



**Planting Seeds of Change: A Comprehensive Guide to Successfully
Applying for a Grant through the Office of Youth and Young Adult
Opportunities**



HAMPTON
YOUTH OPPORTUNITIES

Developed By:
The City of Hampton
Office of Youth and Young Adult Opportunities
Hampton Public Library – Phoebus Branch
1 S. Mallory Street – 2nd Floor
Hampton, VA 23663

Table of Contents

Document Purpose	2
Purpose of Youth and Young Adult Opportunities Mini Grants & Eligibility	3
Cont'd – Grant Cycle & Steps	4
Cont'd Eligibility Requirements.....	5
Application Process Phases	6
Pre-Application	
Prepare for the Application Narratives.....	7
Basic Organizational Information.....	8
Financial Data	9
Application Submission overview	10
Post Application.....	11
The hard work and reporting.....	12
Policies	13
Prevention, Intervention, Re-Entry Application.....	14-20
Awareness Application.....	21-26
Mini Grant Applicant Checklist	27

The purpose of this document is to provide a thorough, comprehensive knowledge of how to apply for a grant with the Office of Youth and Young Adult Opportunities. The following document contains an active list of due dates, requirements, and guidelines designed to offer a potential grantee applicant the best resources to present a successful application with our Office.

Purpose of Youth and Young Adult Opportunities Planting Seeds of Change Mini Grants:

The Plant Change Mini-Grant program, formally known as the Youth Violence Prevention Mini-Grants, was established in 2012. The grants are purposed to fund grassroots, community-based organizations; and neighborhood groups aiming to create positive activities, services, and programs in the areas of Awareness, Prevention, Intervention, and Re-entry for Hampton Youth and Young Adults ages 14-24.

Eligible Applicants:

The Grant process is open to non-profit organizations with a designated tax-exempt status under section 501(c)(3) of the United States Internal Revenue Code, registered neighborhood serving or community-based organizations. Projects and organizations must be nonsectarian in nature.

Eligible Initiatives:

Grants are offered to eligible community-based organizations or agencies addressing one of four areas of youth and young adult violence: awareness, prevention, intervention or re-entry. Details for each of the four areas are found below.

Awareness

Awareness programs are generally events, seminars, summits, symposiums, or short courses - designed to create awareness of the impacts of youth and young adult violence, trauma, and adverse childhood experiences to influence positive change.

Prevention

Prevention programs are sustainably structured interactions designed to engage youth and young adults in elevated risk populations in recurring instructional, experiential, social, or transformative activities to build supportive relationships and social skills outside of school hours.

Interaction should be of sufficient intensity and duration to bring about measurable changes in skills, attitudes, or behaviors of participants who often reside in high-risk areas or include risk factors for youth violence.

Intervention

Intervention programs involve diverted youth and young adult participants in social-emotional skill-building courses addressing self-awareness & efficacy, empathy, conflict resolution, and esteem to help understand implied risks of current violent behavior and develop strategies to make positive life changes.

Formats and activities vary from artistic expression to leadership development and include but are not limited to a therapeutic approach.

Interaction should be of sufficient intensity and duration to bring about measurable changes in skills, attitudes, or behaviors of participants who often reside in high-risk areas or include risk factors for youth violence.

Reentry

Reentry programs address one or more known challenges to successful reentry: housing, transportation, employment, family reunification, mental health support, literacy, substance abuse, and trauma. Successful reentry programs often involve participant engagement for multiple hours per week for several months in small groups or individual case management and help individuals build skills and strategies to overcome barriers stemming from stigmatized history and personal challenges.

Grant Cycles & Steps * Actual dates vary per calendar year

General Grant Cycle (1st Cycle)

April: Grant cycle opens

May: Grant cycle closes

June: Review Committee convenes & applicants notified of decision

July: 1st Check disbursement and site visit (6-month funding period)

General Grant Cycle (2nd Cycle)

September: Grant cycle opens

October: Grant cycle closes

November: Review Committee convenes & applicants notified of decision

December: 1st Check disbursement and site visit (6-month funding period)

Open Grant Limit:

Organizations may have only one active Mini Grant Initiative underway at any time.

