

CLEVELAND TEENS FOR CHANGE

2010 – 2011

Youth Philanthropy Board

GET MONEY FOR YOUR YOUTH-LED PROJECT

See inside for details on how to apply!



APPLICATIONS DUE: January 14, 2011

Created with support by Leading To Change, Inc (www.leadingtochange.com)
as part of the North Carolina Youth Giving Network (www.NCyouthgiving.org)
exclusively for the Cleveland County Teens for Change.

HOW TO APPLY FOR THE \$

1. Read this application carefully, especially the guidelines for funding on page 3.
2. Use this application to answer five questions and prepare a budget.
3. If you have any questions, please contact Laura Mitchell at Communities in Schools of Cleveland County at 704-480-5570, or via email at cismentoring@carolina.rr.com
4. Turn the application in by 4:00PM on January 14, 2011. If you are mailing it, please send it early enough to get to us by this day.

Please mail to the following address:

*Communities In Schools of Cleveland County – ATTN: Laura Mitchell
215 South Washington Street, Suite 104
Shelby, NC 28150*

You can also hand deliver it to us at Communities In Schools of Cleveland County. Remember to turn the application in by 4pm on 1/14/11!

5. You may be asked to give a 5-minute presentation on your project to the Cleveland Teens for Change. We will contact you after submission of the proposal for the presentation time and date.
6. Wait until the end of February while the Cleveland Teens For Change reads all the proposals and decides which groups will receive the money.
7. Note: If your project is approved, your group will also be required to (a) keep a scrapbook or video journal of your progress, and (b) attend a grantee celebration event on April 5, 2011.

GUIDELINE FOR FUNDING

BASIC Requirements

- Your project must have a positive impact (on youth) in Cleveland County. Extra consideration will be given to projects that focus on Teen Pregnancy, Violence, Drugs, and Family Situations.
- Youth project must be completed by June 30, 2011.
- Your project must be planned by youth & carried out by youth, or a youth-serving organization whose proposal is written by youth. We define youth as middle school and high school students
- Each group must have an adult ally and a sponsoring organization. This sponsor organization can be a community group or school.
- You can ask for a minimum of \$100.00, maximum that will be funded out to all chosen projects will be \$1000.00 from the CTFC.
- You have done research to find out whether or not your project is needed in the community.
- The youth planning the project is gaining skills and knowledge in the process.
- Youth in the community gain important skills and experiences because of your project.
- Your project is beneficial, creative, and realistic.

What We CAN Pay For

- Materials, supplies, or equipment that will help your project have a positive youth impact.
- We will also consider the following items: postage, printing, copying or design costs.

What We WON'T Pay For

- Projects proposals written by adults
- Projects that take place outside of Cleveland County
- Projects that are just designed to raise money for your group or another group
- Salaries or stipends paid to individuals
- Overhead that the sponsoring organization incurs
- Anything that is not going to be directly used for the project
- Any alcohol, tobacco, or drug products or promotions

Frequently asked questions

Q: HOW LONG DOES IT TAKE US TO GET THE MONEY?

A: We let you know if you will receive the grant by late February, and if approved, your group will receive its check in early March.

Q: CAN WE PAY OURSELVES TO DO THE WORK?

A: We will not pay any of the youth or adult members of the group for the work that they are going to do. However, we will pay for training or other services (like graphic design, security, etc.) that are essential to the success of the project.

Q: WHERE DOES THE MONEY COME FROM?

A: The money comes from individual donors through the Cleveland County Communities In Schools.

Q: CAN I APPLY FOR FUNDS AS AN INDIVIDUAL?

A: We want to give money to young people who have already come together as a group. If you are an individual who has a great idea for a project, we can help you identify groups of youth who might be willing to work with you to apply for funds and carry out the project.

Q: WHAT IF OUR GROUP DOESN'T HAVE AN ORGANIZATION OR SCHOOL SPONSOR?

A: We need you to have an organization or school sponsor. They will be the ones that receive the check if you get funded, and they'll help you carry out your project. If you can't find a sponsor, contact us so that we can try to help connect you with a possible sponsor. Applications will only be considered if the projects that are being proposed are inclusive/ open to all members of the public, meet the greater good of the community, and are not solely for program/school/church outreach.

Q: WHAT ARE OUR CHANCES OF GETTING THE MONEY?

A: There is no guarantee that if you apply you will get the money. But, if your project idea meets the project guidelines, you have a very good chance.

Sample of A Project Proposal

Doin' Better on the SAT

We are members of SAT Crew, a group of 8 teens from Shelby. We are writing to ask you to support our project, "DOIN' BETTER ON THE SAT." We want \$900 from the CTFC to help youth improve their SAT scores.

1. Who are you? We are teens, ages 16-18, who live in Shelby. We have been living in this community for years. We came together to help each other improve our SAT scores. All of us have taken many practice tests and know the test really well.

