



you must be the change you wish to see in the world
-Mahatma Gandhi

Youth Philanthropy Board Grant Application Instructions

REQUEST FOR PROPOSALS

DEADLINE: **Monday, November 7, 2016**

Youth Service Hawaii's Youth Philanthropy Board announces the availability of grant funds (up to \$750) to support service learning projects that:

- are proposed by school or non-profit group of students with teacher.
- address community needs such as: Homelessness, Environment, Peace, Disaster Preparedness and Elder Needs.
- Are linked to school/subject curriculum.

SELECTION CRITERIA

- **Projects are proposed by a school or non-profit group of students and a teacher of grades 1 through 12. Higher education students will be accepted if they are partnering / mentoring a group of students in grades 1 – 12.**
- **Projects will address community needs in areas such as: Homelessness, Environmental Stewardship, Peace, Disaster Preparedness and Elder Needs.**
- **Students will be directly involved in service as part of the project.**
- **Projects clearly link activities to curriculum standards and/or learning objectives.**
- **Students and teacher share their experience with educators in the community in a video showcase on April 28, 2017.**

In evaluating each application, funding decisions will be made based on the following criteria. Priority consideration will be given to programs that:

- involve youth in the design, development and implementation of the project.
- have a positive impact on a targeted group in the community.
- involve service that is connected to an identified need in the community (as a result of classroom research and learning).
- involve engaging other students in learning about and working to address the community need.
- demonstrate clear and rigorous application and integration of curriculum and / or learning standards in the service activity.
- demonstrate sustained effort and span a minimum of 9 weeks.

USE OF GRANT FUNDS

- Expenditures may include:
 - Materials and supplies to carry out service.
 - Transportation to get to service site.
 - Food for volunteers.
- Expenditures not approved:
 - Giving money to individuals (i.e. honoraria) or to a non-profit group.
 - Equipment purchases in excess of \$50

Residual funds of \$75.00 or more must be returned to Youth Service Hawaii.

HOW TO APPLY

A grant applicant must submit a cover sheet and the Youth Philanthropy Grant Application. Additionally, an informational meeting (voluntary) will be held on October 22, 2016 at The Sullivan Center at Iolani School from 8:30 am – 12:30 a.m. This meeting will provide information pertinent to completion of the application form.

DEADLINES

Completed applications and attachments are due no later than 5:00 pm, November 7, 2016. Applications should be e-mailed to debboltz@yahoo.com

Finalists must participate in an interview with the Youth Philanthropy Board on Saturday, November 12, 2016 at **(site to be determined)**.

Notification of grant awards will be made no later than November 23, 2016.

A mandatory workshop for all awardees will be held on December 3, 2016 at **(site to be determined)** from 8:30 am to 2:30 pm. **Award checks will be distributed at this time.**

A celebratory showcase of projects will be held on Friday, April 28, 2017 at The Sullivan Center at Iolani School.

REVIEW PROCESS

Each application will be reviewed by the Executive Director and members of The Youth Philanthropy Board. The Youth Philanthropy Board will ask to meet with the finalists in the grant selection process. After reviewing applications and interviewing the applicants, the Youth Philanthropy Board will make recommendations for funding. A mandatory workshop will be scheduled for all grant award recipients to orient awardees to the program requirements.

SUMMARY OF IMPORTANT DATES:

October 22, 2016	Informational Meeting @ Sullivan Center, Iolani School 8:30 – 12:30
November 7, 2016	Grant proposals due.
November 12, 2016	Interviews for finalists @ (site to be determined)
November 23, 2016	Grant Awards announced by email.
December 3, 2016	Mandatory Workshop @ (site to be determined) 8:30 am – 2:30 pm
April 13, 2017	Video must be completed and sent to Allison Blankenship – aishii@iolani.org
April 28, 2017	Sharing of projects

Youth Philanthropy Grant Application

GENERAL INFORMATION

Date: _____

Name of School: _____

Name of Class or Club (if applicable): _____

Address: _____

Preferred mailing address (if different): _____

City/State/Zip: _____

Lead Teacher: _____ Email: _____

I. PROJECT INFORMATION

Project name: _____

Name of person submitting this application: _____

Name of teacher supporting this application: _____

Purpose of grant (one sentence): _____

Number of youth participants: _____ Number of adult participants: _____

Amount requested: \$ _____ Total project cost: \$ _____

Project period: Start date _____ End date _____

Geographic service area: _____

Signature of Teacher / Applicant

Title

Signature of School Principal / Director

Title

Date

Please provide the following information, addressing the headings and sub-headings, in the order provided.

I. NARRATIVE (Not to exceed 4 typed pages, not including attachments)

A. NARRATIVE SUMMARY

Begin with a half-page summary. Briefly explain why you are requesting this grant, what outcomes you hope to achieve and how you will spend the funds if the grant is approved.

B. PROJECT INFORMATION

1. How will you address the FIVE STAGES OF SERVICE LEARNING?
 - a. PREPARATION – How will you involve the students in the design, development and implementation of the project?
 - b. INVESTIGATION – How will you involve the students in the identification and investigation of community needs?
 - c. ACTION – Describe your service-learning project and the roles of your students, the partners and other potential students.
 - d. REFLECTION – How will you determine the project's impact(s) on your students and community's need?
 - e. DEMONSTRATION – What sustained effects do you envision this project will have on your students and community?
2. Indicate the COMMUNITY NEED (i.e. Homelessness, Environment, Peace, Disaster Preparedness, Elder Needs, Other) being addressed and share the rationale for doing so.
3. What are the CURRICULAR CONNECTIONS?
4. Who are your possible COMMUNITY PARTNERS?
5. What is the TIMETABLE for implementation of the project? Your video presentation must be completed by April 13.

C. ORGANIZATION INFORMATION

1. School name and address
2. Class or Club and purpose of class or group (if applicable)

D. FINANCIAL INFORMATION

1. If the total project budget is greater than the amount requested from the YPB, from which sources will the other necessary funds be obtained?
2. Will you continue this project in the succeeding years?

II. ATTACHMENTS – If available and/or applicable (to be attached to this application)

Complete Project Budget – Be sure to include any in-kind and/or matching funds to execute your project. Please add explanatory notes to demonstrate how these expenditures align with your project activities. Equipment expenses should not exceed \$50. **Be sure to keep all expenditure receipts** that will be submitted with your final report at the end of the project year. Below are some expenditure categories.

Transportation
Equipment
Supplies
Printing and Copying
Evaluation
Marketing

Other (specify)

Totals