

Thrive, CYN – St. John's

Guidelines for Special Project Grant

Please review our guidelines and read all information before completing the application.

Thrive, CYN-St. John's is mandated to develop an array of services for youth (primarily 12-18 years of age) living in or at risk of poverty to assist them to achieve their full potential and to enhance the capacity of youth-serving agencies.

Thrive, CYN-St. John's, through our Special Project funding, will make strategic investments which increase the opportunity for youth to avail of the supports they need to mature into healthy, educated and employable members of the community.

We welcome proposals in four broad business lines: Employment, Learning, Support, and Community Building. Proposals can focus on one specific business line, but we believe that connections between and among the business lines build strength and vitality, and we encourage proposals which make such links.

Employment: programs and services which support youth to prepare for the work force, develop skills, and receive work or volunteer experiences.

Learning: activities or programs which support youth to engage in learning and to be successful in their learning.

Support: provision of direct support to youth to assist and encourage them to reach their potential. We encourage agencies to take a holistic approach to serving and supporting youth.

Community Building: community capacity building activities which leave skills and expertise with the community. Youth should have a decision-making ability, a voice in the proposal and project development process, and opportunities to develop skills/receive training.

Who May Apply?

This funding program is open to

- ▶ Registered charities
- ▶ Collaborative of organizations including at least one registered charity as the principle agency.

Location: Programs funded must serve youth with within the City of St. John's

Funding amount: A maximum of \$7000.00 per 12 month period is available to eligible groups.

Funding Deadlines: Applications are accepted 2 times per year. Generally May 15th and November 15th, if these dates fall on a weekend or holiday then the deadline will be extended to 4:30 pm the next regular business day .

We will not fund:

- ▶ Current programs and services which are sustainable within agencies. Only new initiatives or projects that build on existing initiatives will be considered.
- ▶ General administrative fees will not be provided.

The Proposal:

- ▶ Principle Agency refers to the community agency which will hold responsibility for administering the project funding.
- ▶ Agencies making application for funding must be incorporated, and a registered charity.
- ▶ Applications should be fully completed and signed by two individuals within the principle agency who have financial signing authority.
- ▶ Applications should contain no more than two additional pages of information, excluding relevant appendices and letters of support.
- ▶ Letters of support from agencies other than the applicant/s must accompany the proposal.

Accountability Requirements:

- ▶ Expense payment receipts must be submitted at the end of the project.

- ▶ Successful applicants may not move more than 20% of a budget line item without written approval from Thrive, CYN-St. John's Executive Director.
- ▶ Projects must be completed within twelve months of being funded.
- ▶ Delays in project implementation, end dates, or any change in project goals must have the written approval of Thrive.
- ▶ Thrive, CYN-St. John's requires a Final Evaluation of each project funded. Forms for each will be provided by Thrive, CYN-St. John's.
- ▶ Thrive, CYN-St. John's believes that youth should be provided an opportunity to give feedback on the success of their involvement in the projects it funds. Agencies receiving funding from Thrive are encouraged to seek feedback from the youth involved in the project.
- ▶ Thrive, CYN-St. John's may want to contact some of the youth involved in your project following its completion. Agencies receiving funding from Thrive, CYN-St. John's are also encouraged to ask youth participants if they will agree to speak with a Thrive, CYN-St. John's representative for purposes of evaluating the project and providing suggestions for future projects. Refusal to take part in an evaluation interview will have no bearing on their eligibility to participate in the project.

Application Approval Process:

- ▶ Thrive CYN-St. John's Executive Director will review all applications to ensure they are complete.
- ▶ Thrive, CYN-St. John's Special Project Grant Committee will review all applications to ensure they meet the funding criteria, and make final decisions.
- ▶ Thrive, CYN-St. John's Board of Directors will receive reports on SPG's approved and provide official approval of expenditures.

It is strongly recommended that you consult with Thrive, CYN-St. John's Executive Director prior to making application to ensure your organization and proposed initiative are eligible for funding under this program, to answer any questions you may have and to link you with others doing similar work.

Thrive, CYN-St. John's

Special Project Grant Application

Please ensure that applications contain no more than two additional pages of information, excluding appendices and letters of reference. Completed applications should be forwarded to Thrive, CYN-St. John's. Incomplete applications cannot be reviewed until all information has been submitted.

Principle Agency:
Charitable #:
Address:
Project Contact:
Position:
Phone/TTY:
Fax:
E-mail:

Title of Project:	
Number of Participants:	Project Start Date:
Age Range of Participants :	
Amount of Funding Requested:	Project End Date:
Business Line/s for which Application is Being Made:	

Please provide a brief description of your Agency/Organization:

If this is a Collaborative, please list all agencies involved.

How many youth do you anticipate serving through this project: _____

Please provide a clear description of the proposed project, outlining specific goals, objectives, activities, outcomes and timelines for the Business Line(s) included in this proposal. If this is a collaborative, please indicate which agency is responsible for each activity.

Is there another agency doing similar work? If so, please provide evidence that the proposed project will not duplicate services or that it builds on the current work in a positive and useful way.

Sustainability: What will happen to this initiative when funding ends?

Please provide any additional information pertinent to the grant application.

Proposed Budget:

Item Description	Total Cost	Agency/ies' Contribution	Requested from Thrive, CYN-St. John's
Salaries/Contracts/honorariums:			
Travel/Meals/Accommodations:			
Program Supplies/Materials:			
Meeting Rooms:			
Equipment Rentals:			
Office Supplies:			
Communications:			
Printing/Photocopying:			
Other:			
Total:			
Have you attached letters of support for this proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No			

We, the undersigned, confirm that we will be accountable to Thrive, CYN-St. John's for the agreed upon use of funds and will submit a Final Report and Financial Report on request.

Name

Name

Position

Position

Agency

Date