



The Bucyrus Area Community Foundation and the Crawford County Teen Institute Youth Board have partnered for a Youth Philanthropy Project. Funds for this grant have been made available by the Bucyrus Area Community Foundations. Grant applications are reviewed and selected by the Crawford County Teen Institute Youth Board. The Crawford County Teen Institute Youth Board is a prevention group comprised of high school students from around the county who have taken an active leadership role in their school and community and have embraced a positive, healthy lifestyle free of alcohol, tobacco, and other drugs.

**Eligibility:** Any 501(c)(3) not-for-profit agency, school, or municipality in Crawford County with intentions of providing a program/service for youth may apply for funds.

**Availability of Funds:** \$1,000 can be awarded to a group. The deadline for submitting applications is **February 15<sup>th</sup>, 2013**. Applications received after this date will not be considered. The approved grant recipient will be notified in March 2013. If funded, the project budget would cover the time period of **April 1<sup>st</sup>, 2013 to August 31<sup>st</sup>, 2013**. All funds must be spent during this timeframe.

**Reporting Requirements:** The recipient will be required to submit a final report of activities, report of expenditures, as well as copies of any publicity the project received to the Crawford County Teen Institute Youth Board by **September 13<sup>th</sup>, 2013**. It is also requested that the group provides a presentation regarding the event performed through this grant at the Youth Board meeting in **November 2013**.

**Requirements:**

1. Complete the enclosed cover sheet and attach your program narrative answers, budget sheets, and worksheet.
2. Enclose 501(c)(3) IRS form or other proof of not-for-profit status.
3. Submit completed application by any of the following methods:
  - Mail to - Cindy Clouner 907 N. Sandusky Ave. Bucyrus, Ohio 44820
  - Fax to - 419-562-5260
  - Email to - [crawfordcountyti@yahoo.com](mailto:crawfordcountyti@yahoo.com)

For more information or assistance with the grant application, contact Cindy Clouner at [crawfordcountyti@yahoo.com](mailto:crawfordcountyti@yahoo.com).

# Youth Philanthropy Grant Application

Please complete all of the information below. Submit original by February 15<sup>th</sup>.

## APPLICANT ORGANIZATION

Name/Title of Group \_\_\_\_\_

Date Established \_\_\_\_\_

Supporting Organization (*examples: school, community organization, church*)

\_\_\_\_\_

Advisor/Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Ohio Zip: \_\_\_\_\_ County: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## PROPOSED PROJECT/PROGRAM

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

Project Time Frame: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Leader Name (Leader of the group or delegate representative):

\_\_\_\_\_

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

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

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

## PROJECT NARRATIVE INSTRUCTIONS

Complete the Project Narrative using the following guidelines. The Project Narrative is a summary of the project that you intend to complete with the grant fund. It should provide clear and concise information about what you plan to accomplish during the time frame of the grant. When writing your narrative, keep in mind that the person reading it has never heard of your group. Describe in detail how you plan to complete your proposed project and why it is important. Remember, the Project Narrative is closely tied to the Project Budget. Make sure to describe how your proposed expenditures help you achieve your proposed project outcomes.

**On a separate sheet of paper answer the following questions:**

### **A. Project Title & Goals**

Describe your proposed project including the title and the goals of the project.

### **B. Project Summary**

Describe in detail the process necessary in order to complete your proposed project. Write your description like you are trying to tell a story about a project to someone who is unfamiliar with it, including:

1. What are the major activities?
2. How do you plan to accomplish these activities?
3. Why is the project needed in your community?
4. Where will the project take place? (*School, community, etc.*)
5. Who is the target audience? (*Middle school students, etc.*)
6. How will youth be engaged in project implementation?
7. How many youth will be impacted by the project?
8. When will the project take place? (**Between April 1 and August 31, 2013**).

### **C. Key People**

Describe who will be working with your group to complete the project including:

1. Additional organizations that may be involved.
2. Businesses or other agencies that might donate money or services to your project.
3. Elected officials or key leaders in your school and community who will be involved with your project or invited to attend an event.

### **D. Accomplishments**

Describe in detail what you hope to accomplish at the end of your project, including:

1. How will this project make a difference in your school or community?
2. How do you hope youth will be impacted by your project?
3. How do you plan to share your successes at the Youth Board meeting? (*PowerPoint, handouts, etc.*)

## PROJECT BUDGET INSTRUCTIONS

The Project Budget is a detailed list of planned expenditures related to the completion of your proposed project. The Project Budget should reflect all project expenditures including those that may be paid for from another source of funding such as a donation, in-kind service, or another grant. While having other funding sources is not required, it is strongly encouraged. Requested expenditures must be directly related to the proposed project. Please include both the Project Budget and the Budget Narrative.