Maximum Funds: A maximum of \$10,000 in Grant funds may be awarded to an organization per grant cycle for Prevention, Intervention and Re-Entry Grants. The maximum amount awarded for an Awareness Grant is \$2,000 per cycle.

Budget Limits: The city reserves the right to limit the amount of the grant funds where necessary for budgeted items of food, beverages, and any other individual activities.

Annual Funding Limits: Funding decisions are based on available funding in the current fiscal year (between July 1 and June 30).

Fiscal responsibility: It is the applicant's responsibility to ensure Mini Grant funds are used solely for the award purposes and detailed records for all financial expenditures are maintained.

Additional/ Contingency Funding: No additional funding will be provided by the city above the awarded amount. Organizations are encouraged to budget carefully and account for any potential contingency needs that may arise.

Funding amounts and program reporting expectations are dependent on the opportunity areas being addressed

The following document divides our application process into **three** core phases: Pre-Application, the Application, and Post-Application.

I. Pre-Application

The pre-application process is where a potential grantee will spend a significant amount of time. This is the research phase of the process where an organization can spend weeks (even months) gathering, building, and developing the necessary components needed to seamlessly complete the grant application. This phase incorporates **SIX** subcomponents: grant qualification, thresholds and limitations, funding opportunities, organizational information, explanations of proposed work, and financial data.

Grant Qualification: The first step in applying for our grant (or any grant in general) is to ensure your nonprofit organization is eligible to apply for the grant being offered. For our particular organization, at the minimum, we require:

- a. Services provided in the City of Hampton, Virginia;
- b. Nonsectarian organization be listed as a nonprofit 501(c)(3) under the IRS Code, registered neighborhood serving organization, or community-based organization;
- c. Targeted towards identified demographics; and
 - Youth and young adults aged 14-24 living in identified high-risk or elevated-risk areas, and
 - Youth with history of violent behavior or propensity towards violent behavior
- d. Nonprofit organization focuses on one of our core target areas: awareness, intervention, prevention, or re-entry

Funding Thresholds and Limitations: Understanding the funding thresholds and limitations is the first component outside of determining grant eligibility. The Office of Youth and Young Adult Opportunity allows only ONE active project at a time. This means that, for example, a potential grantee cannot apply for both an Awareness Grant and a Prevention Grant and be awarded both. Further, grant awards are limited to one award per cycle (cycles will be discussed in the next section).

- a. Awareness grants are eligible to receive a maximum grant amount of \$2,000 per cycle.
- b. Intervention, prevention, or re-entry grants are eligible to receive a maximum of \$10,000 per cycle.

Search for Funding Opportunities: Grants from our Office require a minimum 25% match. This means that for individuals looking at applying for a \$10,000 grant must have at least a \$2,500 match or for those looking at awareness grants, a \$500 match must be attained. These additional funds must originate outside of our organization and can be achieved through other grants, donations, in-kind services or volunteer work. There are numerous websites such as www.grants.gov where a nonprofit organization can search for other eligible grants based on the mission of their organization.

Prepare for the Application Narratives: All applicants will be required to provide essential contact information including organizational name, program name, addresses, phone numbers, email address and web-site url when available. In addition, to providing narrative information in the following sections for scoring and consideration:

- **Organizational Capacity and Commitment** (20 points) explaining the previous successful work of the organization related to the proposed program and the capacity of the organization to deliver the program successfully in collaboration with community partners.
- **Program Description** (30 points) explaining the proposed program in detail including the number and type of participants, the recruitment strategies to be used, the activities for participants, the weekly hours for participants, and the duration of the program in weeks as well as logistics such as locations and transportation.
- **Program Goals** (20 points) explaining the measurable outcomes expected for program participants, how program activities are designed to produce those outcomes and the measures which will be used to capture and report the outcomes. This section also requires applicants to set targets for each outcome.
- **Budget Narrative** (20 points) explaining how grant funds will be used to deliver the proposed program (in each funding category) and how additional funds will be used and the source(s) of additional funding. All grants require a 25% match. The required match can be in kind services, volunteer labor, or funding, but must be clearly articulated and given a dollar value in the budget worksheet.
- **Project Timeline** (10 points) outlining the major action steps that the organization will take to prepare for the program, recruit participants, conduct program activities, measure outcomes, and prepare reports. Each action should include a projected start and completion date and the person responsible to assure its completion.

