

YPC Grant Tips & Application Worksheet

Thank you for your interest in applying for a grant from the Community Foundation's Youth Philanthropy Council. The deadline for this application is 11:59pm on **January 18, 2022**.

ELIGIBILITY

Eligible grant recipients include tax-exempt 501(c)(3) charitable organizations, as well as organizations operating under the fiscal sponsorship of a 501(c)(3) charitable organization, that serve Staunton, Waynesboro, and Augusta County.

We do not issue grants to individuals, fraternal organizations, or sectarian organizations.

THE YOUTH PHILANTHROPY COUNCIL

The Community Foundation's YPC was established to provide opportunities for local youth to practice philanthropic leadership skills. We believe that by including the voices and opinions of local youth in our community conversations, we can better understand our community while fostering in our future leaders a sense of local stewardship.

This year, the YPC is composed of 16 sophomores, juniors, and seniors from the local public and private high schools in Staunton, Waynesboro, and Augusta County. Together they form a grant making body that regularly meets throughout the school year to learn about the grant making process and the social sector. They are given agency by our community foundation to create their own funding priority, ask in their grant application questions that they want answers for, and together make funding decisions. This is a "teaching application" for them and for us.

2021-2022 YPC FUNDING PRIORITY:

The YPC announces the availability of \$25,000 in grant funding and invites nonprofit organizations to submit an application addressing either or both of the following priorities for all school age students and children:

1. Programs and services that address mental wellness, inclusive of substance abuse counseling, and especially programs that address such issues preventatively.
2. Programs and services that support students and children by providing for their basic needs: food, housing cost assistance (such as rent, utilities, and the internet), childcare, and all forms of physical, mental, and emotional supports.

Your application must be submitted online here: <https://smr.to/p78155> in Smarter Select to be accepted. This draft is provided for you with instructions and tips as a resource and tool only. Thank you!

GRANT AWARDS

Historically, the Youth Philanthropy Council has awarded grants ranging from a few hundred dollars to \$5,000 through this program.

SMARTERSELECT

You will see references throughout the application process to “SmarterSelect”. This is the online platform used by the Community Foundation to manage all of our grant and scholarship applications. SmarterSelect functions best on Google’s Chrome internet browser.

SmarterSelect will automatically save your work within the 2022 grant application. However, you will need to select SUBMIT to officially complete your application.

COMMON APPLICATION

When you log into SmarterSelect, you will see a list of your completed and incomplete applications. This will include an entry titled “Common Application.” You need not do anything with your Common Application, but it is important for you to know that it is linked to your email address and not the name of your organization.

The first time you complete one of our grant applications, SmarterSelect will store everything from Section 1 to the Common Application linked to your email address. When you then log in using the same email address to begin your next grant application, SmarterSelect will pre-populate Section 1 from your Common Application. Please review that information in Section 1 for needed edits, which SmarterSelect will automatically save to your Common Application.

If someone new is preparing your 2022 grant application, or your email address has changed, please know that SmarterSelect does not permit us to change the email address associated with a Common Application. In those instances, SmarterSelect will not pre-populate Section 1 of your 2022 application.

APPLICATION PREPARATION

You are welcome to use the worksheet on the following pages to assemble the information that you will then enter into the online grant application.

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2022 Youth Philanthropy Council Grant Application Worksheet

Deadline: January 18 2022 at 11:59 PM EST (Midnight)

* Required fields

ORGANIZATIONAL INFORMATION

Name of Organization: *

EIN Number:

If you are operating under the fiscal sponsorship of a tax-exempt organization, please enter that organization's EIN number. *

Organization Mailing Address: *

City: *

State: *

Zip Code: *

Organization Physical Address (if different from mailing address):

Contact Person: *

Contact Title: *

Contact Email: *

Contact Phone Number: *

Organization Website:

What is the stated mission of your organization? *

In what year was your organization founded? *

Describe in general terms the primary activities and programs that your organization undertakes to fulfill its mission. *

Community Needs: Describe the community need that your organization exists to address. Use any available community data to help illustrate this need. We would like to understand as thoroughly as possible why your organization is important to the residents of our community. See the list of resources here as they may be of assistance. *

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GRANT DETAILS

2021-2022 YPC FUNDING PRIORITY

Please submit proposals that respond to either or both of the following priorities for **all school age students and children**:

1. Programs and services that address mental wellness, inclusive of substance abuse counseling, and especially programs that address such issues preventatively.
2. Programs and services that support students and children by providing for their basic needs: food, housing cost assistance (such as rent, utilities, and the internet), childcare, and all forms of physical, mental, and emotional supports.

