

# Youth Philanthropy Council Replication Toolkit



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# Youth Philanthropy Council Background

## Youth Philanthropy Council History

Communities that recognize, value and support youth as contributors are planting the seeds of a healthy community. Actively involving youth in community service projects teaches young people responsibility and citizenship. Research has shown that young people who are active within their school and community are less likely to be involved in substance abuse. In 2004, Drug-Free Action Alliance developed the Youth Philanthropy Council, which provides leadership opportunities for youth at both the state and local level. The statewide Council consists of high school students who are trained to make funding decisions about local youth-led prevention projects throughout Ohio. The local funding groups have the opportunity through small grants to provide positive changes within their community.

The Youth Philanthropy Council is made up of 8-12 high school students from throughout the state of Ohio, who have taken an active leadership role in their schools and communities and have embraced a positive, healthy lifestyle: free of alcohol, tobacco and other drugs. Since its inception, the Youth Philanthropy Council has granted awards to youth-led projects in amounts ranging from \$500 to \$1,000. Funding for these grants is made available through a donation from the Ohio Elk's Association. Support is from a minimal administrative grant from the Ohio Department of Alcohol and Drug Addiction Services (ODADAS).

This toolkit is designed to help community groups and youth-serving organizations to replicate Drug-Free Action Alliance's Youth Philanthropy Council on a local level. The purpose of this toolkit is to provide ideas and resources, as well as share lessons learned. There are many ways to engage youth in philanthropy and other community service opportunities. We hope this toolkit helps your group get started on projects that will work in your community.

## The Importance of Youth Philanthropy

Not only does the Youth Philanthropy Council provide funding opportunities to deserving youth organizations and service groups, but Council members also benefit from their philanthropic experience. Youth philanthropy provides exciting community-building opportunities and holds the promise of youth working in partnership with adults to lead and support change through youth service. Successful youth philanthropy places young people in significant decision-making roles, thereby increasing their knowledge of how the community works, strengthening their social skills and cultivating their capacity to make a difference. Youth philanthropy is an effective portal to broaden youth leadership opportunities in the community. This leadership has multiple benefits; adding a youth voice in the community, expanding young people's sense of community, increasing the visibility of youth and providing more opportunities to increase skills. These efforts can also help to identify community needs and resources, leading to the development of effective responses to issues important to young people. Youth philanthropy provides a way to make connections, make a difference, learn responsibility and be a good citizen.



## Role of the Advisor

Successful youth philanthropy programs form partnerships between youth and adults in which young people have significant decision making roles. As such, the advisor's role is limited. The purpose of the Youth Philanthropy Council is to provide a forum for Council members to positively impact communities by providing a funding opportunity to other youth-serving organizations in Ohio. The role of the advisor is to oversee and advise the operation of the Youth Philanthropy Council, not lead the Council. However, to ensure success and provide sustainability to the project, there are areas the advisor must be responsible for.

### Secure & Maintain Funding

A successful Youth Philanthropy Council is not possible without funding to provide grants. While it is important that the Council members be involved in the process of obtaining funds, it is imperative that the advisor maintain sole fiscal responsibility. Depending on the source of funds, this may also be a requirement by the funder. The advisor is also responsible for ensuring that reports to funders are completed on time, while keeping in mind that the Council should have significant, if not, total input in the content that is reported.

### Recruit and Select Council Members

Member recruitment is a process that can be done by both advisor and other Council members, however, the advisor must be conscience of the need for a diverse Council. The selection of Youth Philanthropy Council members is a function of the advisor, a panel of adults, and/or graduated Youth Philanthropy Council members. Each new member will be representing the Youth Philanthropy Council, making it all the more important that prospective Council members understand the impact, whether positively or negatively, their actions may have on the group. See *Member Application Packet (New)* in Appendix B and *Member Application Packet (Returning)* in Appendix C.

### Coordinate Council Meetings

The initial meeting of the Youth Philanthropy Council will most likely be planned and organized by the advisor, however, subsequent meetings should be run by the group. In the initial meeting, the advisor will have the opportunity to set the stage for how subsequent meetings will be run. It is important to capture the progress of all Council meetings for future review by having someone take minutes (preferably a Youth Advisory Council member). In addition to using the minutes as a resource for reporting, organizations whose proposals were both successful and unsuccessful may also want information from the minutes, which would provide feedback to improve future proposals.

