

Youth Funding Youth Ideas



Do you have a brilliant idea, but lack funding and support?

Y.F.Y.I Funds Youth Led Projects up to \$10,000

**Application Deadline: April 1st, 2010
At 8:00 p.m.**

Youth Funding Youth Ideas (YFYI) Mission:

YFYI is a youth-led program that seeks to foster young San Franciscans with the opportunities to expand on their leadership goals by funding their project ideas. We bring the tools and support; you bring the ideas.

For information, please contact us at:

CHALK Office

965 Mission Street, Suite 520

San Francisco, CA 94103

415-977-6949

415-755-2247 Fax

YFYIinfo@chalk.org

www.chalk.org/yfyi

YFYI is a program of Communities in Harmony Advocating for Learning and Kids (CHALK)

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SECTION I.: MINIMUM ELEGIBILITY REQUIREMENTS

To be eligible for an YFYI grant:

- Project must be located in San Francisco and services must be provided to residents of the city and county of San Francisco.
- The project must be completely youth led but needs an adult ally for emergency purposes.
- Project must be led by youth between the ages of 13 and 17 (**there must be project leader[s] under the age of 18 throughout the contracted length of the project**).
- The project must have a non-profit organization to act as a fiscal sponsor to monitor all financial transactions.
- ALL sections of the YFYI application, which require answers or information, must be completed.
- Youth ages 13-17 MUST develop project idea and complete application
- Project travel expenses (ie. Trips, hotel, airfare, etc.) must be under 20% of overall budget costs (**this excludes local transportation**)
- The maximum funding amount for a project is 10,000 dollars.

YFYI will also consider the following:*

- Participation of civic institution(s)
- Institutional change
- Community participation
- Community change
- Service learning
- Number of volunteers
- Beneficiaries of project
- Reasonable and well thought out budget

Upon receiving grant money from YFYI, it is required that:

- Youth and adults involved in project keep must direct communication with YFYI
- Youth and adults will meet with YFYI whenever necessary
- Youth and adults will provide YFYI with all receipts to account for money spent
- Youth and adults participate in all YFYI events

**IF REQUIREMENTS ARE NOT MET, AFTER RECEIVING A GRANT,
YFYI IS ENTITLED TO TAKE BACK MONEY FROM ANY PROJECT,
INCLUDING MONEY THAT HAS BEEN SPENT**

PLEASE PRINT IN BLACK OR BLUE INK

If handwriting is not legible, applications will not be considered.

*Definitions are on the next page

SECTION II: YFYI TERMS & DEFINITIONS

1. **Youth:** Someone between the ages of 13 and 17.
2. **Youth Leader:** Someone between the ages of 13 and 17 who is directly involved in the development and daily leadership of the project and writing of the proposal.
3. **Adult Ally:** Someone 18 years old or older who is involved in the project only to provide support and guidance to youth of the same project.
4. **Beneficiaries:** People who will benefit from the project other than the youth leading the project (ie. A person who watches a play for a theatre project, or a person who buys a smoothie from a healthy foods project)
5. **Fiscal Sponsor:** A non-profit organization or institution that is responsible for handling financial transactions for the project. (ie. A high school, a community center, or CHALK)
6. **Volunteers:** Youth or adults who are not receiving pay, and who will help support the project.
7. **Stipend:** A type of payment often provided for services or completion of a project. Stipends are fixed by date (example: paid on 15th of each month) and amount (example: \$200 per month).
8. **Itemized Budget:** An organized list that breaks down the expenses item by item.
9. **Budget Narrative:** A written explanation for each budget item, including, its purpose, calculation, etc.
10. **Demographics:** A collection of information including age, gender, postal code, ethnicity, etc. Used by YFYI to gain an understanding of whom the project is serving.
11. **Time-line:** A breakdown of project steps, events, and accompanying estimated dates.
12. **Civic Institution(s):** Local places offering services to the public, including schools, churches, community centers and clubs.
13. **Institutional Change:** Making long term changes in regards to the way in which things are done, run or completed; such as policies, laws or practices.
14. **Program Officer:** A YFYI youth staff that participates in interviews, grant making, monitoring, communication and support of specific projects.
15. **Youth Evaluator:** A YFYI youth staff that participates in interviews, grant making, record keeping and analyzing of specific projects to determine growth and success.
16. **Proposal:** YFYI grant application (this form).

SECTION III: FREQUENTLY ASKED QUESTIONS

1. If we need assistance in completing the application, what should we do?

You may call our office at (415) 977-6949 between the hours of 12pm-8pm Monday through Friday and arrange a meeting with one of the YFYI members for help.

2. If you're eighteen can you apply for a grant?

YFYI can only give grants to youth between the ages of 13 and 17. However, 18 year olds may still be involved in the projects as long as the projects are fundamentally led by youth between the required ages of 13-17.

3. If I live outside of San Francisco can I apply for a grant?

Our program is meant to serve the youth of San Francisco, and we cannot give grants to projects whose youth leaders live outside of San Francisco. Projects must also be serving the San Francisco community and being run and located within San Francisco.

