



## Oregon Volunteers GYSD Community Mini-Grants Program

Oregon Volunteers Commission for Voluntary Action and Service seeks to promote an ethic of service, volunteering and inclusion in communities across Oregon. This Oregon Volunteers Mini-Grants Program makes available small grants up to \$400 for service projects that actively engage children and/or youth (ages 5-25) in the planning and implementation for Global Youth Service Days, April 15-17, 2011.

### Purpose

The GYSD Community Mini-Grants Program is designed to support youth-driven projects, occurring April 15-17, 2011, which address compelling community needs through service. Projects must demonstrate strong engagement of youth with a community organization (Sponsoring Organization) in both the planning and implementation phases and strive to meet the goals set forth by Global Youth Service Day, which are to:

- **Mobilize** youth to identify and address the needs of their communities through service;
- **Support** youth on a life-long path of service and civic engagement;
- **Educate** the public, the media, and policymakers about the year-round contributions of young people as community leaders and resources

### Eligible Applicants

Eligible applicants: A community organization/school (Sponsoring Organization) may apply for funding reimbursement for youth-driven projects. A community member/youth may apply for funding reimbursement through a community organization/school (Sponsoring Organization), the latter of which will need to provide a letter of support clearly stating their involvement in the project and willingness to provide funds for **initial project costs. These funds will be reimbursed to the applicant (sponsoring) organization upon successful completion of the project.** National service members (AmeriCorps, VISTA, Senior Corps, Learn and Serve, NCCC) are not eligible.

### Application

To be considered for funding, Oregon Volunteers must receive applications including ALL of the materials in the checklist below by **3:00pm February 24, 2011**:

1. Signed and completed application form.
2. Narrative (described on application form) limited to 3 typed double-spaced pages.
3. Detailed program budget clearly showing how grant funds will be used and a 25% match.
4. A letter of support from a sponsoring organization if the application is filled out by a community member/youth.
5. **PLEASE SAVE ALL REQUIRED DOCUMENTS IN A SINGLE PDF FORMAT DOCUMENT** and submit the complete application packet electronically to [Justin@oregonvolunteers.org](mailto:Justin@oregonvolunteers.org)

### Review and Selection

Oregon Volunteers will assemble a committee to review all applications. Selected projects will be notified on or before March 4, 2011.

Applications will be reviewed based on the extent to which the project: directly benefits the community, actively engages youth/children in all aspects of the project, is cost effective, and strives to meet the goals of Global Youth Service Day.

## Conditions and Requirements

- Mini-grant recipients must agree to complete the Global Youth Service Day project as described in the application. Any changes to the project must be approved in advance.
- Applicant organizations awarded a mini-grant should be prepared to provide funds for all initial costs. This means that the project leader(s) will need access to funds necessary for the project, before the event. Mini-grant funds will be available only on a reimbursement basis to the sponsoring organization after event completion. Reimbursement of funds requires submission of an invoice with receipt copies of actual expenses and documentation of match funds as well as the event report.
- Mini-grant recipients will be responsible for submission of pictures and a final report detailing the project, including a summary of grant expenditures and reimbursement request, no later than 3pm, May 16, 2011.
- All projects must be carried out between April 15—17, 2011.
- Project budgets must not exceed \$400 in requested funds.
- Project budgets must display a funding match of 25% of the value of grant funds requested that can be in cash or in-kind donations from applicant community organization/school, or other source. (i.e. requesting \$400 in grant funds means you must also show a \$100 community match.)
- Only **complete** applications received by 3pm on February 24, 2011 will be considered. This includes the signed application page.
- National service members (AmeriCorps, VISTA, Senior Corps, Learn and Serve, NCCC) are not eligible.

## Information

For more information on the mini-grant program, contact AmeriCorps\*VISTA member Justin Prazak at [Justin@oregonvolunteers.org](mailto:Justin@oregonvolunteers.org) or by phone at 503-725-5916 or toll-free 888-353-4483.

To download a toolkit about how to plan a service day project, visit our website [www.oregonvolunteers.org](http://www.oregonvolunteers.org).

