



2017 Teen Services Grant Program

Program Guidelines and Application Packet

**A program of the
City of Davis Parks & Community Services Department**



2017 Teen Services Grant Program Guidelines

The City of Davis Teen Services Grant Program allocates funding to a wide variety of programs and services that promote, support, and assist local community organizations in providing creative opportunities for teens to receive mentorship and leadership skills that are founded upon the framework of the Search Institute's 40 Developmental Assets for youth 12 to 18 years of age. This framework, first introduced in 1990, is based on extensive research in the areas of positive youth development, prevention and resiliency. More information about the 40 Developmental Assets is available at <http://www.search-institute.org/research/assets/background>

Program/Service Implementation Dates

All funded program/services can begin anytime after receiving City Council approval and signed funding contracts in December 2016. All 2017 funded programs/services must be completed by December 31, 2017.

Funding Eligibility Criteria

At time of application submittal, organizations must meet all of the Funding Eligibility Criteria:

- Be a Yolo County based 501 (c) (3) organization in good standing in the state of California
- Be in operation for a minimum of three years at the time an application for funding is submitted
- Demonstrate that a minimum of 75% of the organization's target market (i.e. participants, members) are Davis residents between the ages of 12-18 years
- Demonstrate that the applying organization fosters opportunities for teens to hold responsible leadership positions within the organization
- Demonstrate financial hardship by providing copies of annual operating budget and their most recent IRS 990 reporting form

Funding Guidelines

- Grant awards will be provided on an annual basis as determined by the city council. Grants may be awarded at the City's discretion up to a maximum of \$10,000 per fiscal year and/or the initial \$70,000 fund balance is depleted, whichever comes first.
- Applicants may apply for grant awards starting at \$500 and up to a maximum of \$10,000 each year. The application should specify the proposed use of the grant funds.
- Applicants may only apply for grant amounts not to exceed 50% of their annual operating budget.
- The number of grant awards funded each year will depend on the number of applicants who meet the funding criteria and the total amount requested for all proposed projects. The City is not required to award all, or any, of the grant funds in any year. Generally, grants will be made on an annual basis. Prior funding does not indicate that the City would provide continued funding in subsequent years. It is not the intent of the City that these grant funds be used as annual funding for the grantees.
- All program/services funded by the Teen Services Grant program must take place in the City of Davis.
- Applicants are encouraged to match the requested grant funds with other funding sources (i.e. donations, fundraisers, earned revenues, and other grants).
- Grant recipients will receive an initial distribution in the amount of \$1,000 and then can request up to 50% of the award amount within 6 months of the signed agreement to assist in ongoing expenditures. The balance will be paid upon receipt of a grant fund final report due September 29, 2017.
- Applications will be evaluated based upon the applicant's compliance with the Teen Service Grant criteria and guidelines, the overall quality of the proposed program or service and its correlation to the 40 Developmental Assets, the application's completeness, the proposed project's feasibility, and the benefit to the designated teen population and community.
- Grant applications will typically become available in September for implementation in the coming year. Generally, grant awards would be reviewed by the Recreation and Park Commission in November, with approval by the City Council occurring in December or early January.
- If there are extenuating circumstances that prevent applying organizations from full compliance with any of the Funding Eligibility Criteria, applying organizations may provide supplemental information

attached with their Grant Application for the Recreation and Park Commission to consider in its funding recommendations to the City Council.

- The Recreation and Park Commission, or subcommittee thereof, reserves the right to request additional information or clarification at any time throughout the grant process, in order to make their final funding recommendations to the City Council.
- The Recreation and Park Commission, or subcommittee thereof, reserves the right to recommend alternative funding amounts other than the requested funding by the applicant, based upon funding availability, number of applications and total amount of funding being requested, etc. and/or to recommend denial of any or all applications.
- The City Council may determine to terminate this grant program at the termination of any grant cycle or during the city's budget process.

