



## Youth Advisory Council Large Grant Application

Be sure to review grant policies and procedures before completing this application. Large YAC grants are for requests over \$500. Projects receiving funding must be completed within one year (if an ongoing project, the portion receiving the grant must be completed). Youth, with limited adult involvement, must answer the following questions in three typewritten pages or less using the outline format below.

### I. PROJECT TITLE

### II. PROJECT DESCRIPTION

1. What do you hope to accomplish with your service project?
2. Briefly describe your project.
3. Why do you want to do this project and what need does it meet?
4. Who will your project serve, how many, what age?
5. Is this an ongoing project or is there a date for completion, if so when?

### III. YOUTH INVOLVEMENT

1. How will youth be involved in the planning and completing the project?
2. List how many people will be involved in completing the project, their age and responsibilities.
3. Name other organizations that will be involved in the project.
4. Can YAC offer more than funding for the project? (Also offer youth volunteers?)

### IV. FINANCIAL INFORMATION

1. What is the total amount needed for the project and how much is being requested from YAC?
2. Outline the project budget: List funds you have raised or will raise and from where, list project expenses and be sure to include any donations of time and materials by individuals or other organizations.
3. Do you have money available from other sources and why is not being used to fund this project?

### V. EVALUATION

1. How will you know if you have accomplished your goal at the end of your project? Will you take a survey of people served?
2. If a grant is awarded, a final outcome report and pictures are required at the end of the project. You would also be required to create a display board about your project for, and send representatives to, the YAC Youth Showcase in April.

### VI. SIGNATURES

1. Provide signatures and contact information for all youth involved in writing this application.
2. Provide signature and contact information (including e-mail) for any adult supervisor.

### VII. REQUIRED ATTACHMENTS (these items must be included or the application may not be considered)

1. For Student Organizations within a School
  - a. List officers of student organization, number of members and frequency of meetings.
  - b. Provide a letter of support from Principal or Superintendent of school.
2. For Non-Profit Organizations other than Schools
  - a. Provide a copy of IRS tax exemption letter.
  - b. Attach a list of members of organization's governing board.
  - c. Include a letter of support from director of program or advisor.