



MANCHESTER YOUTH COMMISSION MINI GRANT PROGRAM

September, 2016

Dear Community Group/Organization,

The Manchester Youth Commission's Philanthropy Committee is requesting proposals for Mini Grants of up to \$1,000 per application to Manchester community groups which are either led by, or intended to benefit, youth in Manchester. Qualifying candidates must plan to facilitate a project or program which fulfills one of three categories: Out of School Time/After School Initiatives, Service Learning Initiatives, and Arts and Culture Initiatives. Grant money may not be used for religious instruction or materials, capital expenses, or donations to other organizations.

Applications for the Manchester Youth Commission Mini Grant Program are available on-line at www.manchesterct.gov and must be completed and received by the Manchester Youth Service Bureau, C/O MYC Mini Grant Program, 41 Center Street P.O. Box 191, Manchester CT 06045-0191, by no later than 4:00 p.m., December 2, 2016. Letters of support or recommendation are also required. Grant recipients whose proposals have been selected for funding will be notified by the second week of December. All monies awarded must be used in full by August 31, 2017. Decisions will be based on recommendations of the Manchester Youth Commission Philanthropy Committee and the availability of funds. Submitting an application does not guarantee selection. Getting funded one year does not guarantee funding another year.

For additional information, please contact the Manchester Youth Service Bureau at (860) 647-5213.

Sincerely,

Manchester Youth Commission Philanthropy Committee



**MINI GRANT APPLICATION PACKET
2016-2017**

**MANCHESTER
YOUTH COMMISSION
MINI GRANT PROGRAM**

Application Due Date: December 2, 2016



General Information

MANCHESTER YOUTH COMMISSION MISSION STATEMENT

The Manchester Youth Commission is a diverse group of youth, appointed by the Manchester Board of Directors, collaborating with local government in an effort to create open communication in the decision making process, making it possible to strengthen the community through the power of youth voice.

PURPOSE OF MANCHESTER YOUTH COMMISSION PHILANTHROPY PROGRAM

- To play a vital role in supporting initiatives for Manchester's Youth, resulting in long lasting formal partnerships with local organizations
- To empower youth commissioners to make funding decisions traditionally made by adults
- To fund initiatives which support the recommendations of the Children, Youth and Family Master Plan

Who Can Apply?

Local Manchester non-profit 501(c)(3) organization and/or government/education organizations, neighborhoods groups, religious organizations, or other appropriate organizations.

How to Apply:

Step 1: Read the entire packet before selecting a funding opportunity.

Step 2: Read project descriptions and select the project(s) that best match the interests and skills of your group.

Step 3: Complete the enclosed Grant Application.

Mail Completed Application to:

Manchester Youth Service Bureau c/o Manchester Youth Commission Philanthropy Program,
41 Center St., P.O. Box 191, Manchester, CT 06045-0191

Decisions will be based on recommendations of the Manchester Youth Commission and the availability of funds. Submitting an application does not guarantee selection.



Funding Opportunities

Funding Opportunity #1 **Education and After School Services**

Objective: To increase opportunities for OST (Out of School Time) programs that provide support services for youth in grades K through 12 who live in Manchester.

Will Fund: Enrichment programs, projects or initiatives that benefit the educational, social, emotional and/or physical well being of children

Grants up to \$1000

Funding Opportunity #2 **Service Learning Projects/Initiatives**

Objective: To combine community service with education and reflection to create an enriched learning experience resulting in youth civic engagement

Will Fund: Youth initiated service projects in the areas of Education, Health and Human Services, Public Safety or Environmental Stewardship

Grants up to \$1000

Funding Opportunity #3 **Arts and Culture Initiatives**

Objective: To increase cultural opportunities for youth in grades K-12 living in Manchester

Will Fund: Programs such as dramatic arts, visual arts, music, dance, creative writing, or cultural activities

Grants up to \$1000



Grant Selection Criteria

1. To qualify for funding:

- The grant application must be completed in its entirety and a minimum of two letters of support must be attached.
- Proposed initiative or project must be led by or for the benefit of Manchester youth.
- Initiative or project must fulfill the requirements of one of the funding opportunities stated in the application.
- Sponsoring organization must be able to establish accounting procedures to document the expenditure of funds.
- Funding must be used by August 31st.

