



# Youth As Resources

A Program of the Rochester-Monroe County Youth Bureau

## Grant Application



The Youth As Resources Grant Projects are funded through a grant from



with continuing financial support from



**Maggie Brooks**  
County Executive



in partnership with



# NEW: Application Deadline is Now Rolling!

## Apply Today!

Please drop off or mail to:  
Youth As Resources / Rochester Monroe County Youth Bureau  
435 E. Henrietta Rd., FA - 3 WEST  
Rochester, NY 14620  
or fax to:  
585-753-6465



## YOUTH AS RESOURCES

Youth As Resources, a program of the Rochester-Monroe County Youth Bureau, seeks to empower and engage youth as partners with adults in creating positive community change and development. Youth and adult members govern the YAR board and provide grants of up to \$1000 to local youth in order to develop and carry out community service and service learning projects that clearly address a community need. The funds for YAR grants are made available through a grant from the Rochester Area Community Foundation.

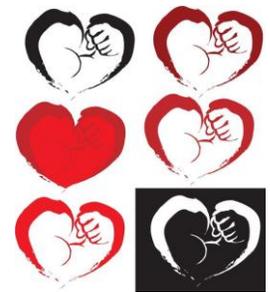


### THE DETAILS:

- YAR will grant up to \$1000.00 for a community service or service learning project that is youth planned, led, and implemented
- To **learn more** about how to fill out this application, **contact the Program Office at (585) 753-6953 or [gperez@monroecounty.gov](mailto:gperez@monroecounty.gov)**. We will send you written information or schedule a time to present a workshop to your organization about the application process if needed.

## H.E.A.R.T. COALITION PARTNERSHIP

YAR has a partnership with Rochester's H.E.A.R.T. Coalition for a Drug Free Rochester. The H.E.A.R.T. Coalition is funded by SAMHSA (Substance Abuse & Mental Health Services Administration) and is made up of local organizations that support and promote five core principles: **HEALTH • EXCELLENCE • ACHIEVEMENT • RESPONSIBILITY • TRUST**



### THE DETAILS:

- YAR encourages applicants to consider a project which addresses drug prevention/awareness

## SERVICE LEARNING

*"Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities."*

- Learn and Serve America



YAR, Youth Voice One Vision and Nazareth College Center for Service Learning have teamed up to establish a partnership called Youth Engaged with Service (YES). YES teaches and promotes the concept of *service learning*. YAR aims to have all grant applicants incorporate the principles of service learning into their projects.

### THE DETAILS:

- YAR encourages applicants to incorporate the approaches and goals of *service learning* into your proposed projects
- When reviewing applications, the YAR board will be looking at and evaluating proposals based upon the utilization and implementation of concepts of *service learning*
- Extra points will be awarded to your application if your project utilizes the principles and meets the objectives of *service learning*
- To **learn more** about service learning, **contact the program office at (585) 753-6953 or [gperez@monroecounty.gov](mailto:gperez@monroecounty.gov)**. We will send you written materials or schedule a time to present a workshop to your organization about service learning if needed.

## GRANT REQUIREMENTS/GUIDELINES

### APPLICATIONS MUST:

- Be written by a **minimum of two youth** between the ages of 10-21
- **Have two youth listed as contacts** that will share responsibility for the application and at least **four youth that will assist in the implementation of the project**
- **Have an adult contact** listed that will support the youth throughout the project
- **Have a Sponsoring Organization contact** listed that will accept responsibility for the grant contract

### APPLICANTS MUST:

- Be a 501 (c) (3) / Non-Profit Organization **OR** must identify a 501 (c) (3) that will act as your **sponsoring organization**. *(If a group is unable to find a sponsoring organization, we will assist you in finding an organization that meets your needs - please call if you have questions about this requirement)*
- Clearly fulfill our goal of supporting **Youth / Adult Partnerships**
- Track all hours put into all aspects of the project, from each participant and or volunteer, youth and/ or volunteer, youth and adults