Funding Restrictions

The City is unable to provide funding support for the following programs/services or other uses:

- For general administrative and/or overhead costs that are not directly associated to the proposed project
- For construction or renovation of facilities and purchases of property
- For purchase of permanent equipment
- For those programs, events or activities that are considered religious in nature
- For those programs, events or activities that are considered lobbying events/activities to influence opinions regarding specific legislation and/or candidates
- For the sub-leasing of facility use to alternative organizations other than the applying organization
- For facility uses which benefit another organization other than the applying organization through fundraising or other means

Application Timeline

October 19

Applications Due by 5:00 p.m. Applications must be **received** by the deadline. (Sorry – postmarks, emails or facsimiles are not acceptable). Submit applications to: Teen Services Grant Program, City of Davis Parks & Community Services Department, 23 Russell Blvd., Suite 5, Davis CA 95616. **Late applications will not be accepted.**

November 17

Recommendations for 2017 Teen Service Grant Funding - Preliminary recommendations for funding will be presented to the Recreation and Park Commission.

December 6

Final Recommendations for 2017 Teen Service Grant Funding – Funding recommendations from the Recreation and Park Commission will be presented to the City Council for final approval. Funds would be available upon City Council approval and signed funding contracts.

Helpful Hints for Filing a Successful Teen Services Grant Application

- Discuss your application proposal with Anne Marquez, Community Services Supervisor (530.757.5626), early in your planning process. Applicants who generally discuss proposed program/services with staff are usually able to improve a proposal's competitiveness.
- **Read the guidelines carefully and follow the application instructions thoroughly.** Be complete, not wordy. Long flowery passages can be more of a hindrance than a help. Direct, succinct responses are best.
- All pages may be filled out by hand in **black ink** or on your computer using the MS Word document provided by staff. **Your application must be easy to read.** Handwritten is fine, but black ink is essential for duplication purposes for the Commission and City Council review.

- Before copying your application, go over the checklist printed on the last page of this packet. **Make sure you've included everything and all attachments are clearly labeled before copying.** Submit a stapled copy to the City of Davis and keep one copy for your own files. Please call if you have any questions.

2017 Teen Service Grant Application Cover Form

APPLICATION DEADLINE: 5:00 p.m., Wednesday, October 19, 2016. Late applications not accepted.

RETURN TO: Teen Services Grant Program, Parks & Community Services Department, City of Davis, 23 Russell Blvd, Suite 5, Davis CA 95616

General Information

1. Name of Organization: _____ State Charitable Registration #: _____

2. Organization's Contact Person: _____

3. Mailing Address: _____

4. Contact Phone: (Day) _____ (Eve) _____

E-Mail Address _____

5. Proposed Program/Service: _____

6. Amount being requested from City of Davis Teen Grant program: \$ _____

7. Has your organization ever been a recipient of a City of Davis grant before? _____ If yes, when and what type of grant was provided?

Certification

By signing this application, the applicant certifies that all information included in this application is as complete and accurate as possible, and that, if funded, the applicant will comply with the city's non-discrimination ordinance.

Applicant's Signature and Title

Date

For more information: Anne Marquez, Community Services Supervisor (amarquez@cityofdavis.org) or at 530.757.5626.

2017 Teen Services Grant Application Narrative

You may reformat the narrative pages of the application for use on the computer.

Please include all information, and do not delete any individual section.

Program/Service Description

Make sure you answer the following questions completely. Your responses to these questions are important evaluation criteria for the Recreation and Park Commission and City Council in determining final funding recommendations.

1. Please describe the proposed program/service that your organization is requesting funding for, including your target market, and how, when and where the program is proposed to take place. *Reminder: All program/services must take place within the City of Davis between January and December 31, 2017.*

2. Please describe how your organization identified the need for the proposed program/service, and explain the community benefits of such a program/service.

3. How does the proposed program/service correlate to the 40 Developmental Assets framework for youth ages 12-18? How do you provide creative opportunities for teens to receive mentorship and leadership skills within your organization's structure?

4. Please provide detailed information about the program/service goals, the measureable outcomes for the program/service, and any means of program evaluation.

Program/Service Description Continued

5. Please identify any and all collaborative partners that are anticipated to be a part of the proposed program/service, and describe the various roles and responsibilities of these partners as it relates to the proposed program/service.

6. Who are your key staff members and administrators? Identify them and briefly summarize their experience that qualifies their involvement in your program/service. Resumes for all identified key personnel must be attached. If you will be recruiting staff members, explain your recruitment plans.

Work Plan

Please provide an outline or timeline for the proposed program/service, from planning through implementation and evaluation. Include brief descriptions of key tasks, names of persons responsible for completing each task, and an estimated completion date for each. Please include any plans for community outreach and promotions of the proposed program/service. Your thorough response to this section is essential to help evaluate the feasibility of your program/service.