2. Grant money **MAY** be used for the following:

- Supplies, materials, and other expenses that are directly involved with your project and are necessary to making it a success

Additionally, up to 50% of monies may be used for staff or contractual services.

3. Grant money **MAY NOT** be used for:

- Religious instruction, religious literature or materials, worship services, etc.
- Capital Expenses
- Donations to other organizations

4. If approved for funding, you must:

- Be available for an interim site visit and final interview at the completion of your program. Site visits will be scheduled based on the timeline submitted in the application unless other arrangements have been made.
- Complete a final report at the end of the program.
- Submit the completed *Final Budget Summary* at the end of the program.
- Return any unspent funds by August 31st to the Manchester Youth Commission.

If you have questions about the grant application or the eligibility of your project, please call the Youth Service Bureau at (860) 647-5213.



Grant Application

Grant Application

1. Applicant Information:

Name of Organization:

Address:

Email:

Phone:

Contact Person & Title:

What is the mission of your group?

2. Please check the funding opportunity you are applying for:

OST Initiatives Service Learning Initiatives Arts and Culture Initiatives

3. Tell us about your proposed project:

Please attach a narrative answering the following:

- a. Name of your proposed project
- b. Do young people play a role in the planning or oversight of your project? If so, please explain.
- c. Describe your proposed project. Include details of activities and who will participate.
- d. Please include a timeline of your proposed project.

4. Tell us about your proposed results:

Please attach a narrative answering the following:

- a. How will you evaluate the success of your program?
- b. Describe the population your program serves. Include the approximate age range and the number of people expected to participate.
- c. How do you plan to sustain the proposed program after this year's funding is no longer available?



Grant Application

5. Budget Summary:

Total amount requested for this grant (not to exceed \$1000):

Please list requested budget using the following format. You do not need to request funds in every category.

BUDGET ITEM CATEGORY	AMOUNT REQUESTED
Personnel/Staff	
Contractual Services	
Travel/Transportation	
Admissions/Fees	
Materials/Supplies	
Food	
Printing/Copying	
Other Costs - Provide Details	
TOTAL AMOUNT REQUESTED	

6. Budget Narrative:

Please attach a budget description for each requested item.

7. Letters of Support:

Please attach at least two (2) letters of support indicating the need for the project in your neighborhood, school or the community. These letters can be from youth or adults who are knowledgeable about your proposal.



Application Timeline

December 2, 2016	Grant proposals due
December 2016	Notification to groups/organizations being considered for funding
January 3, 2016	Public Meeting (to allow for community input)
January 17-20, 2017	Final funding decision and notification of selection to grant recipients
January 31, 2017	Distribution of grant funds to recipients
February through April	Initial site visits to grant recipients (if deemed necessary by the Grants Committee)
Prior to Aug. 31, 2017	Final site visits to recipients upon project completion
August 31, 2017	Deadline for spending funds and submitting <i>Final Budget Summary</i> and <i>Final Report</i>



Final Budget Summary

DUE BY AUGUST 31, 2017

PROJECT NAME:

TOTAL AMOUNT OF GRANT FUNDS RECEIVED _____

Please list the amount of grant funds spent in each budget item category.

BUDGET ITEM CATEGORY	AMOUNT SPENT
Personnel/Staff	
Contractual Services	
Travel/Transportation	
Admissions/Fees	
Materials/Supplies	
Food	
Printing/Copying	
Other Costs:	
TOTAL AMOUNT SPENT*	

*The information provided is accurate and I hereby understand that if the funded organization has any of unspent funds, it is required to return those funds to the Manchester Youth Service Bureau, c/o Manchester Youth Commission Philanthropy Program, 41 Center St., P.O. Box 191, Manchester, CT 06045-0191.

Signature

Date



Final Report

DUE BY AUGUST 31, 2017

DATE OF SITE VISIT:

ASSIGNED SITE VISIT COMMISSIONER:

PROJECT NAME:

PROJECT CONTACT:

TOTAL FUNDS GRANTED:

TOTAL FUNDS EXPENDED:

TOTAL PARTICIPANTS SERVED:

AGE RANGE OF PARTICIPANTS:

1. Describe the role young people had in your project.
2. Describe if and how funding helped to reach the goals of your project.
3. Describe how you were, or were not able, to complete your planned project within your proposed timeline.
4. Describe at least two highlights of your project.
5. Describe any or all collaborations you had with other local organizations regarding your project.
6. Will you offer this project again?