



youth | **action** | jeunesse 

Youth Action Guidelines for Funding United Way/Centraide Ottawa

*Your guide to completing a successful
Youth Action Project Application*



*Get up to \$2500 for your group!
Make a change in your community!*
www.youthactionjeunesse.ca

Applications are due at United Way/Centraide Ottawa by 4:00 PM:

SOME GREAT IDEAS FOR YOUTH ACTION PROJECTS!

1. Organize a leadership camp that will help develop skills of other youth.
2. Address high school drop rates and youth unemployment through a series of community information and networking nights.
3. Design and paint a mural that brightens up a neighbourhood and brings the community together.
4. Provide recreational activities for youth with special needs.
5. Create a website about issues important to you and other youth in the city.
6. An event that brings the community together to promote peace & unity.
7. An awards program that recognized the positive accomplishments of youth.
8. An after school literacy program or homework clubs for children ages 6-12 in your community.
9. A gardening project that trains youth on how to run a business.
10. A camp for underprivileged children.
11. A hip-hop or dance program that will help develop self-esteem and confidence.
12. Encourage others in your school to volunteer by hosting a volunteer fair complete with prizes to students that complete the most number of volunteer hours.
13. Create a community park improvement initiative. You can even get the larger community involved through regular clean ups and events.
14. Use your imagination! The possibilities are endless.

HOW TO APPLY FOR FUNDING

1. Read the following pages “Guidelines for Funding” and “Writing Your Application” carefully.
2. Organize your team, find a community sponsor, and develop your project idea. Figure out why you want to do it, and how you will make it happen. Call us at (613) 683-3845 for assistance. (See the FAQ section for more information on finding a community sponsor.)
3. Attend an OPTIONAL workshop to help you write the proposal and develop your idea. Check out the IMPORTANT DATES sheet for times and locations.
4. Prepare a budget. A budget tells us what you will spend the money on and how much things will cost.
5. Write your proposal and check it over carefully to ensure you have answered all the questions completely.
6. Get your proposal to us no later than 4:00 pm on the posted application deadlines. If you are mailing your application, be sure to do so early enough so that we receive it before the deadline. Late applications will be moved forward to the next application deadline. Applications are accepted by mail, e-mail, in person, or by FAX.

Mail or deliver to: Youth Action Projects – ATTN:

Danielle Mouaga, Youth Action Coordinator
United Way/Centraide Ottawa
363 Coventry Rd.
Ottawa, ON K1K 2C5

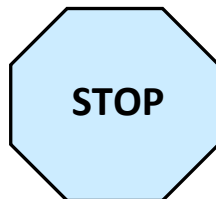
FAX: (613) 228-6730

7. The Youth Action Panel (a group of young people) will discuss your proposal and develop a list of questions for you and your project team.
8. Every team of applicants will be invited to attend a face-to-face interview with the Youth Action Panel to answer questions and provide more details about your project.
9. The Youth Action Panel will review any new information and make decisions about which projects will receive funding.
10. Applicants are notified whether they will receive funding by phone, a detailed letter follows
11. If you are awarded the money, you’ll be required to sign a funding agreement, and required to submit a final report to United Way/Centraide Ottawa
12. If you are not awarded money, your team can request a meeting with the Youth Action Panel to find out how you can improve your application for next time.
13. All funded projects are required to submit mid term reports and meet regularly with the Youth Action Panel.
14. Upon completion of your project, send a report; and any remaining money to United Way/Centraide Ottawa.

GUIDELINES FOR FUNDING

In order to be eligible for funding, your project **MUST** meet the following criteria. Make sure you can answer **YES** to all the following statements before you submit your application.

- Your project is planned by youth & carried out by youth. (*We define youth as 13 -19 years old.*)
- Your proposal is written by youth.
- There are at least 3 active members on your project team.
- Your project will have a positive impact on your community.
- You are requesting no more than \$2500 from United Way/Centraide Ottawa.
- Your team lives within the National Capital Region.
- Members of the community are the ones who primarily benefit from your project, not just the project team.
- Your project will benefit people living within the National Capital Region.
- Your project is achievable within a one year time period.
- Your project has a community sponsor. (Find more info in the FAQ section!)
- Your project is carried out completely by volunteers. Team members are not receiving salaries or money for their contributions.
- You have a solid action plan, and can demonstrate enthusiasm for making a difference.
- You have a clear plan to evaluate the success of your project.
- Your project is a new and innovative idea, or a new twist on a previously completed project.