### PROJECTS MUST:

- Include **neighborhood, or in kind support**, which might include donations, contributed services, volunteer assistance, loaned equipment / space, etc.
- Address an **identified community issue, concern or topic**
- **Enhance awareness and understanding** of those issues in the community
- **Strengthen community connections and involvement**
- Be **cost effective** ---application budgets will be carefully reviewed for money you have requested

## **WHAT TYPES OF PROJECTS WILL YAR FUND?**

YAR Grants <b>MAY</b> be used to fund the following	YAR Grants <b>MAY NOT</b> be used to fund the following
✓ Direct operation of the community service / service learning project (essential items, supplies, materials, food for meetings)	⊘ Overhead Costs and Purchase of Capital Items (items that would be utilized over a long period of time i.e. furniture, buildings, computers, etc...)
✓ Transportation (bus tokens, mileage) etc.	⊘ Ongoing program costs
✓ Training programs for youth (must be completely defined)	⊘ Salaries and/or wages of participants
✓ Recognition of the project participants. Costs <u>cannot</u> exceed 15% of the grant award.	⊘ Direct donations to other organizations
✓ You may use YAR funds for fundraising for a charity or cause, but only 30% of the total grant can go directly to that purpose	⊘ If your application is through a faith based organization, project funding cannot go towards recruiting new church members or proselytizing in any way

## **APPLICATION PROCESS (NEW!)**

1. Submit a Grant Application
2. We will contact you within 2 weeks to schedule an interview
3. After your interview, we will notify you regarding the status of your application

### **If you are accepted:**

4. Once you receive your grant check, you will have **4 months** to complete your service project, schedule a site visit, and submit your final report.
5. As a grant recipient, you will receive an invitation to our annual grant celebration. This is a mandatory event to welcome new grant recipients and congratulate recipients who have finished their projects!



# Youth As Resources Grant Application



**NEW: Rolling submission deadline, Apply now!**  
No incomplete or incorrectly filled out applications will be accepted  
Please print clearly

Name of Group: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Amount of Funds You are Requesting: \_\_\_\_\_

Number of youth that will participate in the planning: \_\_\_\_\_ Age range of youth: \_\_\_\_\_

**1<sup>st</sup> Youth Contact:** \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Age: \_\_\_\_\_

Email: \_\_\_\_\_

**2<sup>nd</sup> Youth Contact:** \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Age: \_\_\_\_\_

Email: \_\_\_\_\_

**Please indicate which address you would like materials sent to regarding the grant and who the materials should be addressed to by checking the box  next to the contact info below.**

**Adult Contact:** \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Sponsoring Organization Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Work phone: \_\_\_\_\_

Email: \_\_\_\_\_

The undersigned youth, adult contact person, and representative of the sponsoring organization hereby attest to the fact that this project proposal was initiated and prepared by youth and that this project will be planned and carried out by youth in partnership with adults.

Youth Project Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Project Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsoring Org. Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please follow the outline below exactly to answer the application questions on a separate piece of paper, typed or clearly written. (NOTE: If your group is applying for a YAR / HEART Coalition grant please be sure to address in all applicable questions below the ways that your project will specifically address **drug and alcohol prevention or awareness**)

## I. Your Project Idea

- 1) What is the title of your project? How did you decide upon this title?
- 2) Give us a brief summary of what you want to do.
- 3) What are the goals and outcomes you hope to achieve with this project?
- 4) Where will your project take place? When do you plan to begin and end your project?
- 5) What type of community support will you get for this project? (Some examples are: use of space or a facility, community contributions, volunteers, etc.) How will you get this support?
- 6) What is the estimated number of people that will be engaged or will benefit from this project?
- 7) Will you need assistance or special permission to help complete this project? If so, what kind?

## II. Youth Leadership

- 1) Why is youth leadership important for this project?
- 2) How will you ensure that youth stay involved and truly lead this project in partnership with adults?