A review committee will meet to read, score, comment on and rank grant applications in a fair and independent review process. Applications are scored from 0-100 points.

Basic Organizational Information: This serves as an introduction to your organization. You can give a brief history of how you started the organization and some of the accomplished achieved. This is where we are interested in knowing about your organization's commitment and capacity to successfully offer awareness, intervention, prevention, or re-entry programs. However, be mindful the entire section should be fairly short, 250 words or less.

- a. Include locations and/or events to be held.
- b. Include demographics of targeted group (ages, gender, and number of participants).

Explanations for Proposed Work: The explanations for proposed work gives us a background for the work your nonprofit hopes to accomplish. It encompasses the largest part of the application process but also serves to provide a foundation for us to measure your organization's sustainability in the long-term. This is one of the first glimpses we have into the inner workings of your nonprofit, so it is imperative you make this section count.

- a. Program Description: An elevator speech is a speech in which an individual attempts to sell something (an organization, a product, etc.) between when an elevator disembarks to when it finally reaches the first floor, about thirty seconds. In grants, your explanation for proposed work is equivalent to your elevator speech. In 250-500 word narrative, describe program for which our funding (or any funding) is requested. Be succinct. Sell your nonprofit organization and make EVERY word count!
- b. Program Goals: In less than 250 words, describe the primary goals of the program and how the program activities support the nonprofit's expected or anticipated goals. This section should include:
 - measurable outcomes and target success rates
 - how to measure outcomes
 1. surveys
 2. assessments
 3. reports, etc.
- c. Marketing & Recruitment: In this section, we want to know how your nonprofit organization plans to meet their established demographic targets. How will your organization not only market to your demographic, but recruit them? How will you market and recruit your outside resources (therapists, volunteers, aides, etc.)? Further, this is where you really begin to think about how you will successfully identify and reach your target area? How will your organization meet your targeted goal(s)? Marketing and recruitment is a vital portion of any successful grant application because it allows the grantor to understand the viability of your nonprofit organization and its goals and objectives.

- d. Additional Requirements: This is where your nonprofit discusses any limitations expected. For instance, is your organization planning to use a Hampton Community or Neighborhood Center? If so, your organization's representative (whoever completes the application) will need to download, complete, and submit the "facility intent to use" form, located on our website. Will your project require city permits or licenses? If so, these processes take time to be approved (weeks, even) so the sooner these applications are filled and submitted, the more complete your application looks to us. Further, if your organization plans to use a non-designated Community or Neighborhood Center, we will need to be provided with a physical address where your project will be held.

Financial Data: This section is likely to be the most intensive and time-consuming, just because so much information has to be entered and/or considered. For instance, how long will participants spend in the program (daily, weekly, etc.)? How long will the program run? How does this affect financial projections (i.e. food cost, transportation cost, personnel costs, operating costs, etc.)? Most importantly, this is where the potential grantee discusses how matching funds (the minimum 25% required) will be used in support of program activities and outcomes?

- a. Matching Funds: In order to provide the minimum budget match, potential grantee organizations are highly encouraged to seek out other funding sources, including other grants.
- In-kind donations, such as equipment, software, furniture, and the like, are considered.
 - In terms of determining the rate of "pay" for volunteers, as of April 2021, each volunteer hour is calculated at \$28.54.
 - If your project requires interns in any capacity, are they considered volunteers or are they considered employees? These questions must be considered in the financial component of your application as the rates for each are different. As of December 2021, the average hourly pay for a nonprofit intern is \$19.72, which unlike a volunteer, is actually paid to the intern and not simply calculated into the organizations financial budget narrative.
- b. Some organizations, such as our grant organization, will allow you to download an Excel worksheet to complete your financial data. Simply input the numbers and let excel complete the rest. **NOTE**: Please completed the budget spreadsheet document found on the Youth and Young Adult Opportunities website and submit the form via email once you complete your application. **The budget worksheet must be completed and returned along with your application for grant consideration.**
- c. Other grantors may require you to develop your own financial template for submission.

