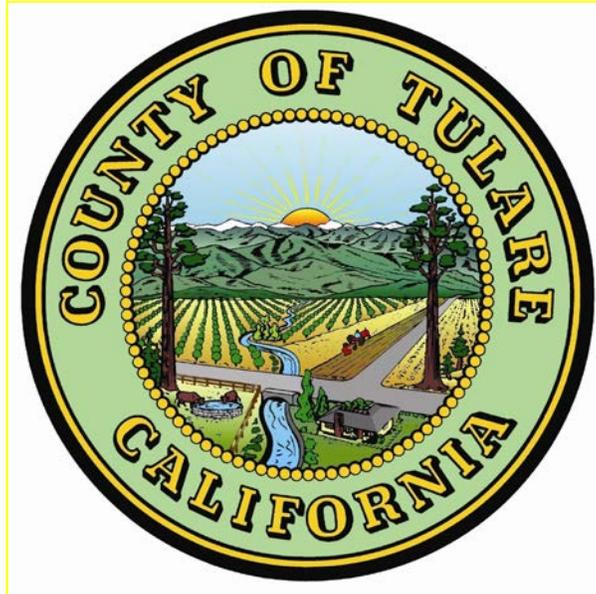


# STEP UP YOUTH ACTIVITIES GRANT PROGRAM

APPLICATION FOR FUNDING  
2018



## A Grant Competition for Tulare County 501(c)(3) Agencies

Administered by: Tulare County Youth Commission

**Application Due Date: BEFORE 12 p.m. Friday, March 23, 2018**

Deliver application packet to:

Administration Building  
2800 W. Burrel Ave.  
Visalia, CA 93291

### **Non-Mandatory** Grant-Writing Workshop

Thursday, March 1, 2018 at 3:00 p.m.

Board of Supervisors Chambers  
Administration Building  
2800 W. Burrel Ave.  
Visalia, CA 93291



# Introduction

The County of Tulare recognizes the importance of the community's young residents and the role that non-profit agencies play in the County's quality-of-life. To support the efforts of these agencies in working with young people, the County has established the Step Up Youth Activities Grant Program, administered by the Tulare County Youth Commission. This fund assists non-profit agencies in providing programs and services aimed at improving the quality-of-life of youth, including at-risk and/or underserved youth in the County.

The Step Up Youth Activities Grant Program has \$20,000 available for each Supervisorial district for a total of \$100,000. Awarded grants will be between \$5,000 and \$10,000. Only one application per organization will be accepted. If your organization received funding in a previous grant cycle, you will be expected to apply for a new program or improve the capacity of the current program. To verify you are requesting funds from the correct district, please visit <https://electedl.tularecounty.ca.gov/electiondatalookup/> and input the site where the program will be taking place. These grants are not intended to supplant other funds the organization is already receiving for the proposed project.

# Instructions

A **non-mandatory** grant-writing workshop will be held for all agencies considering applying for this funding. The meeting will be held on Thursday, March 1, 2018 at 3:00 pm in the Board of Supervisors Chambers in the Administration Building, located at 2800 W. Burrel Ave., Visalia, CA 93291. Attending the grant workshop is **non-mandatory** and will take place to go over the application process and answer questions.

The Step Up Youth Activities Grant Program is available to all qualified 501(c)(3) non-profit agencies with programs or services for people under the age of 18 in the County of Tulare. Applicants must be a 501(c)(3) nonprofit agency serving youth in the County of Tulare.

The Step Up Youth Activities Grant Program (see definition in Glossary) to be funded must benefit youth residing in the County of Tulare. Preference will be given to: programs working with youth that are at-risk and/or underserved, new start up programs and/or programs that leverage other funds. Programs must address behaviors that are potentially harmful to youth and redirect them into positive behaviors, associations and social networks.

Grants will be distributed in the amount of \$5,000 or \$10,000. Grant awards may be less than requested which will require an adjustment to your proposed scope of work. Half of the grant will be distributed upon award; the other half will be distributed after the Youth Commission receives mid-year reports from grant recipients.

Applicants are required to complete the application by copying the electronic format of the application and inserting responses using Microsoft Word. Please use 12 point Arial font with one inch margins. Your application must be typed. The forms and tables in the application must be completed; substitutions will not be accepted. Failure to provide sufficient program or service measurement criteria may jeopardize funding.

Agencies must submit the original application signed by an authorized agent, an additional six (6) copies of the signed original (7 total). Agencies must send the electronic version of their application to Youth Commission Staff at [sferrero@co.tulare.ca.us](mailto:sferrero@co.tulare.ca.us). The packets must be received no later than (before) 12:00 pm on Friday, March 23, 2018 at the Board of Supervisors office located at 2800 W. Burrel Ave., Visalia, CA 93291.

Postmarks will not be accepted. In addition, the following must be included with the application:

- One copy of the agency's most recent fiscal year-end financial statement signed by an officer of the board;
- One copy of the agency's IRS 501 (c) (3) determination letter;
- One copy of the resolution of the Board of Directors authorizing the grant application.
  - Should an organization be unable to obtain a resolution from their Board of Directors by the application deadline, the Youth Commission will accept a form signed by two designated Board members and/or their designees authorizing the submittal of the application.