2. What do you want to do? OUR GOAL is to help youth in our community raise their SAT scores without having to break the bank to do so. OUR PROJECT ACTIVITY is to offer a SAT prep course for 25 youth who live in our County. This course will be 4 sessions long, with each session lasting about 2 hours. Experienced youth test-takers plus a professional adult SAT trainer will teach these sessions. We will also make available 3 extra help periods. These will take place one week after the last session is over. We will hold the course at the local library, in February and March. Because of our course, youth who participate will get a better score, which will help them get into college and get more scholarship money.

3. How will you make this project happen? Here are our steps. The first thing we will do is securing the location for these workshops. We are going to get training from an SAT expert to help us prepare for this. So that lots of youth know about this project, we are going to do presentations to the high schools, and contact guidance counselors so they can direct their students to our workshops.

4. How will you know if your project is a success? Our project will be a success if at least 50% of youth who take our course raise their scores 50 points. We will do a survey of all youth who came to the course to figure this out.

SAMPLE BUDGET

NAME OF GROUP: DOIN' BETTER ON THE SAT

<i>WHAT YOU NEED</i>	<i>ESTIMATE OF HOW MUCH IT WILL COST</i>	<i>AMOUNT YOU ARE REQUESTING FROM OTHER PLACES AND THE NAMES OF THESE PLACES</i>	<i>AMOUNT YOU WANT FROM THE BOARD</i>
30 SAT prep books	\$600 (\$20 per book)	None	\$600
3 pads of flip chart paper	\$60 (\$20 per pad)	None	\$60
Markers and pens	\$20	None	\$20
Snacks for trainings	\$200 (2\$ per person, at 25 people, for 4 sessions)	None	\$200
Training services of Pro SAT instructor	\$1000	Pro SAT instructor will donate all his time—worth \$1000	\$0
400 copies for flyers	\$40 (400 copies at 10 cents a copy)	Kinko's will give us 1/2 price on copies (we save \$20)	\$20
TOTAL	\$1,920		\$900

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GENERAL INFO

1. Name of youth directed group: _____
2. Name of project idea: _____
3. Amount of money you are requesting from us: \$ _____
4. One or two sentence description about what you want to do: _____

5. Lead Youth Contact Information:
Name: _____
Email: _____
Phone: _____
Address: _____

Lead Youth Signature: _____
6. Contact information for your project's adult advisor (teacher, etc.):
Name: _____
Organization: _____
Email: _____
Phone: _____
Address: _____
Advisor Signature: _____
7. Non-Profit Organization or School Sponsor:
Name of Organizations or School: _____
Address: _____
8. Which person above should we correspond with? Adult Advisor Youth Contact
9. Using a separate piece of paper, please list the names, addresses, zip codes, e-mail, phone numbers, and signatures of all the youth involved in writing this application.

A FEW WRITTEN QUESTIONS

In three pages or less, please answer the 5 questions listed below. PLEASE TYPE YOUR RESPONSES TO THESE QUESTIONS! If you have questions or need additional assistance, please contact Laura Mitchell at Communities In Schools of Cleveland County at 704-480-5570 or via email at cismentoring@carolina.rr.com

PLEASE ANSWER THE FOLLOWING QUESTIONS!

1. **Who are you?** We want to know more about your group. Tell us your focus, how long you have been around, and some of the experience and strengths you bring to this project.
2. **What do you want to do?**
 - a. We want to know your goals for the project and the actual activities or actions you will do to help achieve these goals.
 - b. Tell us who will benefit from the project, how many people will benefit, and how they are going to benefit.
 - c. Tell us when and where the activities or actions are happening.
3. **How will you make this project happen?** Tell us the steps you are going to take to accomplish your major activities or actions. Tell us who you are working with and how you are working with them.
4. **How will you know if your project is a success?** Tell us what you will do to find out if your project made a positive change for youth in your community.
5. **How much will things cost?** Use the budget form on page 10 to tell us the things you need to buy, how much they cost, what you want us to pay for, and who else is helping you pay for the project.

BUDGET WORKSHEET

NAME OF GROUP: _____

WHAT MATERIALS OR ITEMS YOU NEED (please be specific)	ESTIMATE OF HOW MUCH IT WILL COST	AMOUNT YOU ARE REQUESTING FROM OTHER PLACES AND THE NAMES OF THESE PLACES	AMOUNT YOU WANT FROM THE BOARD

BUDGET TOTALS

Total Cost of Project		Total Amount Requested from CTFC	
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CHECK LIST & GRANT SCHEDULE

DID YOU...

- Complete the **general info page** on page 7?
- Attach a **separate page with the names**, addresses, zip codes, e-mail addresses, phone numbers, and signatures of all youth involving in completing this application?
- Make sure your project idea **fits the guidelines** that are described on page 3?
- Prepare a **1-3 page response** to the five questions listed on page 8?
- Fill out the **budget worksheet** on page 9?

IMPORTANT DATES TO REMEMBER

January 14, 2011: Deadline for submitting an application (4pm if delivering in person 215 South Washington Street, Suite 104)

Late February 2011: Notification of which projects will be funded.

March 15, 2011: Written summary of project (including photos, video, scrapbook, etc.) submitted to CTFC

April 5, 2011: Closing celebration and reflection for all Grantees.