II. Application

Congratulations, you have successfully endured the hardest portion of the application process: researching, developing, and gathering the necessary components to complete the application. In this phase of the grant process, if you have properly done the aforementioned items, your application process should be relatively seamless. Therefore, this phase of the application process is short, consisting of only **THREE** subcomponents: application submission, application retrieval (by the Office), and staying updated.

Submit Application: This process will be different based on the grantor organization. For the Office of Youth and Young Adult Opportunities, all applications will be submitted via our website, www.hampton.gov/youth.

a. For any grant being awarded through the Office of Youth and Young Adult Opportunities, applications run through cycles.

1. Bi-annual grant cycles

- **first** application cycle occurring from **April through May**
- **second** application cycle occurring from **September through October**

Additionally, it is a wise rule of thumb to always plan to allow for more time than less time. In other words, if your nonprofit organization is planning to host an awareness event in July, for instance, plan to start the application process several weeks to a month (minimum) before April to ensure best results. A rush job is a bad job!

Retrieval of Application: Once an application and budget worksheet has been successfully submitted to our Office, all potential grantees will be notified of their grant application submission status via email. At this point, until the application review process is complete, the grantees job has been temporarily alleviated. From this point, once the application process closes, all potential grant applications will be handled by the grant review committee.

Keeping Informed: Potential grantees can track the status of their application by communicating with the grant-making agency. For information on the status of your application, contact:

Charone Dew
Projects and Grants Coordinator
Office of Youth and Young Adult Opportunities
(757) 727-2749
charone.dew@hampton.gov

III. Post-Application

The post-application process commences at the end of the application period. This final phase of the grant application process includes **FOUR** subcomponents: application review, award notification, the hard work, and progress reporting.

Application Review: After a complete grant application is submitted, Office of Youth and Young Adult Opportunities Grantor Committee and staff will convene to:

1. Review the packet for completeness; and
2. Request any additional information from the applicant. Missing documents must be provided in 2 business days.
3. Review the application to ensure it abides by program policies;
4. Contact the organization with any questions or requests for additional information;
5. Share applications with the Grantor Committee comprised of community members, funding or budgetary agents, criminal justice servicing agents, school leaders, auditors, and other city representatives.
6. Complete a grant consideration rubric for recommendation and funding justification.
7. Forward recommendation to the City Manager's Office for review and approval.

Award Notification: Upon completion of the application review process, the Office will notify applicants whether or not they have been awarded a grant.

Funding considerations may result in recommendations to disburse less than the amount of the application request. All funding allocations are subject to the availability of funds.

Further, it is through this point all contracts, complete with well-established guidelines for use of the grant along with deadlines, will be signed and notarized. Following the signing of the contract, funds will be disbursed and the hard, yet rewarding, work begins for the grant recipient.

Funding appropriation cycles Fifty percent (50%) of the total awarded funding will be provided thirty days after contract execution for Prevention, Intervention and Re-entry grants, with the remaining amounts disbursed in equal payments after each monthly report is submitted and approved by the Office of Youth and Young Adult Opportunities.

One hundred percent (100%) of Awareness grant funds will be distributed 30 days after contract execution.

The Hard Work: After an applicant receives a Notice of Award the funds have been disbursed, the applicant will begin their project. It is the responsibility and duty of the applicant to meet any and all administrative, financial, and/or programmatic reporting requirements set forth by the grant contract and/or organizational policy and guidelines.

Progress Reporting: Grant recipients are required to submit regular reports documenting the project throughout its lifespan. Such reports are to include comprehensive knowledge about the financial data of the project (in other words, know where your grant money is going and how it is being spent) as well as quantitative information about the project's community impact. These regular progress reports should also entail where the project is in terms of targeted goals and measurable outcomes.

Monthly reporting requirements will be provided to awarded organizations.

Final reports are due no later than 30 days after grant project completion.