4. When is the deadline for applying for funding?

YFYI has three funding cycles. The applications are due on October 1st, January 5th and April 1st, at 8pm. Deadlines are set up so that YFYI has sufficient time to review proposals, interview applicants and make a funding decision.

5. How long does it take a grantee to receive grant?

After an application is submitted, program officers will contact the applicants and arrange an interview. The program officer and evaluator assigned to the project will decide if the project is to be presented for funding or if the project needs further assistance prior to being considered for funding. If a project is presented at an YFYI funding meeting, the applicants would be notified on whether or not their proposal will be funded. This process takes no more than two months, starting from the application deadline date by which the application was submitted.

6. What types of projects are you interested in funding?

We look for projects that will benefit San Francisco youth. We will also consider the following: participation of civic institutions, institutional change, community participation, community change, service learning, number of volunteers, beneficiaries of project, reasonable and well thought out budget, and application completion. We fund in the following categories: Arts, Education, Entrepreneurships, Environment, Health, Juvenile Justice, Recreation, Violence Prevention, and Youth Employment.

7. How do you get prepared for an interview?

Make sure you know your project well and be prepared to answer questions about the project.

8. Can we fax or email applications?

Yes. You can fax us at (415) 755-2247 or email your application to YFYI at YFYInfo@chalk.org, but make sure you contact YFYI staff first at (415) 977-6949.

9. How do you decide whether or not to fund a proposal?

1. All YFYI staff review every proposal and leave comments or questions for the assigned program officer and evaluator of the project to ask the applicants in the interview;
2. An interview is conducted by a program officer and an evaluator who will determine if the project is ready to be presented at the funding meeting or if the project needs further assistance before being considered for funding;
3. YFYI will focus on projects that show sustainable change (that a project will grow), civic engagement (having volunteers, community participants, and making change in the community), and having beneficiaries (people who will benefit from the project even if they are not directly involved in it).

SECTION IV: CONTACT INFORMATION

Primary Youth Leader (13-17)

Name:	
Date of Birth:	
Zip Code:	
Ethnicity:	
Languages Spoken:	
Gender:	
Email:	
Contact Number:	
Community Organization:	
School:	
Grade:	

Secondary Youth Leader (13-17)

Name:	
Date of Birth:	
Zip Code:	
Ethnicity:	
Languages Spoken:	
Gender:	
Email:	
Contact Number:	
Community Organization:	
School:	
Grade:	

Third Youth Leader (13-17)

Name:	
Date of Birth:	
Zip Code:	
Ethnicity:	
Languages Spoken:	
Gender:	
Email:	
Contact Number:	
Community Organization:	
School:	
Grade:	

Adult Ally (18+)

Name:	
Date of Birth:	
Zip Code:	
Ethnicity:	
Languages Spoken:	
Gender:	
Email:	
Contact Number:	
Community Organization:	
Are you a parent?:	

If more room is needed to add more participants, please feel free to attach another page or to copy and paste this page.

Section V: DEMOGRAPHIC INFORMATION

Projected Demographic Information

YFYI uses this form to gain an understanding of how many youth your project is serving.

Please fill in with numbers only. Do not circle or check off.

Total number of participants to be served by your project (include people involved in the project as well as those who will be affected by it –beneficiaries):

1) AGES	Projected Number of Participants to be Served by Age Group		
	0-5		
	6-13		
	14-17		
	Caregivers/Parents over 17		

2) GENDER	Projected Number of Participants to be Served by Gender		
	Male		
	Female		
	Transgender		

3) ETHNICITY	Projected Number of Participants to be Served by Ethnicity		
	Asian - including Filipino		
	Black/African-American		
	Latino		
	Native American/Native Alaskan		
	Pacific Islander		
	White		
	Multiethnic		

4) OTHER DEMOGRAPHICS	Projected Number of Participants to be Served by Category		
	Lesbian/Gay/Bisexual		
	Youth with Special Needs		
	Homeless/Transitional Housing		
	Limited English-Speaking		

5) ZIP CODES	Projected Number of Participants to be Served by ZIP Code							
	94102		94111		94122		94133	
	94103		94112		94123		94134	
	94104		94114		94124			
	94105		94115		94127			
	94107		94116		94129			
	94108		94117		94130			
	94109		94118		94131			
	94110		94121		94132			

* Projected Demographic Information Sheet taken from Cover Sheet A- Part II from DCYF

4) Does your project have youth volunteers? YES _____ NO _____ HOW MANY? _____

How many hours will they work total? _____

What are the tasks of the volunteers?

5) Does your project have adult volunteers? YES _____ NO _____ HOW MANY? _____

How many hours will they work total? _____

What are the tasks of the volunteers?

6) Does your project have paid youth workers? YES _____ NO _____ HOW MANY? _____

How many hours will they work total? _____

What are the tasks of the volunteers?

7) How do you see your project benefiting and/or affecting the youth?