Budget Narrative Worksheet

Please submit a detailed budget reflecting your organization's annual operating budget including the proposed funding request. This worksheet provides space to itemize and explain figures included on the 2016 Teen Services Grant Budget Summary Form which is listed on the following pages. Please refer to the Program Guidelines section titled "Funding Restrictions" to review areas that the City is unable to fund as part of the Teen Services Grants.

PROGRAM/SERVICE COSTS:

Section 1: Personnel Budget - Identify by name and title (program director, staff, etc.), if known, anyone who will receive a fee for services under the proposed program/service grant. Specify the amount each individual and/or organization will receive and the basis for the fee (hourly calculations, stipend, etc.). Be as complete as possible.

Section 2: Other Resource Expenditures - Describe all related expenditures for the program/service. See the categories suggested on the Teen Services Grant Budget Form. You may modify each line item as appropriate for your proposed program/service.

Section 3: Other Costs - Describe any program/service costs not included above, and explain the basis for your estimate.

Budget Narrative Worksheet Continued

CASH REQUESTED FROM CITY: What is the total amount you are requesting? (There is a maximum of \$10,000 per fiscal year, and/or an amount not to exceed 50% of your annual operating budget). Please explain specifically what the funds will be expended on.

CASH AND GOODS PROVIDED BY OUTSIDE SOURCES: Describe all grants and gifts. Separate between funds already awarded and funds not yet approved. Specify amounts and sources of any in-kind contributions and explain the basis for your estimate. Attach documentation to verify the funding source, restrictions, etc. **Explain what you will do if you do not receive the grants and/or gifts listed here.**

CASH PROVIDED BY APPLICANT: Describe the source of all funds committed to the program/service by the applicant and/or sponsoring organization.

Budget Summary Form

The basis for determining the costs shown below should be explained in full on the previous Budget Narrative Worksheets. In-kind donations are specific services and materials which you receive for free or at less than fair market value.

CASH REQUIRED

IN-KIND DONATIONS

	Requested from City	Provided by outside grants	Provided from fundraising, etc.	Provided by applicant and/or sponsor	Total Cash Needed	Provided by applicant	Provided by others
Total of all personnel related expenditures							
Other Resource Expenditures							
Facility or Programming Space							
Equipment							
Materials and supplies							
Insurance							
Other:							
Publicity Expenditures							
Printing							
Mailing							
Other:							
Other Costs							
TOTAL BUDGET							

Attachments Required for All Applications: Resumes, Letters of Reference, Letters of Support from Sponsoring Organization, if applicable, and other Supporting Documentation.

- A copy of the organization's tax exempt status with the State Charity Registration Number.
- Copies of the Organization's annual operating budget and the most recent IRS 990 reporting form. Please submit paperwork concurrent to your reporting requirements and note if your organization is required to submit a full 990 or not.
- Key Personnel: Attach resumes for all staff and administrative people who will be involved in your program/service.
- Must submit relevant demographic or membership list demonstrating that the target audience meets the 75% Davis residency requirement.
- Attach at least two dated letters of reference. If the proposed program/service has collaborating partners, please include statements of support from each partner.
- If your program/service is being sponsored or co-sponsored by a Davis organization, either actively (in the form of an event venue, for example) or for bookkeeping purposes (for financial pass through arrangements), you must attach a letter from the organization stating that they have reviewed your application and support the proposal as described.
- Check your application packet. You should have one **SIGNED ORIGINAL** of the Cover Form, complete answers to all narrative questions (reformatted for the computer if desired), budget form, and any other related attachments.
- Keep one copy of everything for your files.

SUBMIT THE ORIGINAL, SIGNED APPLICATION TO:

Teen Services Grant Program
Attn: Anne Marquez, Community Services Supervisor
City of Davis Parks & Community Services Department
23 Russell Blvd., Suite 5
Davis, CA 95616

ALL APPLICATION MATERIALS MUST BE RECEIVED NO LATER THAN WEDNESDAY, OCTOBER 19, 2016 AT 5:00 P.M. LATE APPLICATIONS WILL NOT BE ACCEPTED. POSTMARKS, EMAILS OR FACSIMILES ARE NOT ACCEPTABLE.