

Hampton Youth Commission Annual Grant Program

The Hampton Youth Commission (HYC) has four approaches to fulfilling its mission: PROJECTS & PROGRAMS, the formation of sustainable PARTNERSHIPS, the creation and revision of POLICIES, and PHILANTHROPY or, grant making. Of the four approaches, grant making has been a vital instrument in bringing forth many wonderful programs and projects for Hampton's youth, often creating long lasting formal partnerships.

The Commission provides funding to individuals, youth groups, clubs, organizations, agencies, and businesses that support and advocate youth and adult partnerships. Organizations are not required to be a tax-exempt organization (i.e. 501c3).

Funding is extended to those applications who have embraced the concept and practice of youth-adult partnerships. Young people should be fully involved in the decision making process, design, and/or operation of all proposed programs and projects. Such funded programs and projects have sparked several policy consideration discussions within the City of Hampton, ultimately placing the power of program funding into the hands of Hampton teens.

GRANT DESCRIPTIONS

Fall Grants (Initiatives):

Initiative programs are generally long term in nature—3 weeks or more that consists of measurable objectives, an implementation strategy, and tools to evaluate the success of the program. Initiative grants have historically funded programs of \$2500-\$5000, but some programs have been awarded more. Requests for proposals and applications become available in September. Application deadlines are mid-November.

Spring Grants (Service Projects):

Service projects are generally short term in nature—a day of service or a series of days of service. Due to the shorter time period grants typically do not exceed \$1000. Service grants are distributed with the expectation of programs and events occurring on or around National Youth Service Day in April. Requests for proposals and applications become available in January. Application deadlines are in March.

RULES AND REGULATIONS

1. To qualify for funding:

- ✓ Appropriate application have been completed in its entirety and letters of support/recommendation have been attached.
- ✓ Proposed initiative or project must be planned and/or implemented by young people in partnership with adults.
- ✓ Initiative or project must be for a specific funding opportunity stated in application or otherwise directly related to one or more of the Commission's objectives as outline in the Youth Component of the Community Plan.
- ✓ Projects must benefit Hampton youth.
- ✓ Sponsoring organization must be able to establish accounting procedures to document the expenditure of funds and hold accountability and dependability.

- ✓ Initiatives must begin in January end by mid June. Should your program or project have a shorter or longer lifespan, please contact our office before applying.
- ✓ Service Projects may be conducted between anytime between March and mid June. It is preferred, however, that projects are conducted in the month of April.

2. Grant money MAY be used for the following:

Supplies, materials, and other expenses that are directly involved with your project and are necessary to making it a success are permitted.

It is important to remember that these funds are the dollars of tax-payers and the Commissioners will handle these funds with care and be very particular in what initiatives, projects, or organizations they choose to fund.

Submitted applications should have reasonable and justifiable budget requests.

3. PLEASE NOTE -- Grant money MAY NOT be used for:

- Religious instructions, literature, worship services, etc.
- Capital expenses (unless proven to contribute to the sustainability of the proposed program).
- Salaries of adult staff.
- Donations to other organizations.

4. Grant applicants may receive assistance prior to completing your application.

If you have questions about the grant application, have questions about your project design or want to know if your idea is one the Hampton Youth Commission might fund, call the office at 728-3285 or email us at qmccrae@hampton.gov. This type of assistance MAY increase, but does not ensure, your chances for funding!

5. If you are recommended for funding, applicants must:

- Attend the December Public Meeting held in Council Chambers at City Hall. The specific date and time will be provided in the grant application packet.
- Sign funding and services contract.
- Personally pick up awarded funds from our office. All checks must be signed for. We will not mail checks.
- Be available for up to two (2) site visits made by the funding staff of HYC. Site visits will be scheduled based on the timeline submitted and approved in application unless other arrangements have been.
- Submit all required reports on time.
- Return any unspent funds with the Final Program Report and Final Budget Summary.