### Monitor Council Functioning

It is the responsibility of the advisor to ensure the Council is functioning well operationally, ethically and fiscally. Cohesion among the Council members is also important. Youth Philanthropy Council members are leaders within their communities and, as a result of their leadership experience, may be strong minded and possibly strong willed. When combining youth with from various backgrounds, some level of disagreement is expected, however, it is the responsibility of the advisor to see that conflict is handled quickly, professionally and with dignity. This can be done by acknowledging the values and opinions of both parties and facilitating an understanding that it is healthy to disagree as long as disagreements remain focused on the topics and do not turn personal. It is important for the Council members to be cognizant of the group's mission and vision at all times.



## Tips for the Advisor to Consider

To have a true youth/adult partnership, the following conditions must be present:

- Treat youth the same way you treat adults
- Set aside all pre-conceived notions of youth
- Involve youth from the beginning
- Involve a diverse group of youth, not just the “stars”
- Ensure youth have meaningful ways to contribute

For more information on youth/adult partnerships, please see *Additional Resources* in Appendix L.

## Identifying Funding Sources

Fundraising is a very competitive process and there are never enough funds to go around. However, youth-led activities do not need a lot of financial resources. Therefore, requests for funding are easier when the amount requested is small. Also, Youth Philanthropy Councils can maximize their resources by collaborating with other organizations or groups with like causes. Most charitable organizations require prospective recipients to be a 501(c)(3) non-profit organization. The Internal Revenue Service makes this determination through a request process. If the Youth Philanthropy Council does not have 501(c)(3) status, collaboration with an organization may be the determining factor in your Council’s ability to get funding because the partnering organization can act as your fiscal agent for the Council’s funding proposals.

When looking for collaborative partners, it is important to look for organizations with a similar vision and mission, while also being mindful of possible conflicts. Affiliation to specific political parties, groups or other funding streams (like the alcohol industry), may provide initial funding, but could make the Council ineligible for other sources of funding, or contradict the Council’s mission and vision.

When preparing funding proposals, use survey results and community assessments as a platform to demonstrate need within your community. Youth testimonials are also a great way to convey the impact the proposed project will have on the community.

Youth can participate in fundraising in a variety of ways. They can make presentations to government officials, business leaders and foundation officials, write proposals, organize events and raise matching funds. When youth seek funds, they are often more successful than adults due to their ability to speak from their experience and plans for change. Also, youth can be very persuasive and are often times much harder to say “no” to than adults.

Regardless of the funding stream, the Youth Philanthropy Council will often be required to report back to the funder to show how the funds were used and the level of impact the funding had on the community.

## State and Local Government

Funding may be available for specific purposes made available through state and local government, such as city councils, planning commissions, or county commissioners. Local government officials like to hear from youth in their area and are often excited when youth choose to get involved in



their community. For Council members, this can provide a learning experience in writing formal requests and attending formal meetings in support of the requests.

### **Fraternal Organizations (i.e., Elks, Masons, Rotary, Kiwanis, etc.)**

Many fraternal organizations focus solely on providing charitable contributions to strengthen their community. Many times you can find the focus of the organization just by looking at their website or printed materials.

### **Social Service Agencies**

Some social service organizations, such as the United Way, operate by raising funds through a variety of campaigns and distribute funds to various non-profit organizations. Their sole goal is to better serve the community through the financial support of others.

### **Local Businesses**

Many of the large corporations in Ohio have a charitable foundation. However, the larger corporations receive extensive requests for funding, far beyond their ability to help. It is typically more effective for small local projects to focus on local businesses. The owner of a local hardware store or pizza parlor may be able and willing to contribute to a local youth-led effort. It is always important to give recognition to business donors. Their financial success depends on the patronage and support of community members.

## **Operation**

### **Recruitment**

It is essential to develop a diverse array of youth throughout the community. Successful Councils include a good mix of diversity (age, gender, race, religion, socio-economical status and geographical area). The differences among Council members are one of the greatest strengths of the project. For example, the Youth Philanthropy Council of Drug-Free Action Alliance is made up of high school students, grades 9-12, who are accepted through a selection process.

While a requirement of serving on the Youth Philanthropy Council is for members to have taken an active leadership role within their community, the level of leadership within the given community may be varied. Because of the varied leadership levels, one of the most valuable elements of the Youth Philanthropy Council is the cultivation of leadership. The Council provides an opportunity for strong leaders to mentor others and for those without a lot of leadership experience to learn and enhance their skills, which will ultimately be applied to other activities within the community.

In addition, all applicants must be recommended by an adult, non-family member. Ideally the adult would be someone who has worked with the youth on a local level. Such an adult would be able to certify the youth's leadership activities, as well as speak to their abilities. See *Member Application Packet (New)* in Appendix B and *Member Application Packet (Returning)* in Appendix C.