- a. Site Visits: Grant recipients will receive site visits from the Office of Youth and Young Adult Opportunities. Such visits provide an opportunity for two-way communication between the grantor and the grantee. Further, this allows our Office to gain a better depth and scope of how your project operates and see how it has the potential to better the community.
- b. Audits: Per the Single Audit Act of 1996, grantees may be subject to a yearly audit. The purpose of such an audit is to ensure compliance with pre-established rules and regulations and also to evaluate financial information, including expenses paid for by the grant.

Last, all awardees are required to respond to any additional requests surrounding the grant within a timely manner. Such requests will be made via phone as well as in writing within a set time frame to allow for an adequate response time. For example, if we feel a request could be completed within two weeks, we will notify the grantee, in writing, a minimum of two weeks before the request is to be fulfilled.

Policies

Media and Credit Requirements: The grantee must include the following credit line in all promotional and marketing materials related to this grant including websites, news and press releases, public service announcements, broadcast media, event programs, and publications: **“With the support of the City of Hampton Plant Change Mini Grant Program.”**

Unallowable Expenses:

- Funds may not be used to supplant existing funds. Supplanting means to replace existing funds used for a specific purpose with these grant funds.
- Food expenses should not exceed \$5 per person based on meeting frequency. This is a guideline, but we encourage applicants to utilize partnerships to support food needs to allow funding to support direct services.
- Operating costs associated with typical operation are not allowed (auditing expenses, lease expenses, utilities, telephone etc.), insurance expenses directly related to the proposed program are acceptable.
- Activities directly related to fundraising or political contributions are not allowed.
- Projects that have already been completed cannot be paid for using grant funds.
- Policy prohibits the use of grant funds for alcoholic beverages or cash giveaways

Community/Neighborhood Center Usage: If your organization’s intention is to utilize a City of Hampton Community / Neighborhood Center for your program, activity and or event. Please attach a completed signed intent to request use of Parks, Recreation & Leisure Services Facilities form. Please follow the instructions on the form, to ensure the program is properly completed and signed by the appropriate staff person.



Prevention, Intervention, Re-entry Application (Available online at
Hampton.gov/youthopportunities)

Organization Information:

Address:

Phone Number: _____ Alternate Number: _____

E-mail

Address _____

Program Manager/ (if different):

Address:

Phone Number: _____ Alternate Number: _____

E-mail

Address _____

Program Information

Program Type: Prevention _____ Intervention _____ Re-entry _____

Program Cycle funding request **Cycle 1** Jul-Jan _____ **Cycle 2** Dec-Jun _____

Program Title:

Program Location / Address:

List of other partners or resources outside of your organization (Attach additional pages if necessary to include organization name, contact person, email and phone number.):

Amount Requested (cannot exceed \$10,000 should match the total on the budget form submitted separately): \$_____

Complete the budget form found online and budget item descriptions. If additional pages are needed, please attach to application and specify number of pages here.

- Attach a complete program narrative (see instructions)
- Attach any related fliers, planning minutes, designs, event permits or photographs and specify number of pages here ___.

Program Narrative Instructions

Please provide information on the following in a typed format (Times New Roman, 12 pt. font) consistent with the Youth and Young Adult Opportunities Grantee Guide and Policies. The narrative should include the sections as outlined below.

Description of Organization Commitment & Capacity (250 words max)

Please provide a brief narrative which describes the organization's experience and capacity to successfully offer youth violence prevention, intervention or re-entry services. Include collaborative relationships with other organizations and whether those collaborations will contribute to this program. NOTE: if you have the narrative prepared, you can copy and paste it into this form!

Description of the Program (250-500 Words)

Please provide a detailed narrative which describes the program for which this funding is requested. After the narrative, you will be asked to enter specific information about program clients, goals and logistics. NOTE: if you have the narrative prepared, you can copy and paste it into this form!

