

Youth As Resources is a program of Family Centered Services

# YOUTH AS RESOURCES



## Funding Guidelines

*"Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities."*

-Learn and Serve America

### SPONSORS:

Wells County Foundation  
United Way of Wells County  
Wells County Youth Services Bureau

### APPLY TODAY!

Youth As Resources  
Family Centered Services  
1515 N. Sutton Circle Drive  
Bluffton, IN 46714  
(260) 824-8574  
Wells YAR@yahoo.com



## What is YAR?

The Youth As Resources mission is to inspire and instill excellence in youth through the provision of grants, written and approved by youth, for the purpose of community improvement.

## Who can ap-

YAR serves to promote youth philanthropy in the community. Any organized group of youth between the ages of 5-19 with an adult mentor may submit a Project Funding Request for any amount up to \$500. The youth involved in the project are responsible for assessing the community need, developing a project plan, presenting the project to the YAR board, implementing the project, evaluating the services they project and celebrating their success. The process is appropriate and adaptable for all ages of youth!

## What are the

**A YAR project must meet all of the following criteria:**

- 1) The project must be YOUTH-LED**  
from brainstorming project ideas to implementation of the project
- 2) The project must MEET A NEED** in the community  
only projects that benefit Wells County or Wells County residents will be considered
- 3) The project must have a SOUND BUDGET**  
should include any donations of time or material to extend the outreach of the grant

## How to apply?

- ◆ All Project Funding Requests must be completed neatly and in its entirety and submitted by the deadline to the address on the title page.
- ◆ The youth are expected to present a summary of the project and answer any questions the YAR board may have regarding the proposal during a grant screening session.
- ◆ If funded, the project must be carried out as presented; any unused funds after the project is complete must be returned to the YAR funding pool.
- ◆ After the project is complete, both the youth participants and adult mentor must complete a follow up report to be turned in within a reasonable period of time after completion of the project.
- ◆ If not funded, use the suggestions and recommendations from the YAR board and come back and try again!

Everyone who participates in a YAR funded project comes away from the experience empowered by their ability to effect change and improve the lives of others. Youth practice and perfect skills such as leadership, planning, teamwork and other life skills while the community benefits by utilizing these untapped resources in youth!

## Why should I



## GENERAL INFORMATION

Youth As Resources is a funding organization that awards monies to youth organizations to carry out youth-led community service projects. Any youth, along with one or more supporting adults, wanting to make a difference in the community are invited to apply.

- STEP 1:** Brainstorm about community problems or needs
- STEP 2:** Identify a need in the community
- STEP 3:** Design a community service project to address that need
- STEP 4:** Complete the YAR Project Funding Request
- STEP 5:** Submit by the deadline to be considered for either the spring (April) or fall (October) funding cycles
- STEP 6:** Give a brief presentation about the project and answer any questions the YAR board may have about the project
- STEP 7:** If approved, complete the community service project as designed
- STEP 8:** Document the implementation, evaluate the benefits and celebrate the success of the project
- STEP 9:** If not approved, you may make any suggested changes from the YAR board and come back to try again
- STEP 10:** Repeat STEP 1 - STEP 8 as often as you wish! If you have a good project, YAR would like to fund it!

## BRAINSTORM PROJECT IDEAS

Write every idea on chart paper or wipe off board; every idea has value!

- Define critical needs in the community
- Identify potential solutions to the needs
- Consider costs of each solutions to ensure the project is attainable
- Discuss the ideas and cross off the ones that may impossible to do
- Pick 3-5 projects that are both good for the community and can realistically be accomplished by the group
- Take a vote to determine the group's favorite!

Remember, the project must be youth-led throughout the process . . . from beginning to end!