### **Maintenance**

Drug-Free Action Alliance's Youth Philanthropy Council is a state-wide initiative and transportation is often difficult for Council members. Because of this, the frequency of meetings is kept at minimum. (If you are initiating a Youth Philanthropy Council on a local level, your group may decide to meet more frequently and be more active throughout the year). Members are selected



annually and are eligible to serve on the Council as long as they are in High School, though each must apply annually, regardless of previous service on the Council. For sample meeting information, please see *Training Agenda* in Appendix F and *Proposal Review Day Agenda* in Appendix H.

## **Vision and Mission Statement Development**

As in any organizational development, creating vision and mission statements is essential to long-term guidance and goals of the organization. The Council needs shared vision and a clear, agreed upon direction in order to act as a unified whole. Creating a vision statement is the equivalent of describing the ideal for your community concerning the issue the Council has coalesced around. A vision statement describes the destination, not the journey, and the language is typically motivational. As an example, the vision of the Youth Philanthropy Council of Drug-Free Action Alliance is to enact change in the community, creating a better drug-free Ohio through its philanthropic acts.

Since the vision is the destination, the mission is the basic roadmap. The mission describes, in active language, how the Council plans to get to the vision. For example, the mission of the Youth Philanthropy Council of Drug-Free Action Alliance is to provide financial support to youth-driven, effective prevention projects to encourage alcohol, tobacco and drug-free lifestyles of youth, families and communities.

Sample areas to focus on when developing vision and mission statements include working toward a drug-free atmosphere; providing opportunities for teens; creating a better generation; maximizing youth power to make change; building bonds between students and schools; or increasing the involvement of more teens, parents, youth, children and families in the community.

## **Rules & Agreements**

Below are sample guidelines to consider when convening a Council. These rules will help the Council achieve their main objectives. It is best to have the group brain-storm their own agreements at the first meeting, while always considering the mission of the Council. These ground rules serve as guidelines, which the Council can modify at any time.

### **Sample Rules and Agreements include:**

- Must call ahead if you are unable to attend the meeting.
- Be on time to meetings (70% of members must be present to make grant selections).
- Be prepared for grant review sessions by reading grant applications prior to grant review meetings.
- Act respectfully. No profanity, put downs or offending comments.
- Agree to disagree.
- Speak up and participate.
- Be considerate when others are speaking.
- Contribute to the discussions.
- No side discussions during the meeting.
- Listen and maintain an attitude of openness so that everyone will be encouraged to share his/her thoughts.
- Identify any “Conflicts of Interest” and communicate them to the Council as soon as possible.



## **Youth Philanthropy Council Member Conflict of Interest Policy**

A Council member's youth group may apply for a youth grant. If a Council member's youth group applies for a grant, the Council member can be present at the grant review meeting. However, when the Council member's application is discussed and reviewed, he/she must leave the room during this time. The Council member may be called back into the room to answer a factual question to clarify something in the grant application. The Council member must leave the room for the voting process.

## **Removal of a Council Member**

While the Youth Philanthropy Council is a wonderful opportunity to strengthen skills and provide a needed service to communities, it is sometimes necessary to remove members. As part of the application, all Council members and their parents are required to sign a Youth Philanthropy Council Agreement, outlining the terms of participating on the Council, such as: committing to attending all scheduled meetings; refraining from alcohol, tobacco and other drugs; and refraining from activities unbecoming to a Council member. See *Member Application (New)* in Appendix B and *Member Application (Returning)* in Appendix C). Should a Youth Philanthropy Council member violate the terms of Council membership, he/she will immediately be removed from the Council. Attendance is required at all Youth Philanthropy Council meetings, unless permission to miss has been granted. For our statewide Council, if a Council member has an unexcused absence he/she will be removed from the Council, due to the infrequent meeting schedule.

## **Grant Disbursement**

### **Project Ideas**

When determining what type of projects to fund and eligibility for funding, consider the following:

- What are the priorities of the Council?
- What are the most critical issues involving youth?
- Are youth involved in the development and implementation of the project?
- How are students provided with the opportunity to improve their community?
- Who is eligible to apply?
- What dollar amounts are available for grants?
- Is the proposal a creative and new idea?

### **Requests for Proposals**

The information below provides an outline of things to consider when preparing Requests for Proposals and distributing grants. Sample forms and other information is provided in the Appendices.