For more information, ideas and resources for Global Youth Service Day projects visit: [www.gysd.org](http://www.gysd.org)

### **Oregon Volunteers:**

Delivery Address: 633 SW Montgomery, #210  
Portland, OR 97201

Mailing Address: Attn: Justin Prazak  
PSU-CSC  
PO Box 751  
Portland, OR 97207

## GYSD Community Mini-Grants Program Application

|  |        |  |
|--|--------|--|
| Applicant (Please check one):<br><input type="checkbox"/> Community Member/Youth <input type="checkbox"/> Community Organization /School |        |  |
| Applicant Name & Title:  |        | Applicant (Sponsoring Organization) Name |
| Applicant (Sponsoring Organization) Address:   |        |  |
| City:  | State: | Zip:                                     |
| Email:   |        |  |
| Phone:   |        | Fax:                                     |
|  |        |  |
| Applicant Signature:   |        | Date:                                    |

### Narrative

On separate paper (not to exceed 3 double-spaced 10-point font pages), describe the proposed project. Respond to each question specifically, preceding each answer with the corresponding number:

1. Provide a detailed description of your event, including:
  - The community need that is being addressed.
  - The services to be performed and who the beneficiaries will be.
  - The involvement of youth in the planning and implementation of the project.
  - The exact date(s) of the project
2. How will this project meet the goals set forth by Global Youth Service Day?
3. What are the goals and measurable objectives of the proposed project?
4. What plan is in place for evaluating the success of the proposed project?
5. How does the budget show effective use of Oregon Volunteers funds?

### Budget

Provide a budget on attached form detailing how the grant funds will be used for your proposed project. Staff salaries and benefits, indirect or administrative costs and volunteer time, stipends or wages are unallowable costs for reimbursement or match.

### Letter(s) of Support

If the application is filled out directly by a sponsoring organization a letter of support is not required. A letter of support is required if application is filled out by a community member/youth applying through a sponsoring organization. The letter of support must indicate the sponsor organization's involvement in the planning and implementation of the proposed project and their commitment to provide initial project funds.

**Please return all materials to Oregon Volunteers on or before 3:00 pm February 24, 2011.**

## GYSD Community Mini-Grants Budget Form

Please fill in the amounts requested from Oregon Volunteers in grant funds, and from any other sources (either in-kind or cash).

Grant funds will be available to the sponsoring organization only on a reimbursement basis and only after the submission of an invoice and receipt copies of the actual expenses. **Any changes to the budget must be approved in advance.**

List specific methods for calculating anticipated expenditures. Staff salaries and benefits, indirect or administrative costs and volunteer time, stipends or wages are unallowable costs. Indicate the source of any non-Oregon Volunteers in-kind or cash donations. Include all cost line items and the purpose for each item anticipated for the project.

**Example:**

| <i>Description &amp; Purpose</i>   | <i>Total Funds</i> | <i>OV Grant Funds Requested</i> | <i>Match Funds (in-kind or cash)</i> | <i>Source of Match</i>                                       |
|--|--------------------|---------------------------------|--------------------------------------|--|
| <i>Refreshments for volunteers</i> <ul style="list-style-type: none"> <li>• 4 dozen donuts @10 per dozen</li> </ul>  | \$40               | \$40                            | \$0                                  |  |
| <i>Painting supplies for mural</i> <ul style="list-style-type: none"> <li>• 10 paint rollers @ \$10 each</li> <li>• 20 gallons paint @10/gallon</li> </ul> | \$300              | \$200                           | \$100                                | <i>Use of paint rollers donated by NW Custodial Services</i> |

| <b>Description &amp; Purpose:</b> | <b>Total Funds (100%)</b> | <b>OV Grant Funds Requested</b> | <b>Match Funds (in-kind or cash, at least 25% of total budget)</b> | <b>Source of Match Funds</b> |
|-----------------------------------|---------------------------|---------------------------------|--|------------------------------|
|                                   | \$                        | \$                              | \$   |                              |
|                                   | \$                        | \$                              | \$   |                              |
|                                   | \$                        | \$                              | \$   |                              |
|                                   | \$                        | \$                              | \$   |                              |
|                                   | \$                        | \$                              | \$   |                              |
|                                   | \$                        | \$                              | \$   |                              |
|                                   | \$                        | \$                              | \$   |                              |
|                                   | \$                        | \$                              | \$   |                              |
| <b>Totals :</b>                   | \$                        | \$                              | \$   |                              |

Total OV Grant Funds Requested: \_\_\_\_\_ (cannot exceed \$400)