



Sparta Youth Advisory Committee

GRANT APPLICATION GUIDELINES

PRIORITY AREAS

The Sparta Youth Advisory Committee (YAC) makes grants to organizations that benefit youth in the Sparta community. Groups serving youth up to age 20 are invited to apply. The projects should be youth initiated and youth driven. Grants range in size from \$300-\$1,000, with a total of \$1,900 available to award.

The YAC is interested in programs or activities that address:

- College preparation (standardized test prep, financial aid workshops, college visits)
- Career preparation (employment skills and exploration)
- Outdoor recreation or camps
- Time or money management
- “Real-life” learning experiences (baby simulators, drunken driving goggles, etc.)
- Clubs that teach specific skills or hobbies (knitting, computers, etc.)

ELIGIBILITY

Non-profit organizations (including churches, schools, government agencies, and community groups with a 501(c)(3) non-profit status) may apply for grants for programs that benefit youth in Sparta. The YAC values projects that promote inclusiveness and that do not discriminate in hiring of staff or providing services on the basis of race, gender, religion, marital status, sexual orientation, age, national origin or disability. Applications from religious organizations for a non-religious purpose will be considered.

APPLICATION PROCESS

Grant applications must be submitted using the online portal, <https://grantcentral.smartsimple.com>, by **11:59 p.m. on Friday, February 14, 2020**. Applicants are notified of the YAC’s decision the following May.

HELPFUL HINTS

- Follow the directions carefully, and respond clearly to each of the questions listed at right.
- The project should have a clear-cut, organized goal with foreseeable long-term benefits for area youth.
- The project should address an identified need and make a significant impact on youth in Sparta.
- The project should have limited funds or lack other resources.
- The proposal should be very descriptive.
- 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 related to the content of your proposal, contact Blake Schanski, YAC Advisor, blake.schanski@spartaschools.org.
- For technical questions regarding the online application, contact Keri Jaynes at kjaynes@grfoundation.org or 616.284.4911.

YOUTH GRANT APPLICATION QUESTIONS

The grant application must be completed online. The application requires submission of a budget and narrative responses to the following questions:

- **Youth Project Information**

- Describe your project as instructed below (300 words or less)
 - Provide a SPECIFIC and CONCISE description of the proposed project or program.
 - Include a timeline and expected date of completion (projects should take place between May and December of the grant year).
 - 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.)
- What is the goal of your project? Your goal should be Specific, Measurable, Attainable, Realistic, and Timely. (50 words or less)
- What issue area or need area (from the list of Priority Areas) does your project or program address? (20 words or less)

- **Youth Involvement**

- Are youth involved in the planning of this project? Describe any opportunities for youth to take a leadership role or volunteer for this project or program. (100 words or less)
- Estimate the number of youth who will participate, including age information (based on similar or past projects completed). (50 words or less)
- How will youth be identified, selected, or recruited for participation in the project? How does the project engage diverse youth audiences? (100 words or less)
- Describe the role of adults in the project, and their qualifications. (50 words or less)

- **Youth Evaluation**

- What specific and quantifiable measurement will you use to determine if your project was successful? If it is an existing program, what actions have you taken to improve it? (200 words or less)
- Which specific portion of the expenses listed in your budget would be paid for with this grant?
- If this proposal is not fully funded, will you carry out the project? If so, where will you find funding?
- What makes this project or program unique from others in the community? (100 words or less)