IS YOUR PROJECT A ...

- trip outside the county or city?
- project led and organized by one individual?
- project that is planned and led by adults?
- project that is just designed to raise money for a group?
- request for funds to support the ongoing work of your community sponsor?
- request for funds for equipment purchases for the community sponsor?
- major construction project?
- project that will further a religious or political cause?

If you answered **YES** to any of the above, you'll need to rethink your project idea.

These types of projects **will not receive funding** from Youth Action.

WRITING YOUR APPLICATION

1. **Complete the project cover sheet as well as the Co-leader, and team member section.**
2. **Questions about your project.** These pages are where you will tell us all the details about your proposed project. This is where you will make, or break your application. Make sure you answer EVERY QUESTION! Remember these pages need to paint the whole picture about what your project is, and how it will help the community. Do your best to make this as easy as possible to read.
 - A. **Goals and Actions of your project.** Here is where you can tell us why this project is important. Tell us what concern or problem your project addresses, and how you did research to find out about this problem. Also, tell us who will benefit from the project and how they are going to benefit. Try to list some concrete examples of how your project will make a difference. Take a look at the sample application on our Web site for an example of how to fill in this section. Use numbers, information, research and anything you can to tell the story.
 - B. **How will you make this project happen?** Tell us the steps you are going to take to accomplish your major activity or activities. Tell us who you are working with and how you are working with them. We want to know the big purpose (goal) of the project and the actual activities or actions you will do to help achieve the big purpose. Tell us when things are going to happen, and where the activities will be happening.
 - C. **Your Action Plan.** This is your chance to show us how well you've planned your project. Tell us what will happen before; during and after you implement your project.
 - D. **Evaluating and monitoring your project.** Doing a community building project is a great thing, but being able to prove that you've made a difference is phenomenal. We really want to see that you've thought about how you'll know you've made a difference. Will you use surveys? Follow up phone calls? Tell us all your ideas to evaluate your success.
 - E. **Your back up plans.** Even the best-laid plans can sometimes come up against obstacles. We want you to think about what you'll do if something unexpected happens. Even if you think it won't, plan for it anyway. What if your facility doesn't open? What if your event is scheduled during the biggest blackout in 40 years? (Yes this did happen – so be prepared for anything!)
3. **Tell us about your budget.** Follow the instructions on the budget worksheet. Using this form, tell us the things you need to buy, how much it costs, what you want this grant to pay for, and who else is helping you pay for the project. Be sure to list any items that are being donated and do your best to assign them a value.

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- 4. Conditions for funding and signatures.** Make sure you read the list of conditions of funding, and have your community sponsor review your application and sign. If any part of your project is going to take place at your school, or you are planning to use school resources, your principal or a school representative must sign your application. If your school is the sponsor, a signature is only required in the sponsor section.
- 5. Letters of support.** If you choose to, you can include a letter of support that speaks to the impact your project will have on the community. A letter of support can be from your sponsor, your school, or another youth in the community and should be no more than one page in length.

Other tips and tricks ...

- Be specific and clear with your idea. If this is your first project application, teams can sometimes get overwhelmed with ideas. We find that too many ideas are just as troublesome as not enough ideas. A good way to narrow down your options is to brainstorm all the things your team might like to do. Then select one thing that you think will be the most beneficial for the community. There is always next year for your other ideas!
- Be realistic with your budget. Don't be afraid to ask for a small amount of money. In fact, these projects are more likely to get funded than teams who add items to their budgets to add up to \$2,500.00.
- Once the first draft of your project is written, have the whole group read the application and make comments about how to make it stronger. **THIS SHOULD HAPPEN AT LEAST TWO WEEKS BEFORE THE PROPOSAL IS DUE.** When discussing the draft application, ask yourself questions like:
 - i. Is it clear what we're trying to do and why?
 - ii. Are there any important things missing?
 - iii. Have we answered all the questions completely and clearly?
 - iv. Is it written clearly enough that a high school student who doesn't know about this topic or our group could understand?
- Proof read, for grammar and spelling and make any final edits.
- Double check to make sure that the amount you ask for on the cover page matches exactly what you ask for in the budget, and double check your addition! Twice!

