



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

Youth Philanthropy Board Grant Application Instructions Spring 2019

REQUEST FOR PROPOSALS:

DEADLINE: January 14, 2019 (Extended to January 31, 2019)

Youth Service Hawaii's Youth Philanthropy Board announces the availability of grant funds (up to \$750) to support Service Learning Projects.

APPLICATION REQUIREMENTS:

In evaluating each application, funding decisions will be made based on the following criteria, and priority consideration will be given to projects that comprehensively address the following:

- Are proposed by school or non-profit group of students and teacher (grades 1 through 12).
- Involve service that is connected to an identified community need in areas such as: Homelessness, Environmental Stewardship, Education, Peace, Disaster Preparedness, Elder Needs, Etc.
- Actively involve youth in the design, development, and implementation of the project.
- Include activities clearly linked to curriculum standards and/or learning objectives.
- Demonstrate a sustained effort that integrates classroom learning with service and spans a minimum of 4 weeks.

EVALUATION OF PROPOSALS:

Applications will be evaluated based on the attached rubric

EXPECTATIONS FOR GRANT AWARDEES:

- Students and teachers are expected to share their experiences with other schools in the community in a **video showcase on May 10, 2019. Guidelines will be provided.**
- A final report with receipts for expenditures must be submitted by May 31, 2019.
- Each grantee will be assigned a member of the Youth Philanthropy Board who will serve as a liaison between the grantee and Youth Service Hawai'i

USE OF GRANT FUNDS:

Checks will be written and mailed to the applicant school

Expenditures may include:

- Materials and supplies to carry out classroom learning and/or service.
- Ground transportation to enhance learning or to provide service.
- Food for snacks (only 30% of the grant should be used for food).

Expenditures may not include:

- Giving money to individuals (i.e. honoraria) or to a non-profit group.
- Equipment purchases in excess of \$50.

Note: Residual funds of \$75 or more must be returned to Youth Service Hawaii.

HOW TO APPLY:

1. Email the cover sheet and the Youth Philanthropy Grant Application (attached) to jucramer808@gmail.com

DEADLINE:

Applications are due on January 14, 2019. (Extended to January 31, 2019)

IN ADDITION:

- Notification of grant awards will be made on February 19, 2019. (New date)
- A Celebratory Showcase of Projects will be held on Friday, May 10, 2019 @ The Sullivan Center @ Iolani School.

REVIEW PROCESS:

The members of The Youth Philanthropy Board will review each application using the grant rubric. After reviewing applications, the Youth Philanthropy Board will make recommendations for funding.

SUMMARY OF IMPORTANT DATES:

January 31, 2019
February 19, 2019
May 10, 2019

Grant proposals due.
Grant Awards to be announced by email.
Sharing of Projects @ The Sullivan Center @ Iolani School

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 Applicant

Title

Signature of Teacher or School Principal

Title

Date

Please provide the following information in this order. Use the headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

I. NARRATIVE (Not to exceed 2 typed pages)

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 made.

B. PROJECT INFORMATION

1. How will you address the FIVE STAGES OF SERVICE LEARNING?
 - a. INVESTIGATION: How will you involve students in the identification and investigation of community needs? Who are your possible community partners?
 - b. PREPARATION: How will you involve the students in the design, development and implementation of the project? What are the curricular connections?
 - c. ACTION: Describe your service-learning project and the roles of your students, community partners, etc. What academic skills and knowledge will be used?
 - d. REFLECTION: How will systematic reflection take place?
 - e. DEMONSTRATION: Students will demonstrate acquired skills, insights and outcomes to an outside group. What sustained effects (on students and community) do you envision?
2. What is the TIMETABLE for implementation of the project? **(Video presentation due 5/3/19)**

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 what sources will the other necessary funds be obtained?
2. Will you continue this project in the following 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. These will be submitted with your final report at the end of the project year.*** Below are some possible expenditure categories.

Transportation
Equipment
Supplies
Printing and copying
Evaluation
Marketing
Other (specify)
Totals