YOUR SERVICE AREA AND SERVICE POPULATION

How many people in Staunton, Waynesboro, and Augusta County did your organization serve during your last fiscal year? *

Please tell us if this number represents unique/unduplicated individuals or people who access your services multiple times during the year? *

How do you ensure that every resident that needs your services has equal access to your services? *

How does your organization advertise or communicate the availability of your services so as to reach as many residents as possible? *

Do you advertise or communicate about your services in more than one language? (This includes your website, your printed materials, etc.)

Yes or No

Are you able to help people with transportation so that they can access your services?

Yes or No

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YOUR FUNDING REQUEST

A FUNDING REQUEST ASKS FOR A LUMP SUM OF MONEY TO BE GRANTED TO AN ORGANIZATION FOR A SPECIFIC PROGRAM, ACTIVITY, OR NEED OF THAT ORGANIZATION.

Amount requested from the Youth Philanthropy Council (Up to \$5,000): Please be as specific as possible on the exact amount you need. *

\$

Describe your funding request. For what will you use the amount requested? *

Describe how your funding request responds to the YPC's Funding Priority?

Provide a concrete example (or tell us a story) that illustrates the impact that your organization has on youth? *

We've been told that impact is exponential when nonprofits partner with local organizations and community leaders to problem solve together. Tell us about your partnerships and how your work and your community is impacted by those partnerships?

What would you prioritize if we were unable to give you full funding? *

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FINANCIAL INFORMATION

OPERATING BUDGET TOTAL AND DETAIL

AN ORGANIZATION'S OPERATING BUDGET **TOTAL** IS EQUAL TO THE SUM OF ALL OF THEIR EXPENSES FOR A YEAR. THE OPERATING BUDGET **DETAIL** BREAKS THOSE EXPENSES DOWN INTO CATEGORIES.

What is your operating budget **TOTAL** for your current fiscal year?

(If you are approaching the end of your fiscal year and have already prepared a budget for the upcoming fiscal year, please provide that budget total.) *

\$

Please attach your organization's operating budget **DETAIL**.

Try to be clear about your categories. We are looking for what income comes from grants and donations and what your other categories of income might be. Regarding your expenses, we are interested in which expenses are related to personnel / payroll and what your other expenses might be. For Example:

(Name of YOUR Organization) OPERATING BUDGET for Dates the Budget Reflects		
Primary Income Categories	Budgeted	Explanation (if necessary)
Charitable Contributions	\$X	Individual donations, fundraising, and local grants.
Federal & State Grants	\$X	(Names of grant programs)
Fees from Program Services	\$X	
Other	\$X	(Includes ...)
Total Income:	\$X	
Primary Expenses Categories	Budgeted	Explanation (if necessary)
Wages & Benefits	\$X	
Rent & Utilities	\$X	
Insurance	\$X	
Printing & Materials for Program Services	\$X	
Office Expenses	\$X	(Includes ...)
Other	\$X	
Total Expenses:	\$X	
Net Income (Loss):	\$X -	

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Optional: Is there anything about your organization’s budget that you would like for us to know?

OPTIONAL - PROJECT BUDGET TOTAL AND DETAIL

If the intended use of our grant is for a specific program that has its own defined budget, we invite you to complete this section.

Please attach your Project/Program's budget detail including very clear categories like the example below:

(Name of Nonprofit Organization)		
SPECIFIC PROGRAM/CAPITAL BUDGET		
(Name of Program or Capital Expenditure)		
Primary Income Categories	Budgeted	Explanation (if necessary)
Charitable Contributions	\$X	Includes individual donations, special event income, and in-kind donations.
Local Grants	\$X	Includes grants requested from ...
Fees for Program Services	\$X	
Other	\$X	
Total Income:	\$X	
Primary Expenses Categories	Budgeted	Explanation (if necessary)
Wages & Benefits	\$X	
Advertising	\$X	
Special Program Purchases	\$X	Includes ...
Other	\$X	Includes ...
Total Expenses:	\$X	
Net Income (Loss):	\$X	

Optional: Is there anything about your project’s budget that you would like for us to know?

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SUBMIT APPLICATION

Optional: For the purpose of improving the application process and the learning experience of the Youth Philanthropy Council, we would greatly appreciate your feedback. We are interested in any constructive criticism so that we may continue to improve the application and the process. Thank you!

By typing my full name in the space below, I agree that all information provided is true and correct to the best of my knowledge.

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- Your Community Foundation Youth Philanthropy Council