In Youth We Trust - Youth Grant Application

Supporting the Community

Giving youth in the community the chance to apply for grants is a responsibility that In Youth We Trust Council Members take very seriously. We want all youth to recognize that no matter your age, you can be a philanthropist. Your time, treasure, and talents can make an impact on the world! We aim to support creative ideas and the desire to improve our community by providing grants of up to $3000 to local youth groups who have a non-profit parent organization.

Youth groups should submit proposals for projects that will be carried out in the spring semester. Grant recipients will be notified at the end of January and checks will go out by the end of the first week in February. All projects must be completed by the end of the school year, with a final report submitted to the council by June 1st.

Additional eligibility criteria apply to this grant program. Please review the IYWT Youth Grant Guidelines on our website, for full program details before applying.

INSTRUCTIONS:

- Read through the entire application before starting.
- Draft your ideas and then type your responses on this form.
- Once you have completed this form, please email it to us, at iywt@cfnil.org. You will get a confirmation email that your application has been received; if you do not receive confirmation within three days, email us again or call our advisors at 815-962-2110.
- The deadline is December 4th, at 5:00pm.
    - **No applications will be accepted after the deadline.**

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SAVE THE DATES:

All youth applicants must have a representative who is available to attend grant interviews at the Community Foundation of Northern Illinois on the morning of January 16th. You will be assigned a time between 9-12pm. If your organization can't attend, we recommend waiting until next year to apply.

All grant recipients will be invited to attend our Grant Reception the first week of May. For more detailed application guidelines, instruction, deadlines, and program information visit https://www.cfnil.org/grants/youth.

Have questions? Contact us! Email: iywt@cfnil.org Phone: 815-962-2110

Please note that individuals are not eligible to apply and this application should be youth led and youth written in order to be considered in the youth cycle.

Eligibility Requirements

To be eligible for funding, an applicant must:

- Be part of a 501(c)(3) tax-exempt, not-for-profit agency, public institution (such as a school), and/or organized group carrying out a charitable purpose for the public good.
- Operate within Boone, Ogle, Stephenson and/or Winnebago County.
- Be a group that is primarily made up of members who are 19 years of age or younger.
- Propose a project that is planned and implemented by youth.
- Involve youth in every aspect of the grant process – writing the application, participating in applicant interviews, implementing the project, and participating in any grant check presentation for their organization.
- Be operated and organized so that there is no discrimination on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran's status, disability, or any other factor prohibited by applicable law.

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Organization Information

Name of Youth Club or Organization:

Youth group street address:

City:

State:

Zip Code:

County:

What is your group's purpose and/or primary activities?

What is the name of your sponsoring or parent organization?

This must be an established 501(c)(3) nonprofit organization that has existed for at least a year OR a religious organization, unit of government, or public university/college. This is where checks will be sent if you are chosen for a grant.

Sponsoring or parent organization street address:

City:

State:

Zip Code:

Type of organization:

EIN number of organization (Your adult contact should have this):

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Primary Youth Contact

This individual should check their email often, as we will correspond primarily with them.

First and Last name:

Date of birth:

Street address:

City:

State:

Zip Code:

County:

Phone number:

Email:

Best time to reach you:

How many people under the age of 19 will be working on this project?

How many people older than 19 will be working on this project?

Primary Adult Contact

First and Last Name:

Street address (if different from parent organization):

City:

State:

Zip code:

County:

Work phone:

Cell phone:

Email:

Best time to reach you:

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Project Information

Title of your project:

How much money are you requesting (max $3,000)?

Projects must be started and completed between February-May. Please keep in mind that checks will be sent by the end of the first week in February. Final Reports will be June 1st.

Estimated project start date (Funds sent no later than the first week in February):

Estimated project end date (should be before the end of May):

Explain in detail a description of your project's plan. Make sure to include any major tasks and how the group plans to accomplish them. Details should include the following (but are not limited to):

- Where will the project take place?
- Are other organizations involved? What are their roles?
- Does the project require special documents (such as permits or licenses) or permissions?
- Who is responsible for getting those permissions?

Are you working in collaboration with or receiving advice or assistance from any other organizations? List the organizations you're collaborating with and their roles in the program. If not, please leave this blank.

Is there anything else you would like us to know about your project? The more information that you provide, the easier it is for us to evaluate your proposal.

Promotion

How will the community learn about your project? Details should include the following (but are not limited to):

- Who needs to hear about the project?
- How will they hear about it?
- Does the strategy reach the intended audience?
- Is the plan realistic for the group?
- How will the group share the impact afterward?

Community Need, Results, and More

Explain in detail a description of the project's intended results. Details should include the following (but are not limited to):

- What problem or need is the project addressing?
- Who experiences that need?
- What are the intended results?
- How will results be measured (how will you know if your project is successful)?
- Could the impact last beyond the project itself?
- What challenges do you anticipate?
- How will these challenges be addressed?

