



## 2019 Grassroots Grant Program Guidelines for Grant Application

**APPLICATION DEADLINE:** January 24, 2019 by 5 p.m.  
**FUNDING CYCLE:** May 22, 2019 – February 21, 2020

### **Technical Assistance Meeting**

A technical assistance session will be held on **Wednesday, January 9<sup>th</sup>, 2019 (4-5 PM) in the Phoenix Building, 101 East Vine Street, Lexington, KY 40507**, for those who have questions about the funding process and filling out the application.

### **Eligibility Requirements**

Partners for Youth's Grassroots Grant Program awards money to programs in Fayette County that provide positive youth programming opportunities for young people. This program is designed to assist small, hands-on grassroots programs, and is not a source for large grants. When considering whether a program is grassroots, the reviewers will look at the program (not the sponsoring agency) to see if it is an outreach effort, serving an underserved population. The Grassroots Grants are not meant to be for long-term support.

**Effective 2019-2020: Programs will be eligible for up to five years of funding, total.**

Partners for Youth will only accept **ONE proposal per organization**.

If you have received support through Partners for Youth in the past, all of your Progress & Financial Reports must be submitted in order to qualify for this year's funds. ***If reports are not submitted on time or without supporting financial documentation, you will not be eligible to apply.***

**Note: Local and State government programs will not be considered for funding.**

### **Completing the Application**

Applications can be downloaded at [www.partners4youth.org](http://www.partners4youth.org). ***Please type your proposal.*** If you do not have access to a computer, you can use one free-of-charge at the Lexington Public Library (859) 231-5500.

Partners for Youth promotes the America's Five Promises framework: caring adults, safe places, a healthy start, effective education, and opportunities to help others. We support quality programs that increase opportunities for: positive use of time, positive self-expression, and youth participation in civic engagement activities. We expect funded programs to provide the opportunities and relationships that will help young people develop skills, values, and self-perceptions they need for successful adulthood.

### **Attachments**

If using another organization's site for the program, you must attach a letter of commitment from the organization. **Do not attach any other pages** – such as lists of board members, letters of recommendations, or anything else. These will not be reviewed.

### **Mandatory Program Interview**

In addition to a written application, eligible applicants are required to meet briefly with members of a Partners for Youth Grassroots Allocation Review Committee to discuss the proposal. This meeting will be in late February or early March. In February, eligible programs will be notified of the time and place for the interview. **Failure to show up to your scheduled interview will result in elimination from our 2019 Partners for Youth funding.**

## **Grant Selection**

Selection will be determined by the Grant Review Committee, the Grassroots Committee and the Partners for Youth Board of Directors. Members of Individual Grant Review Committees will review and score a percentage of grant applications, as well as, score the interviews of those applications they have previously reviewed. The Average Committee scores will be given to the Grassroots Committee to determine funding priorities for consideration by the Partners for Youth Board of Directors. There is no guarantee that a program will be recommended for or receive funding, regardless of qualifying score or recommendation by the Committee.

**Note:** A specific program cannot be awarded grant funds with BOTH Partners for Youth and LFUCG Social Services ESR funds for the same program.

## **Available funding**

Grants typically range from \$750 - \$3,000.

Items that may be considered for reimbursement include, but are not limited to:

- program supplies (i.e. art supplies, teaching materials, books, etc.),
- meals/snacks for youth participants,
- transportation,
- rental equipment,
- and other necessary expenses as approved by the Grant Review Committee.

**Note:** Using PFY funding to purchase permanent equipment is discouraged. Any exceptions must be reviewed and approved by the PFY Grassroots Committee.

## **Bonus Points (each worth 2.5 points; eligible for maximum of 5 points)**

- Programs who attend the Technical Assistance Training on January 9th, 2019.
- Programs that take place during “out of school time” (i.e. summer, weekend and after school programs),
- NEW programs (i.e. those organizations who have not received funding in the past).

## **Nondiscrimination Policies**

A program selected for support through Partners for Youth must agree that the resources provided will be made available to all applicants meeting the participation guidelines set out in the recipient’s application for funding, without respect to their race, sex, religion, color, national origin, disability, sexual orientation or gender identity. A program selected for support through Partners for Youth must agree that it will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of these services.

## **DEADLINE**

**Applications must be mailed or hand delivered to Briana Persley by 5:00 PM on Thursday, January 24, 2019 at:**

***Briana Persley  
Partners for Youth  
162 East Main Street, Suite 210  
Lexington, KY 40507***

You will receive a confirmation, via email, once it has been received. If you need assistance while filling out your application, please call (859) 280-8003.



## 2019 Grassroots Grants Application

**Deadline: 5:00 p.m. January 24, 2019 (Thursday)**

*Applications must be mailed or hand delivered to Briana Persley at Partners for Youth, 162 East Main Street, Suite 210, Lexington, KY 40507. Please see "Guidelines for Grant Application" for eligibility and application requirements.*

### CONTACT INFORMATION

Name of Program: \_\_\_\_\_

Agency/Organization (If applicable): \_\_\_\_\_

Address (Include zip code): \_\_\_\_\_

\_\_\_\_\_

Program Leader Contact Person(s): \_\_\_\_\_

Phone: (Work) \_\_\_\_\_

(Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Facebook page (if applicable): \_\_\_\_\_

Amount of funding requested: \$ \_\_\_\_\_

# Directions for Completing Application

*Please keep all answers to 250 words or less.*

*\*\*Only the words that appear when printed will be reviewed by the committee\*\**

## I. Program Design (30 points)

### 1. Program Description:

- a. In 250 words or less, describe the program in detail including services the program will provide, how often the program will meet, program goals, objectives, etc.