Goals of the Program (300-500 Words)

Describe your primary goals of the program and explain how they address prevention, intervention or re-entry efforts. Your goals should identify how the program will prevent or reduce violence therefore benefiting the citizens of Hampton. Collaboration is encouraged. Proposals must address one of the below areas. Please select the specific reduction focus area to be addressed:

- Community Building & Empowerment (includes conflict resolution)
- Educational Development (includes social and emotional learning)
- Employment Readiness
- Family Support Mental Health Support (includes Trauma informed care)
- Out of School Time Activities (should include components of youth development)

What age group(s) will be served in the program? _____

14-17 years old _____ 18-24-year-old _____ age is not a factor in program recruitment _____

What gender will be served in the program? *

- Both females and males
- Females only
- Males only

Plan and Timeline

Explain your action plan with estimated times for completion. It should include all activities, marketing, and recruitment. A timeline can be used for this section, sample below:

Time Frame	Action Item	Purpose	Responsible Party

Partnerships should also be clearly identified. A sustainability statement should also be included in the program plan. If collaborating with another agency, please detail in what capacity.

How will participants be recruited? _____

Where will the program be held? _____

Are you planning to use a Hampton Community or Neighborhood Center? If you answer yes, please download, complete, and submit the "Facility Intent to Use Form" available on the website.

- Yes, we will use a Community/Neighborhood Center and will submit the appropriate form
- No, we will not be using a Community/Neighborhood Center

Will transportation be provided? *

- Yes
- No

Approximately how many hours will participants spend in program activities each week?
(enter a number)

For how many weeks will the program run? (enter a number)

What plan do you have to implement the program if we continue to face restrictions based on the COVID19 pandemic?

List at least FIVE measurable outcomes. (Example: 85% of participants will improve their conflict resolution skills as demonstrated through a pre and post assessment.)

OUTCOME 1 _____

OUTCOME 2 _____

OUTCOME 3 _____

OUTCOME 4 _____

OUTCOME 5 _____

If there are outcomes listed which require surveys or assessments as measures, please describe the instruments you are planning to use. (i.e. Are they purchased? already developed by your agency? or other?) *

Please share any additional information on the program, its participants, and recruitment.

Budget and Budget Narrative (250 words max)

Please describe exactly how funds will be used in support of program activities and outcomes. The narrative should follow the budget categories explaining what personnel costs and benefits will be paid, what funds will be used for transportation, supplies, facilities, equipment or other expenses. In addition, please explain how funding or in-kind contributions from other sources will be used; a minimum of 20% of program costs should be funded outside the grant (that's a 25% match to grant funds). **As with other narratives, you can copy and paste your answer from another document. In addition to the narrative, applicants must download, complete and submit a detailed budget worksheet using the link on the website.**

Match Requirements

Each application must contain a 25% match to support the proposed program. Describe the matching resources identified to support the program. You must be able to provide the dollar value of matching resources for the program. Your match provided must have a direct relationship to the program. Please include your match in the budget form.

Eligible match may include cash contributions, donated materials or services, volunteer labor, and reductions in cost.

- Donated or volunteer labor is valued at the rate published by the Independent Sector (<http://www.independentsector.org>) for Virginia in the last published calendar year.
- Donated or discounted professional services will be valued at the full cost of the service provided. Professional services are servicing a person provides for paid employment that are offered at a reduced rate; the difference between what the professional normally charges and what they charge the organization may be counted as matching funds. These services must have a direct contribution to the program in order to be counted as a match.
- For reductions in cost, donated materials, and services price quotes must be obtained from multiple vendors to substantiate the value of the match.

Programs most likely to receive approval are those which plan to utilize grant funds along with other resources from their community to develop sustainable programs. Therefore, you may wish to aggressively recruit volunteer labor or contact local businesses, financial institutions, and other agencies about other possible resources in support of the program.

Sustainability and Collaboration Plan (not required but highly encouraged)

Programs most likely to receive approval are those with established partnerships and/or established relationships with other community organizations. You may wish to proactively recruit volunteer labor or contact local businesses, financial institutions, and other agencies about other possible resources in support of the program

Required Signatures

If awarded, the scope of work and implementation of the program are the responsibility of the organization. Progress reports must be submitted and the City of Hampton Office of Youth and Young Adult Opportunities must be identified when promoting the funded program. By signing below, we verify that this program has been discussed by a representative body of the applying group and that all information contained herein is accurate.

