Hudsonville-Jenison Youth Advisory Committee
GRANT APPLICATION GUIDELINES

PRIORITY AREAS

The Hudsonville-Jenison Youth Advisory Committee makes grants to organizations that benefit youth in the Hudsonville, Jenison, Georgetown or Jamestown areas. Grants range in size from $300 - $1,000, with a total of $16,000 available. Based on the results of a survey conducted at Hudsonville, Jenison, and Unity High Schools, **primary consideration will be given to awareness programs regarding drug use, expectations/stress, job search skills, depression, and cliques/fitting in.**

In a survey conducted in the fall of 2015 by members of the YAC, the types of programs that youth identified as most helpful in addressing these issues were:

- Competitive sports
- Outdoor experiences, camps, or challenge courses
- Clubs with a specific focus
- Arts, writing, or music focused activities
- Real-life experiences (baby-think-it-over, drunk driving goggles, etc.)

ELIGIBILITY

501(c)(3) nonprofit organizations, government entities (including schools), or community groups with fiduciaries may apply for grants for programs that benefit youth in the Hudsonville, Jenison, Georgetown or Jamestown areas. Eligible organizations do not discriminate in hiring staff or providing services based on race, gender, religion, marital status, sexual orientation, age, national origin, or disability. Applications from religious organizations for non-religious purposes will be considered. Grant proposals from religious organizations for a religious purpose and proposals to fund scholarships for individuals will not be considered.

APPLICATION PROCESS

Grant applications must be submitted electronically using the grant portal by **5:00 p.m. on Friday, February 5, 2027**. Applicants are notified of the YAC's decision the following May. Grand Rapids Community Foundation processes grant payments electronically. Partners who have not signed up to receive electronic payments will be required to do so before payment is processed.

HELPFUL HINTS

Grant proposals should assist the applying organization to implement a project or program that benefits youth. Proposals developed by youth or with youth involvement in planning are encouraged. The proposal should:

- Have clear goals, address an identified issue, and make a significant difference for youth.
- Impact a significant number of youth from the Hudsonville, Jenison, Georgetown or Jamestown area.
- Avoid duplication with other projects and programs in the community.
- Use requested funds to impact youth directly.

The online application requires a project budget.

- List all expenses and income sources for your project, including the status of other grant sources (**pending or confirmed**).
- Specify EXACTLY how requested grant funds will be used (i.e.; 25 calculators @ $10 each=$250.00).

NEED HELP?

- For questions about the content of your proposal, contact John Morgan at qed6161@hotmail.com or Jim Holtrop at jimholtrop@gmail.com.

- For technical questions about the online grant application, contact Keri Jaynes at kjaynes@grfoundation.org or 616.284.4911.

YOUTH GRANT APPLICATION QUESTIONS

Grant applications must be submitted electronically using the online portal by 5:00 p.m. on Friday, February 5th, 2027. New applicants must create a new **organization** account. All applicants must review their Organization Profile, which requires a listing of board members, organization description, primary contact, as well as current and last year's annual budget amounts. Applications require a brief project description, project start and end dates, and project budget. Applications also require uploaded financial documentation. Examples of what you can provide include internal financial statements (balance sheet, cash flow statement, etc.), Form 990, or audited financial statements. The application requires narrative responses to the following questions:

- **Youth Involvement**
  - Youth grants seek to support projects that not only have youth participants but also build leadership capacity. Please describe how youth take a leadership role in the planning and implementation of this project (please note that youth participating in programs and submitting pre and post survey data is not sufficient). (Approximately 100 words)
  - Estimate the number of youth who will participate, including age information (based on similar or past projects completed). (Approximately 50 words)
  - How will youth be identified, selected, or recruited for participation in the project? How does the project engage diverse youth audiences? (Approximately 100 words)
  - Describe the role of adults in the project, and their qualifications. (Approximately 50 words)

- **Youth Project Information**
  - Describe your project as instructed below (Approximately 300 words):
    - Provide a SPECIFIC and CONCISE description of the proposed project or program.
    - Include a timeline and expected date of completion. **Project updates/progress reports will be due in December, so youth can review them ahead of the next grant cycle**.
    - Specify how often the activity will take place, the location, length of each session, and on how many occasions the activity takes place. (For example, an activity occurs twice each week for six hours per week, over a ten-week period.)
    - Briefly address how you will shift your program if health-related restrictions are needed.
    - Include a website link for additional information on your project, if available.
  - What is the goal of your project? Your goal should be Specific, Measurable, Attainable, Realistic, and Timely, and Equitable. (Approximately 50 words)
  - What issue area or need area (from the list on page 1) does your project or program address?
  - What makes this project or program unique from others in the community? (Approximately 100 words)
  - What specific and quantifiable measurements will you use to determine if your project was successful? If it is an existing program, what actions have you taken to improve it? (Approximately 200 words)

- **Budget**
  - Which specific portion of the expenses listed in your budget would be paid for with this grant? (Approximately 50 words)
  - If this proposal is not fully funded, will you carry out the project? If so, where will you find funding? (Approximately 50 words)
  - Provide a project budget (uploaded document or use the budget template)
  - Upload financial documentation