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Important dates and reminders for project applicants March 2009!

<u>Date</u>	<u>Action</u>	<u>Details</u>
March 23rd 2009	Applications due	4:00 pm
March 31 st - April 6th, 2009	Interviews with applicants take place	Interviews take place at various community centers around the city. Do your best to have as many team members as possible attend.
April 22 nd -24 th , 2009	Notification	Applicants will be notified about funding decisions by phone.
Week of May 6 th & 13, 2009	Cheques Distribution	Successful Project teams will receive their cheques.
June 2009 (TBC)	Cheque Presentation	Successful project teams and sponsors are invited to an evening of acknowledgement where funding cheques will be distributed.
September 2009	First follow-up evaluation	Panel member will contact you
January 2010	Second follow-up evaluation	Panel member will contact you
May 2010	Projects must be completed	Final reports are required 3 month upon completion of project

Youth Action Grant Writing Workshops

These workshops are led by members of the Youth Action Panel and are designed to answer any questions you may have about applying, and give you a sense of whether or not you are on the right track with your project idea.

Pre-registration is required:

CONTACT DANIELLE MOUAGA – (613) 683-3845

GRANT WRITING INFORMATION SESSIONS

February 2009 All sessions will be available in ENGLISH and FRENCH

DATE	TIME	LOCATION
Monday February 16 & 23 2009	6:30 p.m. - 8:00pm	United Way/Centraide Ottawa 363 Coventry Rd
Tuesday February 17 & 24, 2009	6:30 p.m. - 8:00 p.m.	United Way Ottawa, 363 Coventry Rd
Thursday February 19 & 26, 2009	6:30 p.m. - 8:00 p.m.	To be confirmed

F.A.Q.

Frequently Asked Questions about Youth Action Grants.

Q: What is a community sponsor and why do I need one?

A: A community sponsor is an organization that has a registered charitable number. United Way/Centraide Ottawa must follow certain rules when we issue grant cheques. This is why we need you to have a community sponsor who can include their charitable registration number on your application. The community sponsor receives the funds on your behalf, and gives you access to the money so you can do your project. Most community sponsors are non-profit organizations, but some churches, schools and school boards can act as sponsors too.

Q: Where do I find a community sponsor?

A: Think about the nature of your project. Usually there is an organization that is working in your community or in the issue area you have chosen. Try your school, a local community resource centre or your church. If you are still having trouble, just call us at 613-683-3845 and we'll help you find a sponsor that will be a perfect match for your project.

Q: We want to do our dance one month after the application is due. Should we bother applying?

A: We don't recommend it. It takes at least 4 weeks for us to make decisions after we receive your application. If you really need our money to make the project work, push the dance date back at least 3 months. If you don't get our money, then you still have some time to get funds from other places.

Q: We are having a hard time getting members of our group interested in applying since we aren't sure we are getting the money. Why bother working hard on this application if we aren't sure we are going to get the funds?

A: In the past, Youth Action has funded close to 75% of the applications we receive. The projects that don't get funded are usually those that didn't follow the directions in the Application Packet, didn't meet the basic funding guidelines or are unclear and unfocused. You have a great chance of getting a Youth Action grant if you meet the criteria, and your project is focused, understandable and makes a definite difference in our community. In addition, if we don't fund you, keep in mind you'll still have a project plan that you can use to get other people interested in your project.

Q: A youth café is what we want to do, but we haven't located a space. Should we bother applying?

A: The Youth Action Panel feels more comfortable giving money to these types of projects if you have located a space already. But, if you haven't located a space, a good alternative is to tell us about some options you might have, or give us a plan for how you will locate a space. If your project is approved for funding, your cheque will only be released once you secure a location.

Q: I have this great idea for a project. Nobody else knows about it but me. Will that hurt me when I apply?

A: One-person projects won't fly with Youth Action. We want to see a group of people doing this together. This shows us that your idea is important enough that people are going to be interested in it.

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Q: I belong to a basketball team and we need uniforms and some new balls. Can you hook us up?

A: We can give money for that type of stuff. However, you need to show us how your project meets the guidelines for funding. In other words, you need to explain what the basketball team or league (the project) is doing to help the community, how it can be long-lasting, and how purchasing the uniforms will make our community a better place in which to live.

