

GRANT APPLICATION PACKET

The Hampton Youth Commission
Service Grant Application
For Spring 2008!



A unique youth-directed funding source for projects **BY** youth and **FOR** youth and their communities.

Applications due March 7, 2008

This application packet includes funding criteria and application procedures, an application form with a budget summary sheet, and a summary of the information to which all proposals should relate. Assistance will be available to any group wishing to apply.

Call 728-3285 or e-mail gmccrae@hampton.gov for information.

Review or approval of any application is not based on race, religion, or nationality of the applicant.

Hampton Youth Commission (HYC) has service grants available for youth-led projects that are designed to benefit young people and their community in honor of National Youth Service Day (April 18-20, 2008).

Important Information Regarding Service Grants:

Youth Service Grants for Youth-Led Projects are awarded in any amount up to \$1000 and projects may be conducted at any time from March 2008 to June 2008.

Projects must:

- Support the ideas and energies of young people to make a difference in their school, neighborhood, or community.
- Be based on a partnership of youth and adults in their planning and implementation.
- Directly benefit the youth of Hampton and our community, not just the sponsoring organization.
- Be service-oriented in nature. A service project offers a unique opportunity for America's young people to get involved with their communities in a tangible way to bring awareness to real-life problems. Youth not only learn about democracy and citizenship, they become actively contributing citizens and community members through the service they perform. Service projects can involve a group of young people, a classroom or an entire school. Young people build character and become active participants as they work with others in their school and community to create service projects in areas like education, public safety, and the environment just to name a few.
- Conform to the funding guidelines listed on the following page.

Who can apply:

- Youth groups (if you do not have an adult or organization to sponsor you, let us know and we will help you find one).
- Youth and adult partnerships from youth-serving organizations, schools, neighborhoods, religious organizations, recreation programs, or other organizations.
- Organizations previously funded by HYC may request funds for **NEW** projects, or justify an improvement or expansion to a previously funded project.

Special Notes:

- Grants can only be given to groups or organizations that can establish accounting procedures to receive funds and document the expenditure of funds.
- The HYC should not be seen as a long-term funding source.
- Submitting an application does not guarantee selection. Getting funded one year does not guarantee funding another year.

Funding Guidelines:

- Grant money **may** be used for the following:
Supplies, materials and expenses that are directly involved with your project and are necessary to making it a success.
- PLEASE NOTE—Grant money **may not** be used for:
 - ❖ Religious instruction or conducting worship services (religious organizations may use funds for nonreligious programs open and publicized to the public)
 - ❖ Adult staff salaries or youth wages
 - ❖ Major equipment purchases (only equipment necessary for the project may be funded)
 - ❖ Travel outside the local area
 - ❖ Donations to other organizations or reallocation of funds
- All grant recipients **must** attend the City Council meeting on **April 16, 2008** at 7:30 p.m. for the acceptance of the Mayor's Proclamation for National Youth Service Day. A reception will be held prior to the meeting at 6:30 p.m. in City Hall's main lobby that you are highly encouraged to attend.
- All grant recipients **must** participate in a site visit by the HYC. Site visits are normally scheduled the day of your service project.
- Complete your project by mid June 2008 and submit a final report by **June 26, 2008**.
- Population to be served must live in Hampton.

March 3, 2008 is the Deadline for these grants!!!

MAIL the completed application so it arrives by March 3rd to:

Hampton Youth Commission
22 Lincoln Street, 7th Floor
Hampton, VA 23669

- OR -

DELIVER the application before 5:00 pm on March 3rd to:

The office of the Coalition for Youth
7th floor of City Hall in downtown Hampton

FOR MORE INFORMATION

Call: (757) 728-3285 or e-mail: qmccrae@hampton.gov

Service Project Ideas:

These are minimum ideas – expand and use your creativity!

