



City of Phoenix

Focus on Results (FOR) Youth Grant

A grant program to support activities recommended by the Phoenix Youth Town Hall for the 2007-2008 school year.

Sponsored by:

The Youth and Education Commission
in partnership with the Human Relations
Commission

**Application Deadline:
June 29, 2007**



City of Phoenix
Youth and Education Commission
Focus on Results (FOR) Youth Grant
FUNDING APPLICATION

The City of Phoenix provides funding to **schools** that focus on the priorities youth have identified in the annual Phoenix Youth Town Hall. (see goals on page 5.)

GRANT ELIGIBILITY

- 1. Youth must be involved in implementing the program.**
(It is strongly recommended that youth be involved in developing the proposal.)
- 2.** Schools may reapply each year; however, the same **project** will not be awarded for more than two years maximum.
- 3.** Public, charter or private schools that serve grades 7 – 12. The school *must be* located in Phoenix or have *more than 50%* of the school attendance within Phoenix city limits.

REVIEW PROCESS

A committee of youth and adults from the Youth and Education Commission will review grants and make recommendations to the full Phoenix Youth and Education Commission.

The committee will review each application and evaluate the project based on the established guidelines and applicant eligibility.

All Focus on Results (FOR) Youth Grants are made in accordance with the City of Phoenix prohibition of discrimination on the basis of race, color, national origin, sex, religion, age, disability or sexual orientation.

The Mayor and City Council ratify the Youth and Education Commission's recommendations.

FUNDING AND REPORTING

Grant requests should not exceed \$12,000.

Grant payments will be made as follows: 50% at the start of the project and 50% at the midpoint of the project, upon receipt of a prescribed progress report, including an account of expenditures to date. The progress report will include a written summary and an oral report to the Phoenix Youth and Education Commission. At least one faculty member and one student representative **must** participate in providing the oral report. A prescribed **end of the year report** is due by **June 27, 2008**.

Publicity about grant projects should include a statement that funding for the project is provided by the City of Phoenix.

DEADLINE

Applications must be postmarked or submitted electronically **by June 29, 2007** to:

Postal Address: Youth and Education Commission
Phoenix City Hall
200 W. Washington St., 12th Floor
Phoenix, AZ 85003-1161

E-mail submission: youth@phoenix.gov

Download application at: <http://phoenix.gov/YOUTH/forapp.pdf>

Obtain a Word Doc at: <http://phoenix.gov/EDUCATION/forapp.doc>

Applications will not be accepted by facsimile machine.

Please visit <http://phoenix.gov/EDUCATION/forprojects.html> to see a list of previously funded projects.

City of Phoenix
Youth and Education Commission
In partnership with the Human Relations Commission
Focus on Results (FOR) Youth Grant
2007-2008 APPLICATION COVER SHEET

GENERAL INFORMATION

School Organization (if applicable): _____

School: _____

School District (if applicable): _____

Phone: (_____) _____ Fax: (_____) _____ E-mail: _____

Mailing Address: _____

City: _____ Zip: _____ City Council District: _____

(visit <http://phoenix.gov/mydistrict/> on the Internet to identify your city council district)

PROJECT INFORMATION

Project Title: _____

Name and Position of Grant Contact: _____

Phone: () _____ Fax: () _____ E-mail _____

Student Leader for this Project: _____ Grade _____

Project Start Date: _____ End Date: _____

Grant Request Amount: \$ _____

By signing below, the Authorizing Official certifies that the application and support documentation is accurate and true, and agrees to submit a final report to the City of Phoenix upon completion of the project.

School Principal's Printed Name _____ Phone _____

Principal's Signature _____ Date _____

School District Office
Representative Signature _____ Date _____

(If application is submitted electronically, please mail this page only with original signatures.)

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Instructions

1. Questions should be reproduced on a computer or word processor, and the answers should be printed or typed. (The application can be downloaded in PDF form or Word Document by going to: phoenix.gov/YOUTH/diverse.html)
2. Maximum length of proposal is five pages, front side only.
3. Each page must be clearly marked with the school name in the top right-hand corner with the page number.
4. Use a legible, 12-point minimum font and one-inch margins.
5. Incomplete applications will not be reviewed.

PROJECT PROPOSAL

1. *School Information.* Describe your school and/or school organization, its size, grade levels, and need for this project.
2. *Project Description*
 - a. **Project Goals:** Describe the goals of the project. Project must be **specific** on how it is addressing one or more of these goals:
 1. Establish programs that would strengthen the bond of the teen population to their community by providing opportunities for community involvement.
 2. Generate youth-sponsored prevention programs that focus on education about the negative effects of drugs and alcohol, as well as constructive alternatives.
 3. Create programs that focus on increasing the preparation and level of comfort for students as they transition into high school and college.
 - b. **Youth Involvement:** Be **specific** about how youth are involved in the implementation of the project. This section must include how the project addresses the optimal inclusiveness of the diversity of the student body through advertising, promotion and outreach to as many youth as possible. Provide a breakdown of the anticipated number of students to be involved in each project, and the overall number of students who will be impacted by the program. Projects that impact the greater number of students will be viewed more favorably than projects that are limited to small groups of students.
 - c. **Proposed Activities of this project:** Describe specific activities that will take place, including dates, times (if available), and location. If you are teaming up with another school and/or organization, identify the partners and provide **documentation** that confirms the partners' agreement to work together. If you are having guest speakers or other providers involved in the project, please include their qualifications, experience and background.
 - d. **Commitment to Diversity:** Describe how this project will be committed to diversity. (Although your commitment to ensuring diversity is important, this is **not** a diversity grant!)

- e. **Program Sustainability:** How will the project be sustained after the conclusion of this grant? In this section, please include the qualifications and experience of the staff or sponsor of the project.

3. *Project Evaluation*

- a. How will the success of the project be evaluated based on the stated goals.
- b. Identify who will be responsible for implementing the evaluation methods. (*The project evaluation must be submitted as part of the final report.*)

4. *Project Budget* (Not to exceed \$12,000)

- a. Include an **itemized** budget of all expenditures related to the project, including in-kind services and total expenses. Expenses can include but are not limited to:

- Supplies
- Materials
- Lodging
- Transportation (in-state only)
- Advertising and promotional materials
- Accessibility needs, such as sign language or oral interpreters and documents in alternate formats (i.e., large print, Braille, computer diskette, etc.)
- Participant / Student fees

The budget must be as **specific** as possible. Budgets with broad funding categories and a dollar amount will be considered incomplete. An example of an **incomplete** budget entry is "Supplies - \$1,000". To be considered complete, the broad category must be **itemized** to provide more detail about what will be purchased and the cost (or a reasonable estimate of the cost) of each item.

- b. No more than 10% of the total budget on EACH of the following:

- Food
- Speaker/trainer fees (itemized by speaker)
- Staff Stipend

For example – if the total project budget is \$10,000 – no more than \$1,000 can be allocated for food, no more than \$1,000 can be allocated for Speaker or Trainer fees, and no more than \$1,000 can be allocated for a staff stipend.

FUNDING RESTRICTIONS

Grant funds may **not** be used for the following:

- Feasibility studies
- Fund raising projects
- Lobbying expenses
- City of Phoenix employee salaries and/or overtime
- Out-of-state activities
- Reduction of debts
- Sub-recipient grants
- Religious education (excluding religious diversity)
- Scholarships or tuition

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