When creating the RFP (Request for Proposals) be sure to indicate:

- Statement of need
- Organizational structure
- Measurement of project results
- Budget
- Letter indicating tax exempt status
- Deadlines



When distributing the RFP, consider your vision and mission when identifying your distribution targets. Some sample targets may include:

- Area non-profits providing youth services
- Local Schools
- Community groups and organizations
- Recreation Centers

## Proposal Review

Once proposals are received:

- Hold a training session where basic information about youth philanthropy is presented and identify key training issues. See *Training Agenda* in Appendix F.
- Provide copies of all proposals to all members at the training session.
- Council members should review proposals individually. This can be done by each member taking the proposals home and coming back to a separate review meeting.
- Each member should come to the review meeting prepared to discuss the pros and cons of each proposal.
- Establish a clear voting process to decide which projects to fund. Be sure funding decisions are documented in the meeting minutes.

## Process After the Application Review

- **Notification of Award** (see *Notice of Award* in Appendix I): The selected youth-serving organizations are notified by letter and asked to provide any additional information the Council may have requested. Example: Clarification of expenses, date of project completion, etc.
- **Assurances** (see *Assurances* in Appendix J): Send Project Assurances to youth-serving organization leader. Assurances provide the granting organization with an assurance that the project will be completed to the specifications of the grant proposal.
- **Distribute funds**: Once Assurances are received, send the check in the amount of the award approved. There may be a difference in the amount of money a group requests and what is actually approved.
- **Mid-term follow-up**: Contact (phone, email or in person) grantees approximately midway through the project to confirm project progression and offer technical assistance if needed.
- **Final Report** (see *Reporting Matrix* in Appendix K): Written reports are due 30 days after the completion of the project or the end of the funding timeline (which ever comes first). Final reports should include a narrative of the activities completed, any pictures, newsletter or other relevant material and a final budget showing that all funds were used. In the event that all of the funds were not used, all remaining funds should be returned with the final report.



## Youth Philanthropy Council APPENDICES

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## Youth Philanthropy Council Project Timeline

1 <sup>st</sup> week of September	Member Recruitment letters & emails sent
2 <sup>nd</sup> week of September	Youth Grant RFPs sent to designated recipients
1 <sup>st</sup> week of October	Member Applications Due
1 <sup>st</sup> week of October	YPC Members selected & Letters of Acceptance Sent
2 <sup>nd</sup> week of October	Youth Grants Due
3 <sup>rd</sup> week of October	Council Training & Overview – Members will leave with grants to review
4 <sup>th</sup> week of October	Youth Grant Selection
3 <sup>rd</sup> week of November	Award Letters & Assurances Sent
3 <sup>rd</sup> week of December	Checks sent

SAMPLE

June 16, 2008

Dear Youth Advisor:

Drug-Free Action Alliance would like you to nominate a student that you work with to serve on the Youth Philanthropy Council of Drug-Free Action Alliance to review and award youth grants. Please refer to the Youth Philanthropy Council Criteria page for eligibility requirements, complete the nomination cover sheet and distribute the youth application. Return the completed application by **October 5, 2007**.

The Youth Philanthropy Council will only meet twice: The overview and training will be held Saturday, October 20, 2007 and the grant review meeting will be held Saturday, October 27, 2007.

PLEASE NOTE: Applicants **MUST** be able to attend both the Youth Philanthropy Council overview and training October 20, 2007 **AND** the grant review meeting October 27, 2007. Both meetings will be held at Drug-Free Action Alliance in Columbus.

Attached you will find:

- Advisor Packet
- Student Cover Letter
- Student Application

Thank you for your support. Should you have any questions, please feel free to contact me at 614-540-9985 or [DLongmeier@DrugFreeActionAlliance.org](mailto:DLongmeier@DrugFreeActionAlliance.org).

Sincerely,

Derek Longmeier  
Youth Philanthropy Council Advisor





**DRUG-FREE ACTION ALLIANCE  
YOUTH PHILANTHROPY COUNCIL  
NOMINATION CRITERIA**

**ELIGIBILITY CRITERIA**

**NOMINEE MUST:**

- ◆ be a high school student.
- ◆ be a positive role model.
- ◆ be involved in positive leadership activities.
- ◆ be committed to a drug free lifestyle.
- ◆ be alcohol, tobacco and other drug free.

**FOR THE NOMINEE:**

- ◆ The nominee must complete the Youth Application (enclosed) and return to you so that you can return the application to Drug-Free Action Alliance by **October 5, 2007**.

