

Revised 12/2009

**Tuscola County Community Foundation
Future Youth Involvement (FYI)**

GRANT APPLICATION GUIDE
FUTURE YOUTH INVOLVEMENT (FYI)

This guide is provided for the purpose of informing Future Youth Involvement applicants of the items to be included in a FYI Grant Application.

The Application must be signed by an authorized representative of the organization. If you are a school organization, the application should be signed by the organization's representative and the school principal or superintendent.

THE APPLICATION WILL CONTAIN THE FOLLOWING INFORMATION:

- 1) Complete/execute "**Future Youth Involvement (FYI) Grant Application (Form FYI-1) & "FYI Budget Form" (Form FYI 2)**". *Forms must be typed.*
- 2) **For non-profit corporations**, you must submit documented proof of your non-profit status.
- 3) **Detailed Written Description** of your project which at the minimum includes:
 - A) **Applicant Organization.** Provide a **brief** overview of your organization addressing your mission, physical location (mailing address if different), length of existence, population served, and number of members.
 - B) **Detailed Project Description.** Please describe your project. The purpose, the way in which the program will be carried out, how often it will be provided, how many people will be served, and the location where the program will be provided. Please be sure to indicate within the body of this section the following:
 - Purpose/Goals/Objectives
 - Identify the Youth Issue Being Addressed
 - How the Project will be Implemented
 - Physical Location of the Project.
 - Frequency Project Will Be Offered.
 - How is the Project Different/Unique From Existing Services in Your Community
 - How Did You Determine A Need for This Project
 - Number of Youth That Will Be Served
 - Identify The Community and Target Youth Population To Be Served

***** This section is limited to two double spaced type written pages.**

- C) **Project Team.** Identify the number of people involved in planning this project. Please identify the number and ages of youth (21 and under) with direct involvement in writing the grant proposal, including a description of what activities they actually completed. Is anyone on your project team a paid staff member? If yes, where are these funds derived from?
- D) **Evaluation.** Provide a description of the expected outcome(s) that directly relate to the projects' identified Purpose/Goals/Objectives. Please note, that if you are successful in receiving a grant, that within 45 days of completion of the project a final report addressing the actual outcomes of or your project is required. This report will be sent to: Future Youth Involvement, PO Box 534, Caro MI 48723.
Any organization that has not forwarded a final report addressing the outcomes of a funded project will not be eligible to be considered for future FYI Grant Funding Cycles.
- 4) **FYI Funds Documentation Sheet. Form FYI – 3.** Provide supporting documentation of all project funds. Adequate documentation will consist of copies of savings or checking accounts that at the minimum shows the funds needed to complete the project; commitment letters from financial institutions, or applicant certification letters. FYI will not fund projects that do not have a reasonable chance of completion due to lack of applicant or other funds. **Note:** Customarily, all other funds including the applicant contribution will be expended before FYI grant funds.
- 5) **Future Youth Involvement will not fund the following types of projects:**
- A) Scholarships
 - B) Field trips where each student will get a stipend that reduces the cost of the trip per student.
 - C) Projects that do not have a chance of being completed.
 - D) Projects that lack acceptable documentation by applicant of complete/secured funding for the project at time of application.
 - E) Projects where the site or project is not directly owned or controlled by the Applicant.

All items should be included in one package.

SEND COMPLETED APPLICATIONS AND FIVE COPIES TO:

**FUTURE YOUTH INVOLVEMENT
PO BOX 534
CARO MI 48723**

Future Youth Involvement (FYI) Grant Application			
1. Applicant Information			
Legal Name:			
Address:			
City, State, Zip			
2. Employer Identification Number:			
3. Type of Applicant:			
4. Name and contact information of person to be contacted on matters involving this application.			
First Name:		Last Name:	
Email:		Phone Number:	
Fax Number:			
5. Name of Project:			
6. Summary Description of Project:			
7. Funding Request			
A. FYI Funding		\$	
B. Applicant Funding		\$	
C. Other (specify)		\$	
D. Other (specify)		\$	
E. Other (specify)		\$	
G Total		\$	
8. Applicant Past Funding:			
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Amount: \$	
Project			
9. Partial Funding:		Yes: <input type="checkbox"/>	No: <input type="checkbox"/> Least Amount Acceptable: \$
10. Proposed Project		Start Date:	End Date:
11. Applicant Certification & Signatures			
<p>To the best of my knowledge and belief, statements in the attached application are true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant organization will comply with applicable laws, regulations, terms and conditions in effect at the time of the grant.</p> <p>I understand that the Future Youth Involvement/Tuscola County Community Foundation, in evaluating this grant application, may, if it deems appropriate, review any and all of the information submitted as part of this request with advisors of the Foundations choosing.</p>			
Authorized Representative			
First Name:		Last Name:	
Title:		Telephone Number:	
Signature Of Rep		Date:	
Student Project Director (if any)			
First Name:		Last Name:	
Title:		Telephone Number:	
Signature		Date:	
Signature of Principal or Superintendent (as appropriate)			
First Name:		Last Name:	
Title:		Telephone Number:	
Signature		Date:	

Submit the application along with 5 copies to: FYI, P.O. Box 534, Caro MI 48723

FYI BUDGET INFORMATION	
Section A – Budget Resources	
FYI Grant Request:	\$
Other Funding: (Specify)	\$
Other Funding: (Specify)	\$
Other Funding: (Specify)	\$
Other Funding: (Specify)	\$
Total Project	\$
Section B – Budget Categories	
Equipment:	\$
Supplies:	\$
Construction:	\$
Other: (Specify)	\$
Other: (Specify)	\$
Other: (Specify)	\$
Other: (Specify)	\$
Other: (Specify)	\$
Total Cost of Project:	\$

(Applicant)
Project Funds Documentation Spreadsheet
(Project)
Total Project Costs: \$

	Source and Type of Funds	Contact Name	Contact Phone & Fax	Contact Address	Dollars	Status of Funds	Attachments to verify status?
1	FYI Grant	Community Foundation	989-673-5334	PO Box 534, Caro MI 48723		Pending Award of Grant	No
2	Applicant Funds - Cash	Applicant Name	Applicant Business & Fax	Applicant Address		Committed	Applicant letter of commitment or bank statement
3							
4							
5							
6							
7							
				Total Project Cost		(Should match total project costs on FYI -1 & 2)	