Your project may qualify for funding up to \$500! Follow these guidelines as you finalized your project idea:

YAR funds MAY be used for the following	YAR funds MAY NOT be used for the following
Direct Operation of the service (essential items, supplies, materials, food)	Overhead Costs, Ongoing Program Costs
Transportation to and from activities (bus tokens, mileage, parking)	Capital Items (furniture, building, computers) items that will be used for other purposes after completion of project
Recognition of project participants (t-shirts, pizza, ice cream) these costs cannot exceed 15% of the award	Salaries, Wages or Stipends for participants
	Direct Donations to any person, group or other organization
	If faith based, funding cannot go towards proselytizing

**TIP:** Use constant pricing for materials and services needed for your project. Avoid submitting pricing from recent sales; the sale price may not be available at the time you begin the project. If the sale price is extended for your project, ask for written confirma-



## WRITING A SUCCESSFUL PROJECT FUNDING REQUEST

Imagine you are describing this project to someone that has no knowledge about your project or your community. You are the storyteller; tell your story using the Project Funding Request.

**CLEARLY** explain the purpose for the project: Why are you proposing this project? What is the community issue, concern or topic? Who is it intended for? How did you come up with this need? Do you have any statistics to support the need?

**INVOLVE** the recipients of the project to ensure the service is appropriate and needed: Does the need still exist? What is specifically needed? Is this the only option to meet the need? If not, how can the project be changed to best meet the need?

**DEVELOP** a creative solution to the community need. Brainstorm the project with other youth and adult advisors. Look to make lasting changes and to make the community a better place. Utilize input from the community, from funders and professionals.

**PROVIDE** a variety of roles for all youth involved in the project. Youth must be involved in brainstorming the idea, creating the plan, making the decisions, presenting the plan, and implementing the project together with adults as mentors and advisors.

**FORM** a timeline for which the entire process will take place. This will vary depending upon the type of project. Is there obstacles that dictate the timeline including weather, holidays, or other obligations to consider when planning the project's timeline?

**CREATE** a detailed and realistic budget listing all expenses involved in the project. What is the cost of all supplies and/or services needed? What supplies or services can be donated? What is the value of any donations? What is needed from YAR?

**BE** a good steward of finances; seek donations of food, products or services and check around for the lowest prices. With assistance, you will have a more cost effective project, achieving the most benefit with the fewest dollars.

**COMPOSE** a readable and concise document. Be consistent and factual when detailing the plan throughout the Project Funding Request. Is the document legible? Do the answers make sense? Is the information consistent throughout the document?

**SHOW** detail, detail, detail throughout the Project Funding Request. This is your project and you are the expert! What is the need? What is your step by step solution? How exactly will this help the community? What do you hope to learn?

**NETWORK** within the community. Let others know the good work being done by youth for the community while increasing public awareness and potential support for your cause! You are making lasting connections and relationships in the community!

**REFLECT** on the project throughout the process. You will gain insight on the impact you are making in the community and see the progression as you make the community a better place.

**MAIL** completed Project Funding Request to Family Centered Services prior to the deadline for review. Remember to keep a copy for your records!

## TURNING IN YOUR PROJECT FUNDING REQUEST

- ⇒ Please read all guidelines carefully before beginning. Discuss any questions or concerns about your project and the application process with the YAR Coordinator before submitting the Project Funding Request.
- ⇒ You may submit a preliminary Project Funding Request prior to the deadline for review. If there are weaknesses or concerns about the project or documentation, you may make any changes and re-submit prior to the deadline.
- ⇒ All questions on the Project Funding Request must be answered completely. Be sure to include any additional documentation that is pertinent to the project.
- ⇒ The Project Funding Request is intended to be filled out in an age appropriate manner. The board is aware that the Project Funding Request will reflect the ages of the youth completing the document.
- ⇒ You may fax or e-mail your application to meet deadlines; however please also mail a hard copy with original signatures to be kept on file.
- ⇒ Submission of a proposal that meets all requirements does not guarantee funding.



## TIPS FOR AN EFFECTIVE GRANT SCREENING PRESENTATION

Youth and adult members of the YAR board will talk individually with each group that submits an eligible community service project proposal. Screenings will typically occur on the 2nd Thursday of April and October; date, time and location will be provided in writing upon receipt of a complete Project Funding Request.

