



YOUTH ACTION PROJECT FUNDING APPLICATION SPRING 2011

***Applications should
be sent to:***

ATTN: Youth Action
United Way Ottawa
363 Coventry Road
Ottawa, Ontario K1K 2C5
Fax: 613-228-6730

***For more information,
contact:***

Katherine Bullock
Phone: 613-228-5782
E-mail: youthaction@unitedwayottawa.ca

PROJECT NAME: _____

THIS PROJECT WILL TAKE PLACE ON: _____
(month/day/year)

REMINDERS

- Applicants are invited to review the Youth Action Application Guidelines for additional information.
 - Applications received after the deadline will not be accepted.
 - The Team Leader and at least half of the team members must be between the ages of 13 and 19 years old.
 - Projects are eligible to receive up to \$2,500.

**APPLICATION DEADLINE:
MARCH 1, 2011 BY 5:00 P.M.**

SECTION 1: YOUTH ACTION OVERVIEW

WHO WE ARE

Youth Action is a for-youth-by-youth program, made up of young people who volunteer their time and expertise with United Way Ottawa. The Youth Action Panel advises United Way on youth issues and initiatives in our community and provides workshops and information on youth engagement. The Panel also supports the work of United Way in the community, with members acting as ambassadors in their schools, throughout the community and to help plan youth-oriented events. The Panel also invests resources in youth-led community-building projects through Youth Action Grants.

HOW THE FUNDING PROCESS WORKS

Applications for funding are submitted by youth living in the city of Ottawa. The applications are reviewed by the Youth Action Panel, which then submits its recommendations to United Way's Community Services Cabinet. Project teams are notified by phone and letter of the final decision. With cheques in hand, the projects begin!

FUNDING GUIDELINES

- Project is planned and carried out by ¹youth
- Proposal is written by youth
- There is a minimum of three active members on the project team
- Project will have a positive impact on the community
- Applicants may request up to \$2,500 from United Way
- Project team resides within the city of Ottawa
- Members of the community are the beneficiaries of the project
- Project is achievable within a one-year time period
- Project identifies a community sponsor. The sponsor's role is to act as a resource and mentor for the project team (please note: project funding will only be provided to a sponsoring organization with a **valid registered charitable number**)
- Project is carried out completely by volunteers (team members cannot receive salaries or money for their contributions)
- Project has a solid action plan and demonstrates enthusiasm for making a difference
- Project has a clear plan to evaluate the success of the project
- It is mandatory for funding consideration for the team leader to attend a face-to-face interview with United Way's Youth Action Panel. The interview gives the project team a chance to explain how they expect their project to work and to convince the Panel why their project should be funded. Anyone listed as a member is welcome to participate. To ensure projects are youth-driven, United Way asks that community sponsors not attend the face-to-face interview.

¹ Youth are defined as 13 to 19 years old.

SECTION 2: YOUTH ACTION PROJECT CONTACT SHEET

Project Name: _____

Please print clearly

Team Leader Information:

Name:

Telephone 1:

Telephone 2:

Email:

Mailing Address:

Age:

School (if applicable):

Grade:

Team Co-Leader Information:

Name:

Telephone 1:

Telephone 2:

Email:

Mailing Address:

Age:

School (if applicable):

Grade:

Please note: The team co-leader is a member of the project team who is prepared to assume responsibility for leading the project if the Team Leader can no longer continue.

Sponsor Information:

Sponsoring Organization:

Contact Person/Sponsor Representative:

Telephone:

Fax:

E-mail:

Mailing Address:

Sponsoring Organization's Registered Charitable Number: _____ RR0001

YOUR TEAM

1. Please list all the individuals who will be involved in carrying out your project.
If you have more team members than the spaces provided, please copy this sheet and add it to the back of your application.

✓	Name	Age	School	Phone	Email

2. Has this team previously applied for Youth Action Project funding? Please circle.

Yes

No

If yes, in what year(s)?

3. Have any of your team members been active participants in a previously funded Youth Action project? If yes, please indicate with a checkmark beside the person's name on the chart above.

SECTION 3: PROJECT OVERVIEW

TELL US ABOUT YOUR PROJECT IDEA AND WHAT YOU PLAN TO ACHIEVE:

1. WHAT IS YOUR PROJECT ABOUT?

a) Goals and objectives (e.g., raising awareness on a particular issue):

b) How do you plan to achieve your goals and objectives (e.g., conference, sporting event)?