- b. Time frame for Program (check all that apply): *\*based on Fayette County Public School calendar*

Summer

Fall Semester

Winter Break and/or January

- c. Program Location(s):

### 2. Program Fees:

- a. Will a fee be charged?      Yes      No

b. If applicable, how much is the fee? \_\_\_\_\_

c. If applicable, how will the fee be utilized by the program?

**3. Youth Being Served:**

- a. How many youth, approximately, will be served during the funding period? \_\_\_\_\_
- b. Describe how your program will serve an under-served/at-risk youth population.

**4. Youth Involvement:** Describe how youth will be involved in making decisions about the program and how your program will make a difference in their lives?

**II. Target Population (20 points)**

**1. Target Population:**

Neighborhood-based program. Which one(s) \_\_\_\_\_

School-based program. Which one(s)? \_\_\_\_\_

Community-wide program \_\_\_\_\_

Other \_\_\_\_\_

**2. Recruitment Plan:** Explain how your program will recruit a vulnerable population of youth participants.

### III. BACKGROUND INFORMATION (5 points)

1. Give a brief description of the sponsoring group/organization. Include in the description, the length of time the group/agency/organization has been in existence in Lexington?

2. Duplication of Services:

- a. What other agencies in Fayette County provide the same or similar services?

- b. How does your group/agency/organization collaborate with others who provide the same or similar services?

- c. How is your proposed program unique?

3. What other agencies/organizations are committed to working with the program?

4. Is the proposed program a continuation of an existing program?  
a. If yes, please provide evidence of past success?

5. Has your program received funds from Partners for Youth in the past?  
a. If yes, please list the years and amounts of funding received.

b. Please describe how your program would change if you do not receive funding from Partners for Youth or if you received less money than what was requested.

#### **IV. Program Evaluation & Outcomes (15 points)**

*It is essential that each program include a plan for evaluating the program's effectiveness. Evaluation is more than simply saying the program is successful because young people keep coming back. **Examples of ways to evaluate your program are, pre/post program surveys, focus groups, and classroom academic and/or behavioral achievement.** For our purposes, we do not expect you to develop an expensive evaluation tool, but we do want you to approach the subject by identifying how you are evaluating your program and explain what changes have occurred as a result of youth participating in your program (i.e. new skills learned, knowledge in a specific area gained, decrease if behavioral problems, etc.).*

1. What are your program goals?

2. What are the specific objectives/desired outcomes of your program?

3. What activities will enable you to reach your outcomes?

4. What data will you collect to evaluate the effectiveness of your program in achieving the desired objectives/outcomes?

5. What meaningful difference will the program make in the lives of the youth you are serving?



## **AMERICA'S PROMISES (1 point each)**

Children and youth need a variety of resources in order to thrive. America's Promise calls these the Five Promises. Lexington is a "City of Promise" and PFY is an "Organization of Promise". For the promises that apply to your program, please give a brief description on how your children will receive these resources.

### **Caring Adults:**

Definition: *Every child and youth needs and deserves support and guidance from caring adults in their families, schools, and communities, including ongoing, secure relationships with parents and other family adults, as well as multiple and consistent formal and informal positive relationships with teachers, mentors, coaches, youth volunteers, and neighbors.*

### **Safe Places:**

Definition: *Every child and youth needs and deserves to be physically and emotionally safe everywhere they are – from the actual places of families, schools, neighborhoods and communities to the virtual places of media – and to have an appropriate balance of structured, supervised activities and unstructured, unscheduled time.*

### **A Healthy Start:**

Definition: *Every child and youth needs and deserves the healthy bodies, healthy minds, and healthful habits and choices resulting from regular well-child/youth health care and needed treatment, good nutrition and exercise, comprehensive health knowledge and skills, and role models of physical and psychological health.*

**Effective Education:**

Definition: *Every child and youth needs and deserves the intellectual development, motivation, and personal, social, emotional, and cultural skills needed for successful work and lifelong learning in a diverse nation, as a result of having quality learning environments, challenging expectations, and consistent formal and informal guidance and mentoring.*

**Opportunities to Help Others:**

Definition: *Every child and youth needs and deserves the chance to make a difference –in their families, schools, communities, nation and world – through having models of caring behavior, awareness of the needs of others, a sense of personal responsibility to contribute to larger society, and opportunities for volunteering, leadership and service.*

## **PROGRAM BUDGET FORM (20 points)**

*(Please note: This sheet must be completed. It is used as a reference during the committee interviews.)*

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**Requesting Organization/ Program**

<b>Item</b>	<b>Description</b>	<b>Resources/Funds Committed/Requested from an Outside Funding Agency</b>	<b>Resources/Funds Requested from Partners for Youth</b>
<b>Space</b>			
<b>Equipment/ Rental Equipment</b>			
<b>Supplies</b>			
<b>Transportation</b>			
<b>Volunteers</b>			
<b>Food</b>			
<b>Other</b>			
<b>TOTAL FUNDS COMMITTED/ REQUESTED</b>	N/A		

Total budget for program: \$ \_\_\_\_\_ Total amount requested from PFY: \$ \_\_\_\_\_

Estimate the cost of the program per young person served: \$ \_\_\_\_\_

*(Total amount requested from PFY divided by total number of participants to be served.)*