 Name (Printed) Signature Title Date

NOTE: Application Deadlines

Applications will be received online, in person, by mail, or email **no later than 11:59 pm on the application close date**. All applications that are turned in or received after the deadline will not be considered.

Please send all information or inquiries to following contact:

Charone Dew
Projects and Grants Coordinator
Office of Youth and Young Adult Opportunities
1 S. Mallory St. 2nd Flr, Phoebus Branch Library
Hampton VA, 23663
(757) 727-2749 charone.dew@hampton.gov

After you apply please remember to return to the Office of Youth and Young Adult Opportunities Website to download, complete, and submit the Budget Worksheet, which is required for your application to be considered for funding. Thank you!



Awareness Application (Available online at Hampton.gov/youthopportunities)

Organization Information:

Organization/Group Name:

Organization President/Director:

Address:

Phone Number: _____ Alternate Number: _____

E-mail

Address _____

Program Manager/ (if different):

Address:

Phone Number: _____ Alternate Number: _____

E-mail

Address _____

Program Information

Program Type: Symposium _____ Summit _____ Seminar _____

Workshop _____ Other _____

Program Cycle funding request **Cycle 1** Jul-Jan _____ **Cycle 2** Dec-Jun _____

Program Title:

Program Location / Address:

List of other partners or resources outside of your organization (Attach additional pages if necessary to include organization name, contact person, email and phone number.):

Amount Requested (cannot exceed \$2,000 should match the total on the budget form submitted separately): \$ _____

- Complete the budget form found online and budget item descriptions. If additional pages are needed, please attach to application and specify number of pages here ____.
- Attach a complete program narrative (see instructions)
- Attach any related fliers, planning minutes, designs, event permits or photographs and specify number of pages here ____.

Program Narrative Instructions

Please provide information on the following in a typed format (Times New Roman, 12 pt. font) consistent with the Youth and Young Adult Opportunities Grantee Guide and Policies. The narrative should include the sections as outlined below.

Description of Organization Commitment & Capacity (150 words max)

Please provide a brief narrative which describes the organization's experience and capacity to successfully offer youth violence prevention, intervention or re-entry services. Include collaborative relationships with other organizations and whether those collaborations will contribute to this program. NOTE: if you have the narrative prepared, you can copy and paste it into this form!

Description of the Program (150-300 Words)

Please provide a detailed narrative which describes the program for which this funding is requested. After the narrative, you will be asked to enter specific information about program clients, goals and logistics. NOTE: if you have the narrative prepared, you can copy and paste it into this form!

Goals of the Program (150-200 Words)

Describe your primary goals of the program and explain how they address prevention, intervention or re-entry efforts. Your goals should identify how the program will prevent or reduce violence therefore benefiting the citizens of Hampton. Collaboration is encouraged. Proposals must address one of the below areas. Please select the specific reduction focus area to be addressed:

- Community Building & Empowerment (includes conflict resolution)
- Educational Development (includes social and emotional learning)
- Employment Readiness
- Family Support Mental Health Support (includes Trauma informed care)
- Out of School Time Activities (should include components of youth development)

What age group(s) will be served in the program? _____

14-17 years old _____ 18-24-year-old _____ age is not a factor in program

recruitment _____ adults _____ Families including adults and children _____

What gender will be served in the program?

- Both females and males
- Females only
- Males only

How many times will the event occur?

- 1 time only
- 2 times
- 3 times
- Other _____

Approximately how many hours will the event be?

Plan and Timeline

Explain your action plan with estimated times for completion. It should include all activities, marketing, and recruitment. A timeline can be used for this section, sample below:

Time Frame	Action Item	Purpose	Responsible Party

Partnerships should also be clearly identified. A sustainability statement should also be included in the program plan. If collaborating with another agency, please detail in what capacity.

How will participants be recruited? _____

Where will the program be held? _____

Are you planning to use a Hampton Community or Neighborhood Center? If you answer yes, please download, complete, and submit the "Facility Intent to Use Form" available on the website.