Q: We want to put together some peer-to-peer workshops on Sexual Harassment and do them in Ottawa area schools. Can we do this?

A: Sounds like a great project! However, before you do any kind of presentation in a classroom, you should to get the principals' permission. If you can tell us in your application that 1 or 2 principals already have given you approval to do this, it would really strengthen your application. Call Youth Action, or talk to your community sponsor about how to get this permission.

Q: We have an idea for a video that tells stories about youth issues in our community. Would Youth Action go for this?

A: Videos, like books, tend to sit on the shelf collecting dust if you don't do a good job of getting them out to the community. We want to see that you have thought of who your audience is, and how you'll get the video out to them. Your proposal will be stronger if you develop some kind of workshop or youth presentation to go with the video, and a clear plan for getting it out there.

Q: We have our idea and we're all set to apply for funding. How do we know that we're ready to apply for funds?

A: Use this checklist to help you figure out if your group is ready to apply for money from Youth Action. If you can write YES to all of these questions, you are well on your way to doing a great project! If you have answered "NO" for more than a few of these, you might want to hold off on applying till you deal with some stuff in your group.



Things consider:

1. Is your group comfortable working with each other? Do you like and trust each other?
2. Are the youth planners psyched and motivated to do this project?
3. Does the leader of the community sponsoring organization (like the Executive Director or Principal) know what you want to do?
4. Has your community sponsor given full support to your application?
5. Are your team members going to stick around to help you carry out the project if you get funded?
6. If you get the money, will you have time to do the project before your group disbands, graduates or breaks for the summer?

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Still have questions?

Contact us at 613-683-3845

or,

youthaction@unitedwayottawa.ca

www.youthactionjeunesse.ca

PLANNING YOUR YOUTH ACTION PROJECT

OTHER OPPORTUNITIES TO GET INVOLVED WITH UNITED WAY/CENTRAIDE OTTAWA!

In addition to applying for a Youth Action Grant, there are many other ways for students and young people to get involved with United Way/Centraide Ottawa in order to understand how giving a little helps a lot. Through these initiatives, students have the opportunity to learn more about issues in their community, gain an appreciation for volunteerism, improve their leadership skills and make their community a better place in which to live. For information on any of our Youth Initiatives check out our website at www.youthactionjeunesse.ca or, call us at 613-683-3845 or e-mail youthaction@unitedwayottawa.ca.

Student Campaigns

Schools across the city run their own fundraising campaigns to raise money for United Way/Centraide Ottawa. A group of enthusiastic students organize fun – sometimes outrageous – special events at their school, including auctions, fashion shows, car washes, pancake breakfasts and dances. All money raised is given to United Way/Centraide Ottawa to distribute to community agencies in neighbourhoods throughout the city. To start a campaign in your school or community group, contact Christine Paquette 613-228-6894.

Student Ambassadors

The student ambassador program provides students at every secondary school in Ottawa the opportunity to gain volunteer experience and practice their public speaking skills by promoting youth involvement in their schools. Student Ambassadors, chosen for their enthusiasm and excellent communication skills, encourage other students to become active members of their communities, whether by volunteering their time with United Way or helping others across the city. Call to find out if there is a representative from your school!

Youth Community Builder Awards

Community builder awards are designed to recognize extraordinary volunteers throughout our city. We especially like to highlight young people who are doing amazing things. If you know of someone who has made a real difference in your community, nominate them at www.unitedwayottawa.ca.

NOTES and IDEAS

Use this page to jot down your notes and ideas for your Youth Action Project.

Real-Life Success Story

Cecilia worked to organize a youth action project in her community.

When I was a kid, there were never enough activities to do in my neighbourhood during the summer months. So, one summer my friends and I decided to organize a free summer camp program for kids. We applied to Youth Action and received the money to get started. So far we've ran the camp for two summers. It's been great to see the kids smile and try something they have never done before. The really great thing is that we're showing the younger kids that it doesn't always have to be adults organizing activities and taking a leadership role – kids can work hard and make a huge difference in their own community.

Cecilia Chan, 18, Ottawa, Ontario



**United Way
Centraide**
Ottawa

Youth Action 2009