

Youth as Resources (YAR) RENEWAL GRANT GUIDELINES



**INITIATIVE
FOUNDATION**

Youth as Resources (YAR) is a program that recognizes youth as valuable community resources and engages them as partners with adults to bring about positive community-based change. Local YAR programs, governed by a board of both youth (at least 51%) and adults provide grants to young people to design and carry out community service projects. The board members work in partnership to solicit and evaluate project proposals from other local youth.

The Initiative Foundation makes renewal, challenge grants of varying amounts to successful YAR programs. YAR grants are generally made for a 12 month period; multi-year funding requests are accepted.

YAR Application Instructions

The Initiative Foundation strives to treat our applicants with courtesy and respect. We recognize varying levels of experience in completing grant applications and welcome open communication with our grant team staff for assistance. We encourage YAR applicants to work in teams (youth and adults) when completing the application.

Use up to five separate pages to answer the following questions:

1. Describe how the host organization supports your YAR project.
2. Describe the tangible impact YAR has had on your community.
3. Briefly highlight your YAR successes including:
 - the total number and amount of grants awarded,
 - innovative projects supported,
 - impact of YAR board membership on youth,
 - involvement of supportive adults,
 - community support (financial and other),
 - other important successes.
4. What are your plans for building on your past success? (How will you improve or enhance your project?)
5. Describe the current make-up of your local YAR board.
 - List youth ages and years served on the board.
 - List number of adult members, years of service and community affiliations, and leadership experiences they bring to the board.
 - Describe how “at-risk” youth have been identified to participate on the board.
6. Describe past and current challenges to your project including your efforts and success at addressing those challenges.
7. How do you recruit and train board members to insure they understand the philosophy of YAR, the grant review/award process, roles and obligations of board members?
8. How do you promote YAR in your community?
9. How do you celebrate successes and recognize those involved in YAR?
10. How have you raised additional funds for your YAR program?
11. How do you document the projects you have supported to demonstrate the value of YAR?

Prepare a simple project budget that indicates what your expected revenue and costs will be to run a YAR program.

First Year Sample Budget

<u>Revenue</u>		<u>Expenses</u>	
Initiative Foundation grant	\$15,000	YAR grants	\$10,000
Lion's Club donation	250	Coordinator Salary	5,000
School donations	750	Printing/supplies	650
Host organization in-kind (portion of coordinator salary, supplies, office space...)	<u>1,000</u>	Annual celebration	750
Total Revenue	\$17,000	Training	<u>600</u>
		Total Expenses	\$17,000

Second Year Sample Budget

<u>Revenue</u>		<u>Expenses</u>	
Initiative Foundation grant	\$7,500	YAR grants	\$10,000
Lotsa-Bucks Foundation	3,000	Coordinator Salary	5,000
Lion's Club donation	500	Printing/supplies	650
Fundraising activities	2,000	Annual celebration	750
School donation	3,000	Training	<u>600</u>
Host organization in-kind	<u>1,000</u>	Total Expenses	\$17,000
Total Revenue	\$17,000		

Attach the following to your application:

- Completed Grant Application Cover Sheet (attached)
- Completed Grantee Action Plan and Evaluation Form (attached)
- Host organization's IRS tax-exempt 501(c)3 letter (not needed if school district or local unit of govt.)
- Host organization minutes or letter authorizing the submission of your grant request
- YAR Board roster
- Letters of support from community members

**SEND ORIGINAL AND ONE COPY OF YOUR APPLICATION TO JOLENE HOWARD,
INITIATIVE FOUNDATION, 401 1ST STREET SE, LITTLE FALLS, MN 56345**

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INITIATIVE FOUNDATION YAR Grant Application Cover Sheet

ORGANIZATION INFORMATION

<i>Name of organization</i>	<i>Legal name, if different</i>		
<i>Address</i>	<i>City, State, Zip</i>	<i>Employer Identification Number (EIN)</i>	
<i>Phone</i>	<i>Fax</i>	<i>Web site</i>	
<i>Name of top paid staff</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>
<i>Name of contact person regarding this application</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>

Is your organization an IRS 501(c)3 not-for-profit?

_____ Yes _____ No

If no, is your organization a school district/unit of government?

_____ Yes _____ No

If you answer "No" to both of these questions, you are ineligible for a grant award.

PROPOSAL INFORMATION

Project Title:

Please give a 2-3 sentence summary of request:

Geographic area served:

Funds are being requested for (check one)

_____ Start-up YAR

_____ 2nd YAR Grant

_____ 3rd YAR Grant

Project dates (if applicable): _____

Fiscal year end: _____

BUDGET

Dollar amount requested: \$ _____

Total annual organization budget: \$ _____

Total project budget (for support other than general operating): \$ _____

AUTHORIZATION

Name and title of top paid staff or board chair: _____

Signature (Must be original) _____

Initiative Foundation Grantee Action Plan and Evaluation Form

Grantee Organization:	
Project Coordinator:	
Phone/Email:	
Project Title:	

Summary of Project
(1 or 2 sentences)

*Note: At least one objective should answer the question, “So What?” What difference will your project make in your community, in changed lives, in new skills, knowledge, behaviors, or attitudes? Can you measure that change?

***Objective #1**
(must be measurable results, not just effort)

Action Plan-
What steps need to be done to achieve this objective:

Action	By When	Person Responsible
1.		
2.		
3.		
4.		
Expected Result:		

Results: *Please note: the remaining questions are to be filled out at mid term (if grant exceeds \$5,000) and at end of grant period for evaluation purposes.

Objective #1		
Mid-point Result (fill out at mid-point <u>ONLY</u> if grant exceeds \$5,000)		
Objective #1	Initiative Foundation use only	
Actual Result (to be completed at end of grant period for final report)		

*** Objective**
 #___ (must be measurable results, not just effort)

Action Plan-What steps need to be done to achieve this objective:

Action	By When	Person Responsible
1.		
2.		
3.		
4.		
Expected Result:		

Results: *Please note: the remaining questions are to be filled out at mid term (if grant exceeds \$5,000) and at end of grant period for evaluation purposes.

Objective #___
Mid-point Result
 (fill out at mid-point ONLY if grant exceeds \$5,000)

	Initiative Foundation Use Only

Objective #___
Actual Result (to be completed at end of grant period for final report)

***Please copy this page for any additional objectives you have that pertain to this project.**