Help for the Hungry/Homeless

- Help cook and/or serve a meal at a homeless shelter
- Gather clothing from your neighbors and donate it to a local shelter
- Make "I Care" kits with combs, toothbrushes, shampoo, etc. for homeless people
- Help with repairs at a local homeless shelter
- Make a care package with mittens, socks, t-shirts, long underwear, etc. for a child at a homeless shelter
- Collect grocery coupons to give a local food bank
- Pack and hand out food at a food shelf
- Organize a neighborhood group to plant, tend and harvest a vegetable garden
- Donate the produce to a food shelf

Senior Citizens

- Adopt a "grandfriend"
- Visit a nursing home
- Rake leaves, shovel snow, clean gutters, or wash windows for a senior citizens
- Pick up medicine for an elderly person
- Write your "grandfriend" a letter, or write letters for an elderly person
- Go for a walk with a senior citizen in your community
- Hold an afternoon dance for your local nursing home; Teach them your dances and ask them to teach you theirs
- Deliver meals to homebound individuals
- Offer to pick up groceries with/for a senior citizen
- Help senior citizens in your neighborhood obtain and install locks or smoke alarms
- Teach a senior friend how to use a computer or the Internet
- Get a group together to sing or present a play at a nursing home

School Activities

- Paint a mural over graffiti
- Organize and invite local police officers to present a drug awareness or bike safety assembly
- Form volunteer teams for a campus safety escort service
- Tutor a student that needs help learning English or some other subject
- Organize a canned goods drive in conjunction with a school dance and donate the goods to a food bank

Neighborhood Enhancement

- Help neighbors paint and repair their homes
- Clean up a vacant lot
- Organize a Campaign to raise money to purchase and install new playground equipment in an area park
- Campaign for additional lighting along poorly lighted streets
- Paint a mural or clean up in a local park
- Plant flowers in public areas that could use some color

For those with Special Needs

- Volunteer to help at a Special Olympics event
- Set up a buddy system for kids with special needs at your school
- Raise money for Braille or large print books for the visually impaired
- Volunteer at an agency that works with emotionally disturbed children
- Read books or the newspaper on tape for visually impaired people
- Bring toys to children in the cancer ward of a hospital

Politics & Government

- Contact your local League of Women Voters or voter registration office-- Ask what you can do to help people register to vote
- Identify a local issue you are concerned about and contact someone in local government with your ideas on what to do about it
- Organize a public issues forum for your neighborhood
- Volunteer at a polling booth the day of an election
- Offer to pass out election materials

The Environment

- Plant a garden or tree where the whole neighborhood can enjoy it
- Set up a recycling system for your home and participate in your neighborhood curbside recycling pick-up
- Organize a Carpooling Campaign in your neighborhood to cut down on air pollution
- Adopt an acre of a rainforest
- Clean up trash along a river or in a park
- Create a habitat for wildlife
- Create a Campaign to encourage biking and walking
- Test the health of the water in your local lakes, rivers, or streams



**Before you send in your final application,
make sure you:**

Read the grant application in its entirety

Call our office with any questions or concerns

Complete the application

Complete the budget summary

Adhere to all guidelines

Meet the application deadline

National Youth Service Day Service Grant Application Spring 2007

Instructions: Complete the information in Part I and III in the spaces provided on this application. Answer all questions in Part II on separate paper and attach to this form. Do not exceed two (2) pages for your answers. Be sure that your responses are clear and detailed.

Part I. Tell us about yourself:

Applicant group or organization _____

Name of your proposed service project: _____

Address: _____
(Street Address w/ Suite # or Apt. # if applicable)

(City) (State) (Zip Code)

Adult Contact Person: _____
(Name) (Phone #) (Email)

Youth Contact Person: _____
(Name) (Phone #) (Email)

Part II. Tell us about your proposed project:

1. Describe your proposed project. What community service will you provide? Include details of activities you plan to do, who will participate, and when the activities will be held.
2. What will young people learn from doing your project? How will you know?
3. How will others in your neighborhood, school, or the community benefit from your project? How will you know?
4. How many young people will participate in the service project? When your project is over, how many other people (children, senior citizens, other youth, etc.) will they have served?

Part III. Proposed Budget

Total amount requested for this grant: _____

Please describe your requested budget using the following format. Your explanation needs to be as detailed as possible. You do not need to request funds in each category.

CATEGORY	AMOUNT REQUESTED	BRIEF EXPLANATION
Materials/Supplies		
Travel/Transportation		
Printing/Copying		
Other Costs – detail		
Total amount requested		