- Yes, we will use a Community/Neighborhood Center and will submit the appropriate form
- No, we will not be using a Community/Neighborhood Center

Will transportation be provided? *

- Yes
- No

Approximately how many hours will participants spend in program activities each week? (enter a number)

For how many weeks will the program run? (enter a number)

What plan do you have to implement the program if we continue to face restrictions based on the COVID19 pandemic?

List at least one measurable outcome. (Example: 85% of participants will improve their conflict resolution skills as demonstrated through a pre and post assessment.)

OUTCOME 1 _____

Please share any additional information on the program, its participants, and recruitment.

Budget and Budget Narrative (250 words max)

Please describe exactly how funds will be used in support of program activities and outcomes. The narrative should follow the budget categories explaining what personnel costs and benefits will be paid, what funds will be used for transportation, supplies, facilities, equipment or other expenses. In addition, please explain how funding or in-kind contributions from other sources will be used; a minimum of 20% of program costs should be funded outside the grant (that's a 25% match to grant funds). **As with other narratives, you can copy and paste your answer from another document. In addition to the narrative, applicants must download, complete and submit a detailed budget worksheet using the link on the website.**

Match Requirements

Each application must contain a 25% match to support the proposed program. Describe the matching resources identified to support the program. You must be able to provide the dollar value of matching resources for the program. Your match provided must have a direct relationship to the program. Please include your match in the budget form.

Eligible match may include cash contributions, donated materials or services, volunteer labor, and reductions in cost.

- Donated or volunteer labor is valued at the rate published by the Independent Sector (<http://www.independentsector.org>) for Virginia in the last published calendar year.
- Donated or discounted professional services will be valued at the full cost of the service provided. Professional services are servicing a person provides for paid employment that are offered at a reduced rate; the difference between what the professional normally charges and what they charge the organization may be counted as matching funds. These services must have a direct contribution to the program in order to be counted as a match.
- For reductions in cost, donated materials, and services price quotes must be obtained from multiple vendors to substantiate the value of the match.

Programs most likely to receive approval are those which plan to utilize grant funds along with other resources from their community to develop sustainable programs. Therefore, you may wish to aggressively recruit volunteer labor or contact local businesses, financial institutions, and other agencies about other possible resources in support of the program.

Required Signatures

If awarded, the scope of work and implementation of the program are the responsibility of the organization. Progress reports must be submitted and the City of Hampton Office of Youth and Young Adult Opportunities must be identified when promoting the funded program. By signing below, we verify that this program has been discussed by a representative body of the applying group and that all information contained herein is accurate.

Name (Printed) Signature Title Date

NOTE: Application Deadlines

Applications will be received online, in person, by mail, or email **no later than 11:59 pm on the application close date**. All applications that are turned in or received after the deadline will not be considered.

Please send all information or inquiries to following contact:

Charone Dew
Projects and Grants Coordinator
Office of Youth and Young Adult Opportunities
1 S. Mallory St. 2nd Flr, Phoebus Branch Library
Hampton VA, 23663
(757) 727-2749 charone.dew@hampton.gov

After you apply please remember to return to the Office of Youth and Young Adult Opportunities Website to download, complete, and submit the Budget Worksheet, which is required for your application to be considered for funding. Thank you!

PLANT CHANGE Mini Grant Checklist



Preparing to Apply!

Open to Nonsectarian organization be listed as a nonprofit 501(c)(3) under the IRS Code, registered neighborhood serving organization, or community-based organization.

Gather Material

- Organization Commitment
- Program Description
- Proposal
- Program Location, transportation demographics
- COVID-19 Implementation plan
- Review Grantee Comprehensive Guide for additional details

Attend Training Sessions

- Attend a Mini Grant Info Session
- Participate in Grant Trainings in-person or remotely
- Awardees must attend Mandatory Award meeting

Complete Award Packets

- Submitted Application
- Mini-Grant Notarized Contract
- Scope of Work/Proposal
- W9
- Liability Insurance
- Background Certification Form

For Additional Information Contact

Charone Dew
Projects and Grants Coordinator
Office of Youth and Young Adult
Opportunities
(757) 727-2749
charone.dew@hampton.gov