If funded, the Project Budget would cover the time period of **April 1, 2013 to August 31, 2013**. All funding must be spent during this time frame. Any changes to the Project Budget must be pre-approved from the Crawford County Youth Board. Should a group be unable to complete their project, they should contact the Crawford County Youth Board. If a project has remaining funds at the end of this timeframe, all remaining funds shall be returned to the Bucyrus Area Community Foundation.

**Grant funding should not be used to pay for activities or projects that already receive funding, but rather for new projects. The intention is to provide “seed money” that otherwise is not available from other sources. Grant funds cannot be used toward the purchase of equipment or food.**

If you have questions concerning proposed expenditures, please contact Cindy Clouner at [crawfordcountyti@yahoo.com](mailto:crawfordcountyti@yahoo.com) prior to the submission of your grant.

### **\*Sample Project Budget Form\***

<b>Expenditures for Media Breakfast</b>			
<b>Expenditure</b>	<b>Funds Requested</b>	<b>Other Source</b>	<b>Total</b>
Supplies – Paper for flyers, copies of final reports and disposable cameras etc.	\$400.00	\$0.00	\$400.00
Printing – Invitations, thank you cards and reports	\$250.00	\$50.00	\$300.00
Postage – For invitations, thank you cards etc.	\$50.00	\$0.00	\$50.00
Media – Newspaper ads	\$300.00	\$75.00	\$375.00
Room Rental at Joe’s Restaurant	\$0.00	\$100.00	\$100.00
Food for 50 people at \$6 per person	\$0.00	\$300.00	\$300.00
	<b>\$1000.00</b>	<b>\$525.00</b>	<b>\$1,525.00</b>

# PROJECT BUDGET FORM

## Youth Grant Budget Form

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

Please indicate the total amount of any additional funds from other organizations that will be used to complete this project. \$ \_\_\_\_\_

**Total project income** \$ \_\_\_\_\_

<b>Expenditures</b> <i>(list all expected costs of this project and a brief description)</i>			
<b>Expenditures</b>	<b>Funds Requested</b>	<b>Other Source</b>	<b>Total</b>

## BUDGET NARRATIVE INSTRUCTIONS

The Budget Narrative is a brief written explanation of proposed expenditures in your project application. The Budget Narrative should identify each expense by category, such as printing, supplies, special event, etc. Please include the Project Budget in addition to the Budget Narrative. Under each category heading, describe what the funds will be used for and then identify in the appropriate column how much it will cost and whether it will be paid for from the Youth Grant or other funds.

**The following is an example of what the Budget Narrative should look like. On a separate sheet of paper complete your own Budget Narrative, following this example. Remember to carefully review your Budget Narrative and Budget Form for accuracy.**

**\*EXAMPLE**

**Budget Narrative**

<b>Expenditures</b>	<b>Grant Request</b>	<b>Other Funds</b>	<b>Total Funds</b>
<p><b>Supplies</b> Paper for copies of flyers and copying the final reports. Disposable cameras to take pictures of alcohol advertising during scan.</p>	\$400.00	\$0.00	\$400.00
<p><b>Printing</b> Invitations to breakfast event to release findings from advertising scan to key leaders. Printers Inc. will donate half of the cost of the printing. 5 Large foam core board posters with enlargements of findings for display at breakfast event.</p>	\$250.00	\$50.00	\$300.00
<p><b>Postage</b> Mailing of invitations to breakfast event. Thank you cards after the event and to mail copies of reports to Crawford County YB and elected officials at end of grant.</p>	\$50.00	\$0.00	\$50.00
<p><b>Media</b> Ad in newspaper for project findings. The Daily Journal will pay for half of the cost of the ad.</p>	\$300.00	\$75.00	\$375.00
<p><b>Breakfast Event</b> Breakfast for 50 people at \$6 per person.</p>	\$0.00	\$300.00	\$300.00
<p>Room Rental at Joe's Restaurant.</p>	\$0.00	\$100.00	\$100.00
<b>TOTAL</b>	<b>\$1000.00</b>	<b>\$525.00</b>	<b>\$1,525.00</b>