**Incomplete applications are not accepted or reviewed.**

The Step Up Youth Activities Grant Program includes a performance measurement component as part of a review by the Tulare County Youth Commission of the funded program's effectiveness. All successful applicants awarded grants will be required to submit progress/final reports to the Tulare County Youth Commission in January 2019 and May 2019.

**Organizations that are applying for funds through the Step Up Youth Activities Grant Program are forbidden from contacting members of the Tulare County Youth Commission or members of the Tulare County Board of Supervisors to discuss their application. All questions and comments must be directed to Samantha Ferrero, the staff member for the Tulare County Youth Commission. Samantha Ferrero can be reached by phone at (559) 636-5000 or by email at sferrero@co.tulare.ca.us.**

**Failure to comply with this requirement may cause your proposal to be denied without review.**

**Timeline**

- Grant workshop.....Thursday, March 1, 2018, 3:00 pm  
Board of Supervisors Chambers  
Administration Building  
2800 W. Burrel Ave., Visalia, CA 93291
  
- Deadline for submitting questions to staff.....Friday, March 16, 2018, 12:00 pm  
Submit questions to sferrero@co.tulare.ca.us  
Answers will be posted on [www.stepuptc.com](http://www.stepuptc.com)
  
- Deadline for submitting proposals.....Friday, March 23, 2018, 12:00 pm  
County of Tulare – Tulare County Youth Commission  
2800 W. Burrel Ave.  
Visalia, CA 93291  
Attn: Samantha Ferrero
  
- Youth Commission Meeting to make Funding Recommendations.....Monday, April 16, 2018, 3:00 pm  
Board of Supervisors Chambers  
Administration Building  
2800 W. Burrel Ave., Visalia, CA 93291
  
- Board of Supervisors Meeting to Award Funding.....June 22 2018  
Board of Supervisors Chambers  
2800 W. Burrel Ave.  
Visalia, CA 93291
  
- Final Report to Commissioners .....May 2019

The County of Tulare and its Step Up Youth Activities Grant Program, as administered by the Tulare County Youth Commission, ensures that administration of the grant program is nondiscriminatory. No agency shall be excluded from participation in the grant application process or be denied the grant award because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief.

**All Step Up Youth Activities Grant Program applications and any attachments submitted in response to this grant competition shall become the exclusive property of Tulare County. At such time as the Youth Commission make funding recommendations to the Board of Supervisors, and such recommendations appear on the Board of Supervisors agenda, all applications submitted in response to this grant competition shall become a matter of public record and shall be regarded as public records.**

## Glossary of Terms

Outcomes are benefits or changes that result from a program or project. Outcomes typically relate to a change in conditions, status, attitudes, skills, knowledge, or behavior of the participants or community served. Common outcomes include improved quality of life for program participants, improved nutritional health, improved sense of security, improved mental health, and improved sense of well-being. Outcomes must be measurable (i.e. surveys or questionnaires of participants shall include outcomes such as: fewer number of inter-personal conflicts, number of participants who become employed or enrolled in school, and measurable improvement in classroom performance, etc.).

Step Up Youth Activities Grant Program refers to the project or program for which funding is being sought. Responses to questions regarding the “Step Up Youth Activities Grant Program” should be limited to projects or programs that serve residents of the County of Tulare even if it is a part of an agency program or project that serves people in a broader geographic area.

Leveraging Funds is using current or expected funds to gain more funding in the future. Obtaining funds will help leverage other dollars if they will assist the organization in obtaining future funding.

At-risk Youth: For the purpose of this solicitation, at-risk youth is defined as youth who are at risk of: gang involvement, drug use, criminal behavior, teen pregnancy, dropping out of school, living in poverty, or other factors that may inhibit their transition to successful and productive adulthood. Applicants should fully address how the behaviors, characteristics, and factors identified for at-risk youth relate to the objectives of the Step Up Youth Activities Grant Program.

Partnerships: For the purpose of this solicitation, a partnership means another organization or entity that has agreed to assist your organization in one or more ways to carry out the project for which you are seeking funds.

## Application Process:

The Tulare County Youth Commission is charged with reviewing Step Up Youth Activities grant applications. The Youth Commission recommends to the Tulare County Board of Supervisors which organizations should receive funding and at what levels. Scores are based on the clarity and strength of descriptions of the application’s required items. The Youth Commission reviews only completed applications that meet all minimum qualifications. Scores are averaged together. These averages are reviewed by the Tulare County Youth Commission and then presented to the Tulare County Board of Supervisors in the form of a recommendation.

# Scoring Matrix

The table below shows the maximum number of points to be assigned to each requirement.

<b>Project Requirements</b>	<b>Maximum Potential Score</b>
<b>Project Description</b>	10
<b>Youth Recruitment Strategies</b>	10
<b>Adult Recruitment Strategies</b>	10
<b>At-risk Component</b>	10
<b>Underserved Geographic Area</b>	10
<b>Partnerships</b>	10
<b>Measureable Outcomes</b>	10
<b>Timeline</b>	10
<b>Sustainability</b>	10
<b>Budget</b>	10
<b>Feasibility</b>	10
<b><u>Total</u></b>	<b>110</b>