Explain in detail a description of your project's population/group that will benefit. Details should include the following (but are not limited to):

- What county will the project primarily serve?
- How will the members of your group benefit from implementing this project?
- How will participants benefit from implementing the project?
- How many people will benefit?
- How did the applicants determine the number?
- What are the relevant characteristics of the beneficiaries (gender, age, any other demographics)?
- How long might the impact last?
- What will young people learn or what skills or experiences will they gain?

Finances

To help us understand how the money you are requesting will be used, you will complete two Finance pieces. The Budget Template gives us a quick look at how much money you are requesting and if you have any other funding, as well as how much it will cost you to do your project. The Budget Narrative allows you to explain the amounts in more detail using words so we can get a full picture of your project and the money you are asking for. That is also a great space to include screenshots or quotes of the exact items you are planning to purchase. We recommend looking at our Sample Budget.

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Budget Template

Revenue/Income: Revenue/Income refers to the request you are making to us and any other funding that you have or plan to get from other sources. (ie. fundraiser, donations, other grants you are writing). Your request to us should be on the first line. If you don't have other funding, you will just fill in the total amount you are requesting from the IYWT Council. If you don't have enough lines, please group items under categories (ie. fundraising, donations)		
Item Number	Revenue Source	Total
Income #1	IYWT Grant	
Income #2		
Income #3		
Income #4		
Income #5		
Total Income		

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Expenses:
Expenses refers to the exact ways that you will spend all of your revenue/income. Each line should list items that you will purchase, rental fees, etc. Your total expenses should equal the revenue/income in order to show how every dollar will be spent. If you don't have enough lines, please group items under categories (ie. marketing supplies, food, etc.) and then explain in the budget narrative.

Item Number	Description	Total
Expense #1		
Expense #2		
Expense #3		
Expense #4		
Expense #5		
Expense #6		
Expense #7		
Expense #8		
Total Expenses		

Budget Narrative

Explain in detail a how each expense that you listed above relates to the proposal's goals and its relevance. Explain this in as much detail as possible.

- Please use this link for a Sample Narrative

Additional Info

How did you hear about IYWT and this grant opportunity?

Applicant Agreement

The agreement should be signed by the Primary Adult Contact listed in this application

By signing below, I agree to the following terms and conditions of the Community Foundation of Northern Illinois (hereafter "FOUNDATION") on behalf of my organization (hereafter "GRANTEE"). Additionally, I certify that I am authorized to agree to these terms and conditions:

1. To use the funds only for the designated purpose as described in the grant application and subsequent grant notification letter and not for any other purpose without the FOUNDATION's prior written approval.
2. To not expend any grant funds for any political or lobbying activity or for any purpose other than one specified in section 170(c)(2)(b) of the Code.
3. To notify the FOUNDATION immediately of any change in (a) GRANTEE'S legal or tax status, (b) GRANTEE'S executive or key staff responsible for achieving the grant purposes, (c) GRANTEE'S ability to expend the grant for the intended purpose, and (d) any expenditure from this grant for any purpose other than those for which the grant was intended.
4. To maintain books and records adequate to demonstrate that it maintained the grant funds in a separate fund dedicated to the purpose for which the grant is made, and to maintain records of expenditures adequate to identify the purposes for which, and manner in which, grant funds have been expended.
5. To give the FOUNDATION reasonable access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
6. To return to the FOUNDATION any unexpended funds or any portion of the grant that is not used for the purposes specified herein.
7. To allow the FOUNDATION to review and approve the content of any proposed publicity concerning this grant prior to its release and to recognize the FOUNDATION in all publicity materials related to the funded project or program, as specified in the Grantee Communication Guidelines, which will be included in the grant notification letter.
8. To allow the FOUNDATION to include information about this grant in the FOUNDATION's periodic public reports, newsletter, news releases, social media postings, and on the FOUNDATION's website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.

9. To submit a written report summarizing the project promptly following the end of the period during which you are to use all grant funds and to submit any interim reports the FOUNDATION may require. Your reports should describe your progress in achieving the purposes of the grant and include a detailed accounting of the use and expenditure of grant funds.
10. The FOUNDATION reserves the right to discontinue, modify or withhold any payments under this grant award or to require a total or partial refund of any grant funds if, in the FOUNDATION's sole discretion, such action is necessary: (a) because you have not fully complied with the terms and conditions of this grant; (b) to protect the purpose and objectives of the grant or any other charitable activities of the FOUNDATION; or (c) to comply with the requirements of any law or regulation applicable to you, the FOUNDATION, or this grant.

Please check the box to indicate that you have read and understand these terms and conditions.

☐ I understand and accept these terms and conditions

Signature: _____ Date: _____

The person listed as the Primary Adult Contact on this application should sign this agreement. A full name typed into the signature line will act as a digital, official signature