be made by May 27<sup>th</sup> and the presentation of the awards will be Wednesday June 3, 2009**

**If you chose to develop a project with 2 or more other youth Groups funding may increase to \$750.00.**

**Reports:**

**Grantees must provide a brief evaluation of their project including Budget information (page 10). You may also want to include photos or newspaper articles about your project.**

**Application Review:**

**A committee made up of Youth Services Healthy Community, Healthy Youth Advisory Board will review all mini-grant applications.**

**Final Reports: due December 30, 2009.**

## **Youth Mini-Grant 2009**

**We will give priority consideration to:**

- **Projects that support the HCHY Asset Building model.**
- **Projects that effectively involve youth in positive youth development or leadership projects**
- **Projects that involve multiple youth or groups of youth in planning and implementation.**
- **Projects that demonstrate a clear connection to the Healthy Community/Healthy Youth Asset building commitment to community partnerships.**

**We will not fund:**

- **Proposals that do not demonstrate a clear connection to our goals of building assets.**
- **Proposals requesting funds for capital improvements or equipment purchases.**

## **Project Selection:**

**All projects must relate to asset building and could include the following**

- **Increasing Youth/Community Collaboration**  
**Example: Increase youth to youth or youth to adult collaboration through youth participation and leadership in community efforts. Promote networking among existing youth groups that involve asset building and or leadership as well as linking with other community projects.**
- **Local or Regional Youth Summit to Promote Awareness**  
**Example: Local groups, clubs and organizations can organize forums for youth and/or parents to generate ideas about youth drug and alcohol use, conduct projects and increase visibility of youth efforts.**
- **Youth Skills**  
**Example: Youth can be involved in positive activities to improve their leadership skills.**
- **New Activity for an Existing Youth Group**  
**Example: An existing youth group may use the funds for such things as expansion of their service programs or membership.**

**If you have any questions, please contact: Mary Pont at [mpont@portland.org](mailto:mpont@portland.org) or by telephone at (860) 342-6758.**

# Youth Mini-Grant 2009

## Criteria for Judging Grants

**Your Grant Application Has A Better Chance Of Receiving A Higher Rating If It Answers These Questions In Detail**

**Please respond to the following areas in no more that 3-5 double Spaced pages.**

### Description

- A. **Creativity and plan for the project:** 30 points
- B. **Community need being met by project:** 15 points
- In what ways will the community benefit as a result of the project?
- C. **Active Involvement of Youth:** 30 points
- Is this project to be done by youth for other people with little Assistance from adults?
  - By reading your application, can people tell what action youth will take if awarded this grant?
  - Can people tell what knowledge and skills youth will use and/or learn as a result of this project?
  - How does this project build youth leadership in your Community's prevention programs, asset building and or positive youth development approach?

### Budget

- Do most of the funds requested pay for actual youth led Activities? 15point
- (Budgets that only support adults like off-duty police, advisors, etc, will not be funded)
- Does the application show that expenses have been researched?

**E. Role of Adults:**

10point

- **In what ways will the adult advisors provide help and support Without actually doing the project?**
- **What other organizations or adults will be working with you and What will their contribution be?**

**Youth Mini-Grants 2009  
Narrative**

**1. Please describe proposed project.**

**What will happen? When will it happen? Where will it happen?  
Who will be involved? Who will be served by the project?  
What are the project goals?  
Address how the goals will be met.**

- a. What will happen?**
- b. When will it happen? (provide a timeline)**
- c. Who will be involved?**
- d. Where will it happen?**
- e. Who will be served by your project?**

**2. Briefly describe the sponsoring organizations for this project.**

# **Youth Mini-Grant 2009**

## **Budget**

**How much money are you requesting to complete this project?**

**When working on budget, please follow these guidelines:**

**A. Money can be spent on:**

- **Supplies and materials:** Explain why the materials are necessary to the project; they should be itemized and reasonable when compared to similar material costs.
- **Transportation:** Buses, car mileage (36c/mile), etc.
- **Planning meetings:** Copying cost, snacks (not meals), etc.
- **Training cost:** The plan should explain why the training is Necessary to the project. Training costs should comprise only a minor portion of the budget, with most of the money going to actual project activities.
- **Recognition/rewards:** Since the emphasis is on youth doing things for others, no more than 15% of the budget should be spent on recognizing or rewarding the youth doing the project.

**B. Money cannot be spent to buy equipment such as a camera, Camcorder, etc.**

**We encourage you to borrow this type of equipment if needed.**

**C. No money can be spent to pay adult supervisors for their time.**

**D. Grants are expected to be \$250-\$500 however, joint applications with 2 or more youth groups may be funded up to \$750.00. Please see and complete attached budget form on next page for the proposed project)**

# Youth Mini-Grant 2009

Fill in the project expenses and provide an explanation of each line item.

<b>Example:</b>	
<b><u>Project Expenses:</u></b>	<b>Explanation:</b>
Materials/supplies	150 brochures x 1.00 = \$150.00
Snacks for organizational meeting	\$18.00 x 4 meetings = \$72.00

**Project Expenses**

**Explanation**

- |    |  |               |
|----|--|---------------|
| 1. |  | \$ _____      |
| 2. |  | \$ _____      |
| 3. |  | \$ _____      |
| 4. |  | —<br>\$ _____ |
| 5. |  | —<br>\$ _____ |

**Total Expenses**

**(not to exceed amount requested)**

—  
\$ \_\_\_\_\_

**Youth Mini-Grant  
2009  
Project Evaluation Report  
Due by December 30, 2009**

**Organization:** \_\_\_\_\_

**Youth Contact:** \_\_\_\_\_  
(Name) (Phone)

**Adult Contact:** \_\_\_\_\_  
(Name) (Phone)

**Project:** \_\_\_\_\_

**Date Project was Complete:** \_\_\_\_\_

**Date Report filed:** \_\_\_\_\_

**Please complete the questions below. You may attach additional pages.**

- 1. Describe any special challenges or problems encountered during the course of the project and explain how you dealt with them.**
- 2. a. Explain how you evaluated your program.**
- 3. b. What were the results of your evaluation?**
- 4. What did you learn from doing this project?**
- 5. What was the highlight of your project?**
- 6. Do you have any suggestions for us regarding future youth Mini grants?**

## Youth Mini-Grant 2009

**6a.** In the budget outline below, please summarize your expenses.

<b>Example:</b>	
<b>Project Expenses:</b>	<b>Explanation:</b>
Materials/supplies	150 brochures x 1.00=\$150.00
Snacks for organizational meeting	\$18.00 x 4 meetings=\$72.00

<b>Explanation</b>	<b><u>Expenses</u></b>

**Total Expenses:** \$ \_\_\_\_\_

**Total funds received from  
Portland Youth Services Healthy Community/Healthy Youth Initiative**  
\$ \_\_\_\_\_

**Total funds received from other sources:** \$ \_\_\_\_\_

**6b.** Please describe any deviations from your original budget below.