



## 2020 Youth Support Grant Program

**Purpose** - The purpose of this grant program is to assist local not-for-profit organizations in their efforts to improve the quality of life for children in the Ozarks, and to increase community awareness of the Springfield Sertoma Club.

**Funding Range** - Up to \$2,500

**Qualifications** - Applicant organizations must have a 501(c)3 or tax status equivalent and serve local youth and in good standing with the Springfield Sertoma Club.

**Deadline & Scoring** - All grant applications **must be received electronically on or before 5:00 pm on Wednesday March 18th, 2020**. No other form of submission will be accepted. Grants received from eligible applicants will be reviewed for responsiveness. Those deemed responsive will be scored using the following criteria:

- Overview of Organization/Organizational Youth-Serving Experience - 5%
- Community Need & Project Description – 40%
- Expected Outcomes – 15%
- Evaluation Plan – 15%
- Budget – 25%

All grant applicants will be notified of grant approval or rejection by April 30th, 2020.

**Unallowable Costs** - Supplanting existing expenses, expenses for projects not serving youth, partial expenses for a project that does not already have the remaining cost for that project secured, and staff salary &/or benefits will not be funded.

**Additional Requirements** - Award recipients agree to the following:

- Attend a grant awards ceremony
- Speak about the funded project at a future club lunch meeting
- Include “funding provided by the Springfield Sertoma Club” on all promotional materials related to the funded project
- Complete a final Accountability Report **within 30 days of grant completion or no later than December 31, 2020**. (An outline for this report will be provided to all grant recipients.) **Failure to submit this report may result in the applicant being ineligible for future grant considerations.**

# 2020 Youth Support Grant Program Application

Agency/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip Code: \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Federal I.D. No. (F.E.I.N.): \_\_\_\_\_

**NARRATIVE (Not to exceed six pages, use 12 pt. font and 1 inch margins. Title your sections.)**

**Project Title:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Overview of Organization** - Describe your organization's experience at delivering youth-oriented programming.

**Community Need & Project Description** - Describe the community need addressed by this project, with supporting documentation. Explain how this need will be addressed, including:

- a detailed description of the planned activities or events,
- the steps you will take to complete the project,
- the target population and estimate of the number of people who will be reached through this project, and
- the timeline of activities and when the project will begin and end.

**Expected Outcomes** - What you intend to accomplish as a result of this project:

**Evaluation Plan** - How you will measure this project to determine its effectiveness:

**Budget** - Provide a detailed listing of the proposed budget for this project. Include a budget narrative for each line item after the breakdown of expenses. Be sure line items are consistent with the services to be delivered as addressed in the Community Need & Project Description section. List **all** in-kind/match resources and identify the contributing organization and their monetary value. *Example: "1,000 flyers x .10 each = 100.00 The flyers will be used to..."*

**Submit completed application by 5:00 p.m. on March 18th, 2020 to:**

[GrantSubmissions@springfieldsertoma.org](mailto:GrantSubmissions@springfieldsertoma.org)

If you have any questions regarding the grant application or process, send an email to the above address and a representative from the grant review committee will follow up with you ASAP.