



*Enriching Life. Strengthening Community.*

## **YOUTH GRANTS PROGRAM THE PUTNAM COUNTY COMMUNITY FOUNDATION**

### **PROGRAM OVERVIEW & APPLICATION**

**MISSION STATEMENT:** *The Putnam County Community Foundation partners with those who give to enrich life and strengthen community for this and future generations.*

The grant making programs and policies of the Putnam County Community Foundation, Inc., are reviewed at least annually for relevance and excellence. The Board of Directors of the Putnam County Community Foundation has developed the following guidelines for the submission and evaluation of grant proposals for the Youth Grants Program. Requests for exceptions to the guidelines submitted in writing will be reviewed and considered by the Board of Directors.

#### **GRANT APPLICATION SUBMISSION:**

Complete applications are due to the Community Foundation office by the dates identified in these instructions. A complete application consists of the signed, original application and one (1) copy of the application. The original application must not be stapled or bound and must be single sided. Applicants may electronically reproduce the application to type answers to the questions, but applications must not exceed five (5) pages total, including the cover sheet and demographics page. Grants given by the Community Foundation through the Youth Philanthropy Grants are up to \$500 only.

#### **GRANT APPLICATION SCREENING:**

Each grant application will be screened by Community Foundation staff. Incomplete or late applications will not be reviewed and the applicant will be notified in writing.

#### **GRANT DECISIONS:**

Funding priorities and policies are reviewed annually by the Board of Directors. Each complete grant application will be researched by the Youth Philanthropy Committee. The applicant will have the opportunity to meet with members of the Committee to explain the benefits and accomplishments of the proposal, and to answer questions. The Board of Directors relies upon the work of the Youth Philanthropy Committee to inform its decisions.

#### **FUNDING PRIORITIES:**

Though any charitable project will be considered, the Youth Philanthropy Committee and Board of the Community Foundation will give funding priority to groups and organizations wishing to serve Putnam County citizens in the areas of:

- Increasing literacy and educational attainment for youth
- Extra-curricular activities for youth
- Teen crisis issues (i.e. drug/alcohol abuse, suicide, pregnancy, etc.)
- Health and wellness
- Respect for community and tolerance of others
- Environmental issues and community beautification

To be considered for the Youth Grants Program, projects must be youth-led and involve Putnam County youth in the implementation of the project.

### **GRANT PROHIBITIONS:**

In general, grants from the Youth Grants Program will not be awarded for the following:

- Individuals
- Ongoing operational expenses, i.e. salaries, rent, and utilities
- Projects that do not serve Putnam County citizens
- Projects normally fully funded by units of government, including schools
- Religious activities or programs that appear to serve one denomination and not the community at large.
- Political organizations or campaigns
- National and state-wide fund raising projects
- Projects that could be considered discriminatory
- Projects operated by for-profit companies
- Projects requesting retroactive funding
- Projects not led by youth.

### **IMPORTANT DATES:**

Based upon funding availability and granting priorities, the Youth Grants Committee of the Community Foundation may engage in multiple grant award cycles each year. Grant applications can be taken at any time, but are due on the 15th day of each month at 5:00 p.m. to be considered in the grant pool. Grant applicants will present their project to the Youth Philanthropy Committee and be interviewed on the first Wednesday of the month in which their grant application is being considered. If awarded a grant, grant checks will typically be distributed by the first of the following month. A progress report is due 6 months after the grant is given and a final report is due upon project completion or one year after project completion, whichever is sooner. **Please note: If dates identified above fall on a holiday or a weekend, the next business day is the due date.**

### **REPORTING REQUIREMENTS:**

A final report is due at the time of project completion. Unless other arrangements are made, it is expected that projects will be completed within one year of the grant award. **After a full six months**, progress reports are due in the Community Foundation office. Community Foundation report forms are required to be used and will be provided. They may be obtained online at [www.pcfoundation.org](http://www.pcfoundation.org).