### **Make A Good Impression**

Get started on the right foot. Make sure your group:

- Arrives early; be ready when your turn comes
- Introduces yourself and tells about your group
- Maintains eye contact; smile :)
- Speaks with conviction; shows your passion for the project
- Shakes hands with board members

### **Briefly Describe Your Project**

Give a short summary describing your project. Include:

- *Who* initiated and will complete the project
- *Why* is this need important
- *Where* the project will take place
- *What* the group hopes to learn
- *How* the community and youth will benefit

### **Tips For A Smooth Presentation**

This is your chance to tell the YAR board what you know. Use your time wisely:

- Know your material; you will be more convincing if you can speak freely on the project
- Bring a copy of the Request for Proposal and use 3x5 cards to outline or highlight statistics if needed
- Prepare for the time allotted; practice what you want to say, you'll be less likely to run out of time or go too fast
- Use visuals; posters, photographs, handouts or samples will help illustrate your project
- Allow time for questions from the board; they are interested in your project and will have questions!

### **Practice, Practice, Practice**

The more you practice, the more comfortable you will be. You can:

- Practice before a mirror
- Practice before a friend
- Practice before a group
- Add humor (if appropriate) to break the ice
- Relax and enjoy the experience . . . You'll do great!

*Remember you are the expert on your project! No one knows your project better than you!*



## RECEIVING THE GRANT AND CARRYING OUT YOUR PROJECT

You will be notified by mail if you either **HAVE** or **HAVE NOT** been awarded your funding request through Youth As Resources.

**TRY, TRY Again!** If you **have not** been awarded funding for your project, you may resubmit the Request for Funding Proposal with any recommended changes. If the project is not salvageable (ie doesn't serve a need in Wells County), you may try again with a new project! Good Luck!!

**CONGRATULATIONS!** If you **have** been awarded funding for your project, you will be awarded a "big check" and a "real check" at a time that is convenient for your group. You may schedule this upon receipt of your funding letter. The adult project leader and youth project leader are needed at that time to sign the project contract. Any follow up paperwork will also be distributed. Youth As Resources will take a photo of the check presentation and submit it to the Bluffton News Banner for publication. Good Job!!

Now that you have the money and are ready to carry out your project . . .

### REMEMBER TO:

- ◆ Carry out the project as designed
- ◆ Keep all receipts to turn in at the completion of the project
- ◆ Use the timeframe presented to stay on track
- ◆ Notify YAR if there will be changes in the scope of the project
- ◆ Celebrate your success . . . Pizza party? Movies? Ice Cream Sundaes?

## FOLLOW UP INFORMATION

Sit back and relax! But, before you do . . .

Complete the following:

- 1) **Adult Project Leader Report w/ copies of receipts**
- 2) **Demographic Data**
- 3) **Youth Project Report**

This follow up process helps your group to look back and reflect on a job well done! Now . . . You can relax!!

**NOTE:** Please turn in the follow up information within 30 days of completing your project.

## CONTACT INFORMATION

Youth As Resources, a program of Family Centered Services/Wells County Youth Services Bureau, seeks to empower and engage youth as partners with adults in creating positive community change and development. We are available to answer your questions about YAR or other programs offered through FCS.

**YOUTH AS RESOURCES OF WELLS COUNTY**

**1515 N. SUTTON CIRCLE DRIVE**

**BLUFFTON, IN 46714**

**260-824-8574**

**WELLSYAR@YAHOO.COM**

*Thank you for your dedication to making Wells County a better place.*

*We hope to see you!*



## CHECKLIST

YOUTH AS RESOURCES CRITERIA		✓
PROJECT IS YOUTH-LED		
MEETS A COMMUNITY NEED		
SOUND BUDGET		
DON'T FORGET		✓
REQUEST FOR FUNDING - COMPLETE		
REQUEST FOR FUNDING - SIGNED		
INCLUDE ANY SUPPORTING DOCUMENTATION		
INCLUDE PLANS TO CELEBRATE YOUR SUCCESS		
SUBMIT BEFORE DEADLINE TO BE ELIGIBLE		
FOLLOW UP		✓
ADULT PROJECT LEADER REPORT		
DEMOGRAPHICS REPORT		
YOUTH PROJECT REPORT		
COPIES OF RECEIPTS FOR THE PROJECT		