

LYAC



Affiliate of the
Greenville Area
Community Foundation

LAKEVIEW YOUTH ADVISORY COUNCIL

GRANT APPLICATION INSTRUCTIONS & PROCESS

The Lakeview Youth Advisory Council works in conjunction with the Lakeview Area Community Fund (LACF) to award money to organizations serving youth of the Lakeview area.

LYAC's MISSION

The mission of the Lakeview Youth Advisory Council is to make a difference by empowering youth, enhancing life and enriching the community.

GRANT APPLICATION PROCESS

When writing your grant application, please consider the following:

- Non-profit tax-exempt organizational status is required. Please submit one copy of your certification letter with your application.
NEW - If you are a Type III Supporting Organization we will need a letter to that effect as well.
- Each application must have a youth participate in the development of the program or project and that youth must sign off on the application. (See cover sheet.)
- If you are requesting funds from the Lakeview Area Community Fund & the Lakeview Youth Advisory Council, you must submit a request to each using the appropriate application (*they are similar*).
- At least **10** copies of your grant proposal must be submitted to the LYAC.
- Please use the attached cover sheet with the application. It must be fully filled out including the youth's name, how much you are requesting, who and how many it will affect, whether the program could survive with partial funding and why it is needed using the attached forms.
- Grant requests that address the needs identified by area youth will be given primary consideration during the selection process. These needs, in order of priority, are substance abuse, poor performance in school, confidence and self-esteem issues in girls, health and wellness issues, teen driver safety, teenage pregnancy, hunger or food insecurity, and dating violence. But if your grant application does not specifically address one of these needs, your organization is still encouraged to submit an application.
- Your grant application must be turned in to Mr. Dan Willison, 10106 Heritage Dr., Lakeview, MI 48850.

If your organization has any questions, please contact: Dan Willison or contact Amy O'Brien, GACF Director of Grants & Communications at 616.754.2640 or grants@gacfmi.org.

Thank you for your dedication to and interest in the youth of the Lakeview area!

Sincerely,

The Lakeview Youth Advisory Council (LYAC)

LYAC



LAKEVIEW YOUTH ADVISORY COUNCIL

GRANT APPLICATION INSTRUCTIONS & PROCESS

- ◆ The Greenville Area Community Foundation staff is available for assistance at any time while completing the initial LYAC grant application. If you would like staff to review the application for the first time before making copies for submittal, please allow at least 10 days before the deadline. At this point the applicant may be asked to provide further clarification, documentation and/or editing as needed. It is important to note that the Youth Advisory Council does not review the application at this time for the possibility of receiving a grant and any contact from the staff does not indicate possible approval or disapproval of the application.
- ◆ After filing an application, personal interviews or individual contact with the members of the LYAC is discouraged. Any discussion or indication of interest initiated by a LYAC member, LACF Advisory Committee, or GACF staff member or trustee prior to or after submission of a request shall not be construed as a commitment in support of the request.
- ◆ At the end of November and/or first of December, the full LYAC membership will review the applications and accept or reject each based on the established criteria and guidelines as to what purposes, projects, and community organizations may receive LYAC grants. Then the applications in compliance with the LYAC criteria will be reviewed and voted on for grant approval or denial. A LYAC member will be your Grant Advocate and may contact you with any questions regarding your application. Full or partial grant funding and challenge or matching grants may be awarded.
- ◆ Sometime before the end of the year, the Lakeview Youth Advisory Council will publicly announce the recipients of the grants for the following year. Each recipient will be expected to have a representative participate in any public relations activity that is planned. This may include but will not be limited to sending a representative to or setting up a display at any LYAC/LACF sponsored event that may be held.
- ◆ The LYAC appreciates recognition of its grants through the organization's press releases, on plaques placed at agencies, or announcements in other types of written material. However, LYAC members, foundation trustees, staff and volunteers cannot accept gifts, plaques or gratuities.
- ◆ By January, each organization receiving a grant will receive a grant agreement and other instructions on how to receive grant payments from the LYAC. No payments will be made until the grant agreement is signed and returned to the Greenville office. Also, grant payments will not be made before January 1st or until documentation has been received indicating that the expense has occurred. The grant recipient should supply the Greenville Area Community Foundation with receipts when requesting grant payment before the 20th of each month to be paid in a timely manner. All requests for payment received in the office after the 20th of each month will have to wait until after the 20th of the following month.
- ◆ The LYAC Grant Advocate should contact you sometime in April to check on the progress of your program/project.
- ◆ A Grant Final Report Form will need to be submitted before an organization will be considered for the next grant cycle.



LAKEVIEW YOUTH
ADVISORY COUNCIL

GRANT APPLICATION COVER SHEET



Date of Application _____

Legal name of organization applying _____

(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Name of Program/Project _____

Purpose of Grant _____
(one sentence) _____

Amount Requested \$ _____ **Total Project Cost \$** _____

Can this program/project survive if it receives partial funding? **Yes** **No**

Date(s) of Project _____ **Projected No. of people affected?** _____

Contact Person/Title _____

Address _____

Phone Number _____ **FAX Number** _____

E-mail Address(s) _____ **Web site** _____

Best time to be contacted? _____ **Where?** _____

Youth Participant's Name _____

List any previous support from LYAC in the last 5 years _____
_____ (If yes, indicate name of program/project)

Signature _____ **Date** _____
(Person writing the application/program supervisor/contact person)

Typed Name and Title _____

Signature _____ **Date** _____
(Head of Organization)

Typed Name and Title _____



LAKEVIEW YOUTH
ADVISORY COUNCIL



**GRANT APPLICATION
INSTRUCTIONS & PROCESS**

Organization Name _____

Address _____

City _____ State _____ Zip Code _____

Contact persons:

Adult name _____ Phone _____

Adult title _____ Email _____

Youth name _____ Phone _____

Youth title _____ Email _____

Mission or goal of organization: _____

When was this group started? _____

Project Name: _____

Period covered by project / program: _____ Number of youth affected: _____

Amount you are requesting: _____ Total Project/Program expense: _____

Signature of Head of Organization/Title _____ Date _____
(i.e. Superintendent, City Manager, President, etc.)

Signature of Youth _____

LYAC



LAKEVIEW YOUTH ADVISORY COUNCIL

GRANT APPLICATION INSTRUCTIONS & PROCESS

The body of your application should include responses to the following questions in this order:

- Describe your program or project?
- What population of the community will this project service?
- How will this benefit the youth of the community? Describe the long-term effects of the project?
- Describe the short-term effects of this project on the community?
- How will you evaluate the progress of this program?
- How could we be involved or help with the evaluation of this program?
- What other successful program(s) has your organization been involved in?
- Why should this program be selected?
- What other funding does your group currently have?
- Have you applied for other grants?
- Will this program be funded in the future? And if so how will it be funded?
- What will happen to this program or project if the grant request is only partially funded?
- PROJECT BUDGET *Revenues? Expenses?* (Please use the budget template format that is part of this application.)