III. Service Learning (NOTE: even if your group is not interested in creating a full-fledged service learning project by answering the questions below you will be able to develop a meaningful project that will effectively serve the community)

### **“The Five R’s of Service Learning”**

(created by Dr. Marie Watkins, Associate Professor of Social Work & Director of the Center for Service Learning at Nazareth College)

#### A. Responsible and relevant service:

- 1) What is the community issue, topic or concern your project will address?
- 2) How did your group determine that this topic is important and needs attention in our community?
- 3) What types of service will you be engaged with during the project? (i.e. facilitating workshops, collecting donations, running a food pantry, cleaning up a neighborhood, etc.)
- 4) Will the community groups you are working with be engaged in any type of service? If so what will they be doing?

#### B. Reciprocity and relationships:

- 1) Which specific community, neighborhood, or group(s) will your project be engaging?
- 2) How will your group connect with the identified group above to share information and resources throughout the project?
- 3) How have you and how will you connect and interact with the larger community beyond the one identified above? (Are you going to invite other community leaders? Will you have a presentation after your project is completed to share the information you learned?)

#### C. Rigorous active learning:

- 1) What do you hope to learn through planning and carrying out the project?
- 2) What do you hope the community members or participants will learn?

#### D. Reflection, ongoing:

- 1) What types of reflection activities will you include in your project plan to ensure you are on track in reaching your goal(s)?
- 2) What type of reflection activities (if any) will you work into your actual event / project to help the participants think about the meaning of the project?

#### E. Recognition and celebration:

- 1) How will you recognize and celebrate the hard work and effort that your group puts into the project? (e.g. pizza party, certificates or awards, fun day, etc.)
- 2) How will you acknowledge and recognize community participation and contributions to your project?

## IV. Project Budget

- 1) How much will your entire project cost? (not just the amount you are asking from YAR)
- 2) Will there be any in-kind donations.
- 3) Who will oversee the use of these funds?

## Budget:

### Directions - Budget Form:

- In column 1: Write down the items / services that you will be purchasing
- In column 2: Write down how much the item is going to cost - be as specific as possible
- **In column 3:** Write down the amount for each item that will be paid out of YAR Grant Funds in this column
- In column 4: Write down the supplier / provider **and** the value of any in-kind donations, which are any means of support other than money, usually goods or services provided to the group
- In **TOTALS** Row: Column 2= total of all expenses, **Column 3 = total of all YAR Contributions**, Column 4 = total of all In-Kind Contributions
- Row one demonstrates an example of how to complete the budget form
- Please make more copies of the budget form if needed

### **THIS BUDGET FORM MUST BE COMPLETED AS ACCURATELY AS POSSIBLE**

1	2	3	4
Item / Service Description	Cost of Item or Service	YAR FUNDS	In-Kind Donations (list supplier and amount)
<i>Example:</i> Food for 5 planning meetings	\$25.00 x 5 = \$125.00	\$100	Rochester-Monroe County Youth Bureau: \$25 (Paper plates, napkins, etc.)
<b>TOTALS:</b>	total cost of all items:	total YAR contribution:	total in-kind contributions:

***Budgets will be evaluated for their cost effectiveness, leveraging other resources, and realistic use of funds for the project***

**YAR has switched to a rolling submission deadline!  
Grant applications are being accepted now!**

**Please mail or drop off your completed application to:**

**Youth As Resources / Rochester-Monroe County Youth Bureau  
at the**

**Monroe Community Hospital**

**435 East Henrietta Rd.**

**3<sup>rd</sup> Floor – Faith Wing**

**Rochester, NY 14620**

**OR**

**\*Fax to: 585-753-6465**

**\*You may fax your application, but please mail a hard copy with all original signatures to be kept on file by YAR**

**If you have any questions or concerns please contact the YAR Program Office at  
585-753-6953**

**or**

**gperez@monroecounty.gov**

**THANKS & GOOD LUCK!!**



**Youth As Resources**

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### The Fine Print

All YAR grants, awards, and project participants must comply with all federal statutes relating to non-discrimination. This includes, but is not limited to prohibition of participants on the basis of age, race, sex, color, national origin, sexual orientation, or disability. Those signing the above documents certify that: All information contained is accurate, contains no misstatements or misrepresentations, and represents a reasonable estimate of future operation based on data available at the time of application. The sponsoring organization assumes responsibility for liability.