


TULARE COUNTY YOUTH COMMISSION


Step Up Youth Activities Grant
Grant Writing Workshop
2019-2020 Grant Cycle

Thursday, Feb. 28, 2019, 3:00 p.m.

STEP UP YOUTH ACTIVITIES GRANT PROGRAM


- Established by the Tulare County Board of Supervisors in May 2008
 - \$100,000 in funding available County-wide; \$20,000 available per Supervisorial district
 - Grant awards either \$5,000 or \$10,000
 - Funds are disbursed in two installments. The first installment will be released on July 1, 2019. The second installment will be released after mid-year reports are approved by the Youth Commission (typically late January, early February)
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TULARE COUNTY YOUTH COMMISSION

- Advisory Body created to review applications and make funding recommendations to the Board of Supervisors
 - Members of the Youth Commission have worked with youth in some capacity
 - Can only make recommendations. Board of Supervisors has final decision-making authority
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STEP UP YOUTH ACTIVITIES GRANT PROGRAM

Who is eligible to apply?

- Must have 501 (c) 3 status
 - Must operate program within Tulare County boundaries
 - Program must work with at-risk, underserved youth and aim to improve their quality of life
 - One application allowed per organization
 - Please disclose if you have been a previous recipient of Youth Activities grant funding
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STEP UP YOUTH ACTIVITIES GRANT PROGRAM

Where can I find the application materials?

- Download from website: www.stepuptc.com under “Step Up Grant programs – Youth Activities Grant”
- Hard copies available for pick up at 2800 W. Burrel Ave Visalia, CA 93291 (M-Th 7:30 a.m. – 5:30 p.m. and Fri 8 a.m. – 12 noon)
- Materials Include: RFP, Timeline, Application, Budget Worksheet, Action Plan

APPLICATION ATTACHMENTS

- Action Plan
- Budget Form

Please submit as a pdf

NOTE: Be mindful of the 15% allotment for administrative costs

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ACTION PLAN
Must Be Typed

Must include:

- Mid-Year Reporting (January 2020)
- Final Project Report and Verbal Reporting (May 2020)

You may add rows to the table or more pages as necessary. Include in .pdf documents.

Advisor/Reporting Party Contact Information:

***This should be the person to contact regarding mid-year and final reports**

Agency: _____

Name: _____

Email: _____

Address: _____

Phone number: _____

Fax: _____

<u>Time Line</u>	<u>Tasks</u>	<u>Responsible</u>	<u>Resources</u>	<u>Notes</u>

Must Be Typed

Step Up Youth Activities Grant Budget Form

For inclusion in your .pdf documents.


ORGANIZATION NAME:					
TOTAL AMOUNT REQUESTED:					
NOTE - Expense categories should be specific to the budget request. The line items shown below are for illustrative purposes only.					
Expense Categories (See note above)	Amount Requested	Other Funding Sources (\$ Amount Only)	Other Funding Sources (Identify Source by Name other than Step Up grant)	Total Project Budget	Budget Narrative
Administrative - Cannot be more than 15% of budget request					
Overhead (insurance, etc.)	\$0.00	\$0.00		\$0.00	
Administrative Salaries	\$0.00	\$0.00		\$0.00	
Direct					
Transportation	\$0.00	\$0.00		\$0.00	
Program Supplies	\$0.00	\$0.00		\$0.00	
Staff Salaries	\$0.00	\$0.00		\$0.00	
TOTAL	\$0.00	\$0.00		\$0.00	
Amount Requested Must Match The Total Listed On The Application					
Add pages as needed					

WHAT ELSE IS REQUIRED?

- Applicants must submit the original application plus 5 additional stapled copies (6 copies total)
- One copy of the organization's most recent federal tax return
- One copy of the organization's most recent fiscal year-end financial statement
- One copy of the organization's IRS 501 (c) 3 determination letter
- One copy of a resolution from the organization's Board of Directors authorizing the submittal of the grant application; or a letter signed by two of the organization's authorized signers
- Certification: applications must be signed and dated (page 4 of the application)

NOTE: Your application will not be reviewed if these requirements are not met.


BEST PRACTICES

- Supervisorial districts not properly selected. Please visit www.elected.tularecounty.ca.gov/electiondatalookup/ to ensure proper district
 - Programs that cross district lines
 - Budget must add up
 - Administrative costs cannot be more than 15% of the requested amount
 - Program timeline and grant cycle timeline
 - Contact information for reports and funding distribution
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TIMELINE


- Friday, March 29, 2019 at 12 noon – Deadline for submitting questions to staff
- Friday, April 5, 2019 at 12 noon – Deadline for submitting application
- Monday, April 29, 2019 at 3:00 p.m. – Youth Commission meeting
- Wednesday, May 1, 2019 – Contracts sent out to organizations
- Friday, May 31, 2019 – Deadline to submit signed contracts
- Tuesday, June 4, 2019 at 9:00 a.m. – Board of Supervisors meeting (tentative)

SITE VISITS


- Commissioners will be assigned an organization to visit at least once throughout the grant cycle (July – June)
 - The purpose of this visit is to make sure the program is running as described in the application
 - Commissioners will also be available to answer questions
 - The site visit will be coordinated between the organization and the assigned Commissioner
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REPORTING

- **Mid Year Report**
 - Consists of a written report
 - Due in January
 - 2nd funding disbursement based on a timely submission of this document

 - **Final Report**
 - Consists of a written report and oral presentation before the Youth Commission
 - Presenter should be a program manager or director
 - Can include visual component (pictures, powerpoint, art projects, etc.)
 - Takes place in May
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SUMMER PROGRAMS

- Often, this grant will go to fund an organizations whose program takes place during the summer months
 - Option to report early and waive the mid year report requirement
 - Will disburse funds early
 - Staff will work with the organization to schedule an early final report presentation at a Youth Commission meeting in the fall
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CONTACT INFORMATION

Tulare County Youth Commission Staff

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