How many people do you expect to help with this project? _____

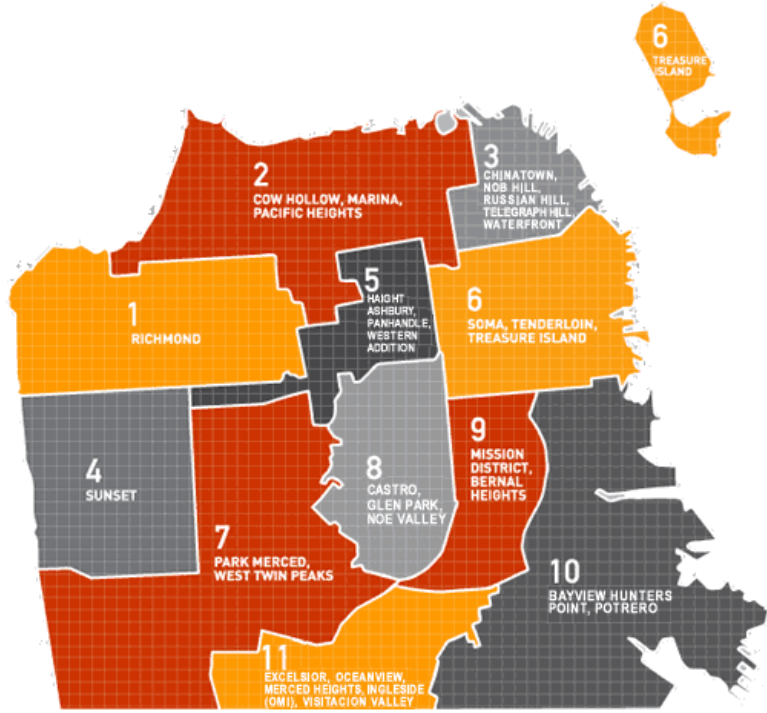
8) How do you hope your project will affect the community?

9) Where will this project be held? Location? (Example: Recreation Center, School, Community Based Organization, etc.)

If there is an address please let us know:

Name (if any) of location: _____
District or neighborhood: _____
Address: _____
Phone number: _____
Time appropriate to call: _____
Contact person (of location): _____

10) What district(s) or area(s) will your project target and why?



11) What has been done to ensure the success of your project so far?

12) Have you done any fundraising for your project? YES _____ NO _____

If you HAVE NOT fundraised do you plan to do so? Explain.

If you HAVE fundraised, what has been done? Explain.

13) Why is this project important to you?

14) Is there anything else you would like us to know about your project?

SECTION VII: ITEMIZED BUDGET FORM

IT IS CRITICAL THAT YOU FILL THIS OUT CORRECTLY. IF YOU DO NOT KNOW HOW TO PROPERLY COMPLETE THIS FORM OR HAVE QUESTIONS, PLEASE CALL YFYI AT (415) 977-6949.

A <u>Personnel</u>				
	<u>Position/Title</u>	<u>Budget Calculation</u>		<u>Total</u>
		Pay per hour	# of hours worked	
1				
2				
3				
4				
5				
6				
7				
Subtotal Personnel				

B <u>Program Materials And Supplies</u>			
	<u>Items</u>	<u>Show Calculations</u>	<u>Total</u>
1			
2			
3			
4			
5			
6			
7			
8			
Total Programs Materials and Supplies			

C <u>Other Program Expenses</u>			
	<u>Items</u>	<u>Show Calculations</u>	<u>Total</u>
1			
2			
3			
4			
5			
6			
7			
8			
Total Other Program Expenses			

Total Overall Expenses

SECTION VIII: BUDGET NARRATIVE FORM

THIS FORM IS A BREAKDOWN OF YOUR BUDGET IN WORDS. EACH SECTION MUST INCLUDE EVERY ITEM LISTED ON THE BUDGET FORM ABOVE WITH A DETAILED EXPLANATION FOR EACH ITEM AND WHY IT IS NEEDED. IF THIS SECTION IS NOT FILLED OUT, YOUR PROJECT WILL NOT BE CONSIDERED.

Personnel

Program Materials & Supplies

Other Program Expenses

SECTION SIX: ADDITIONAL INFORMATION

Questions or Comments:

Referral Source[s] (how did you hear about YFYI?):

Please check one or more if it applies. If there is a colon, please write down the specific source(s).

CHALK Outreach Worker (the youth in the orange uniforms)	
YFYI Staff	
YouthLine Phone Line	
YFYI Website	
Card	
Poster	
Flyer	
Friend:	
Family:	
School:	
Community Based Organization:	
Other:	

**Please return application to the address
below:**

**Youth Funding Youth Ideas (YFYI)
965 Mission Street, Suite 520
San Francisco, CA 94103**

**Or you can fax it to (415) 755-2247
To ask questions, call (415) 977-6949**

中文申請表請在網上提取,網址:

www.chalk.org/yfyi 或者請電415-977-6949

Aplicaciones en Español están disponibles en el
Internet: www.chalk.org/yfyi o puede llamarnos al
415-977-6949.