### **SPONSORING ORGANIZATIONS:**

Please note that the sponsoring organization is ultimately responsible for the grant funds and for ensuring the project is successfully implemented as stated in this application and per the grant agreement. If awarded a grant, the sponsoring organization will receive the grant check, sign the grant agreement, and be charged with working with the youth and adult leaders to complete progress and final reports on time. Failure to submit timely or accurate reports, or any misuse of grant funds, will

negatively affect the sponsoring organization's ability to receive future grants from the Community Foundation.

**PUTNAM COUNTY COMMUNITY FOUNDATION**

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**PUTNAM COUNTY COMMUNITY FOUNDATION**  
**YOUTH GRANTS PROGRAM**  
*Grant Application*  
*(Please Print)*

Name of Group: \_\_\_\_\_ Project Title: \_\_\_\_\_

Name of Putnam County Sponsoring Organization: \_\_\_\_\_  
(501(c)3 public charity, church or unit of government)

Name and Title of Leader of Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Website address: \_\_\_\_\_

Sponsoring Organization Federal Employer Identification Number: \_\_\_\_\_

Name of youth project leader: _____	
Address: _____	City, State, Zip: _____
Telephone: _____	E-Mail Address: _____
Name of adult project leader: _____	
Address: _____	City, State, Zip: _____
Telephone: _____	E-Mail Address: _____

The undersigned representatives of the project and sponsoring organization hereby attest to the fact that this project proposal was initiated and prepared by youth, and that the project will be planned and carried out by youth. Furthermore, the contents of this application are true and accurate to best of my knowledge.

Signature of Youth Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Adult Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Signature for Sponsoring Organization: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>FOR OFFICE USE ONLY.</u></b>		
Organization is:		
<input type="checkbox"/> 501(c)(3) non-profit	<input type="checkbox"/> Unit of government	<input type="checkbox"/> Church
<input type="checkbox"/> Unincorporated organization	<input type="checkbox"/> Other: _____	

## 1. The Project Plan

What is your project idea? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where will your project take place? (City/town) \_\_\_\_\_

When will your project begin and end? \_\_\_\_\_

Will you need additional advice or assistance to help complete this project?  Yes  No

If so, what kind, and from whom? \_\_\_\_\_

\_\_\_\_\_

Will you need permission forms or insurance coverage for this project?  Yes  No

If so, please explain. \_\_\_\_\_

\_\_\_\_\_

## 2. Helping the Community

How will your project help the community? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did your group determine that this is an important community need? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What area(s) does your project positively affect?

- Increasing literacy and educational attainment for youth
- Extra-curricular activities for youth
- Teen crisis issues (i.e. drug/alcohol abuse, suicide, pregnancy, etc.)
- Health and wellness
- Respect for community and tolerance of others
- Environmental issues and community beautification
- Other. Identify: \_\_\_\_\_

Approximately how many people will be impacted by this project? \_\_\_\_\_

### 3. Youth Leadership

Name of youth writing this proposal: \_\_\_\_\_

How have youth been involved in planning the project? \_\_\_\_\_

\_\_\_\_\_

Which school(s) do the youth involved in the project represent? \_\_\_\_\_

\_\_\_\_\_

How will youth be involved in implementing the project? \_\_\_\_\_

\_\_\_\_\_

### 4. Learning Through Service

What will your group learn about your community from the project? \_\_\_\_\_

\_\_\_\_\_

What evaluation activities will the group use during the project to track progress? \_\_\_\_\_

\_\_\_\_\_

Will your group give a presentation to others in the community about your project? Yes No

If yes, describe: \_\_\_\_\_

### 5. Wrap-Up

How will your group measure your success and show results during the project and when the project is completed? \_\_\_\_\_

\_\_\_\_\_

How will the group celebrate a job well done? \_\_\_\_\_

\_\_\_\_\_

How will the group handle any failures? \_\_\_\_\_

\_\_\_\_\_