2. WHY DID YOU CHOOSE THIS PROJECT?

a) Describe the research you did to determine the challenge or issue in your community your project will address (e.g., safety, violence, lack of recreation):

3. WHO WILL THE PROJECT BENEFIT?

a) Who in the community will benefit (e.g., children, seniors)?

5. **WHAT ROLE WILL YOUR COMMUNITY SPONSOR² PLAY (e.g., financial manager, mentor)?**

6. **WHERE WILL YOUR PROJECT TAKE PLACE (e.g., in a specific neighbourhood, school, community centre)?**

² *Sponsor: sponsoring organizations must have a valid registered charitable number*

SECTION 4: ACTION PLAN

How will you make your project happen? List the steps below:

Use this sheet to develop an action plan for your project. Be sure to include all the tasks you'll need to accomplish in order to complete your project successfully. Use dates and times wherever possible.

	Task:	Who will do it:	Timelines:
BEFORE YOU BEGIN: List all the tasks you need to do when planning your project.			
DURING THE PROJECT: List all the tasks you need to do when implementing your project.			
FOLLOW-UP: List all the tasks you'll need to do after your project is complete.			

SECTION 7: WHAT WILL YOU NEED TO ACHIEVE YOUR PROJECT?

1. List the “in-kind” (borrowed and/or donated) materials and/or supplies you feel you will need to complete your project and indicate where you will get them from.

Materials	Purpose	Borrowed from	Donated by	Value if borrowed
<i>e.g., projector</i>	<i>workshop presentation</i>	<i>school</i>		<i>\$300.00</i>

2. What additional resources (e.g., staff support, volunteers) will you need in order to complete your project on time?

3. How will you make sure your project includes other populations (e.g., persons with disabilities, language barriers)?

4. How will you promote your project?

SECTION 8: BUDGET

Use this space to create a detailed budget/spending plan. If you don't know how much things will cost, research or estimate. Don't forget to factor in taxes and service fees, if applicable.

Total project budget: \$ _____ Amount requested: \$ _____ Other contributions: \$ _____

Materials/items you will need:	The total cost of materials/items:	Amount you want from Youth Action for each item:	Other sources of funding (i.e., where will you get the remaining money):	
			Amount:	Source:
<i>e.g., food and drinks for a one-day workshop</i>	<i>\$150.00</i>	<i>\$100.00</i>	<i>\$50.00</i>	<i>Loeb certificate</i>



SECTION 9: Conditions for Funding and Signatures

Please read and sign below:

1. To the best of my knowledge, the information provided in this application is accurate and complete, and my community sponsor endorses this funding request.
2. If funding is approved, I will submit financial reports, copies of invoices or receipts and activity reports, as stated in the funding agreement letter.
3. I understand that I am responsible for returning any unused funds, including accrued interest, to United Way Ottawa within one year of funding approval.
4. If any aspect of your project will be completed on school grounds, make sure your school principal or teacher representative has read your application and has provided his or her signature below.

PROJECT NAME: _____

Project Team Leader Signature

Date

Project Team Co-leader Signature

Date

I, the representative of the sponsoring agency, agree to disburse the monies to the project team in a responsible and appropriate manner.

Sponsor Representative Signature
(with signing authority)

Date

I, the representative of the participating school, grant permission for students to access school resources during the implementation of the Youth Action project.

School Representative Signature

Date

For more information about **YOUTH ACTION** or to receive advice about your funding application, contact **Katherine Bullock at 613-228-5782** or send an e-mail to youthaction@unitedwayottawa.ca.

SECTION 10: ✓CHECKLIST

Before you submit your application have you:

- Reviewed and re-read your grant (i.e., all sections are completed)
- Connected with local organizations that might be involved in the project
- Verified the dates, times and cost (e.g., reserved locations, quotes on estimates)
- Established group rules for working together on the project (when, where, how often, who)
- Made sure your Sponsor Representative, Team Leader and Team Co-leader have SIGNED the page entitled “Conditions for Funding and Signatures”
- Faxed or e-mailed the signed copy to 613-228-6730 by the due date
- Made a copy of your application for yourself and your sponsor

For additional information, please review the Youth Action Grant Funding Guidelines or contact Katherine Bullock at 613-228-5782 or via e-mail at youthaction@unitedwayottawa.ca.

Deadline for handing in applications is March 1, 2011 by 5:00 p.m.