**FOR THE NOMINATOR:**

- ◆ You may nominate only one student.
- ◆ Complete the Nomination Cover Sheet (enclosed) and attach it to the completed Youth Application (enclosed).
- ◆ Please include a brief statement of why this student would be a strong candidate for the Youth Philanthropy Council.
  - ✓ Include information on drug free leadership activities and attributes.
  - ✓ Include the school and/or community activities and examples of leadership that warrant this nomination.
- ◆ Provide the student with the application and a date to return it to you, keeping in mind that all materials need to be submitted to Drug-Free Action Alliance by **October 5, 2007**.
- ◆ Please include the cover nomination form and all written materials, including the student's portion of the application.
- ◆ All completed materials MUST be received in our office by **October 5, 2007**.

**Send to:**

**Drug-Free Action Alliance  
Attention: Youth Philanthropy Council Nomination  
6185 Huntley Road, Suite P  
Columbus, Ohio 43229**





**DRUG-FREE ACTION ALLIANCE  
YOUTH PHILANTHROPY COUNCIL  
NOMINATION COVER SHEET**

**Please complete this form for your nomination.  
Attach as a cover sheet to the Youth Application.**

Nominee: \_\_\_\_\_

School: \_\_\_\_\_

Principal: \_\_\_\_\_ County: \_\_\_\_\_

School Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

School Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

\*\*\*\*\*

Nominated by: \_\_\_\_\_

Title: \_\_\_\_\_

Organization or School: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**\*Please remember to attach the brief statement of why this student would be a strong candidate for the Youth Philanthropy Council.**

**All information will be kept confidential. Names, addresses and phone numbers will not be released. This is for contact purposes only. All materials MUST BE RECEIVED in our office by October 5, 2007.**

**Mail to:  
Drug-Free Action Alliance  
Attn: Youth Philanthropy Council Nomination  
6185 Huntley Road, Suite P  
Columbus, Ohio 43229**





September 2007

Dear Applicant:

You are eligible for an opportunity to serve on the Youth Philanthropy Council of Drug-Free Action Alliance to review statewide youth grants and award funding for youth-led prevention projects.

The Youth Philanthropy Council is right for you if you want to:

- make decisions on giving money through grants to programs run by youth.
- voice your opinions on important youth issues.
- learn how to influence community change.
- take a leadership role.
- serve as a volunteer on a statewide council.

The primary role of the Youth Philanthropy Council is to review and select grant applications submitted by youth groups from throughout the State of Ohio for youth-led prevention projects. Your time commitment will involve two meetings in Columbus and reviewing the grant applications between the meetings.

To complete the application process, fill out the attached application and return it to your advisor. All applications need to be in the office of Drug-Free Action Alliance no later than **October 5, 2007**. Incomplete applications will not be considered.

PLEASE NOTE: You MUST be able to attend BOTH the Youth Philanthropy Council training on October 20, 2007 AND the Youth Grant Review October 27, 2007 in order to be considered for serving on the Council. Both meetings will be held at Drug-Free Action Alliance in Columbus.

We look forward to working with you. If you have any questions about the application process, please contact the Youth Philanthropy Council Advisor, Derek Longmeier at 614-540-9985 or [DLongmeier@DrugFreeActionAlliance.org](mailto:DLongmeier@DrugFreeActionAlliance.org).

Sincerely,

Derek Longmeier  
Youth Philanthropy Council Advisor





Please complete the following information.

1. List all school organizations and activities you are/have been involved with and your role in each:

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2. List all community organizations you are/have been involved with and activities and your role in each:

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3. In what ways do you exhibit leadership qualities?

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4. Why do you want to serve on the Youth Philanthropy Council of Drug-Free Action Alliance?

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**Drug-Free Action Alliance  
Youth Philanthropy Council  
Agreement**

We hereby submit that the information on this application is accurate to the best of my ability. We agree to have my child participate on the Youth Philanthropy Council of Drug-Free Action Alliance. We understand that this is an opportunity provided by Drug-Free Action Alliance and requires that my child be alcohol, tobacco and other drug free. The signatures below release Drug-Free Action Alliance, its staff, Board of Directors, agents and volunteers from all liability, loss, damage, costs, claims or causes of action including, but not limited to, all bodily injuries and property damages arising out of the undersigned's participation. We understand that transportation will need to be provided by the student participant or his/her family. The undersigned further agrees to be photographed/videotaped during service on the Youth Philanthropy Council, which will be used for educational and publicity purposes. This application and all supporting materials becomes the property of Drug-Free Action Alliance and will not be returned.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian complete below**

**Emergency Contact Information**

List the name and address of two people we may contact if parent(s)/guardian cannot be reached.

NAME	PHONE	RELATIONSHIP
_____	_____	_____
_____	_____	_____





Please complete the following information.

1. What new information have you learned through last year's Youth Philanthropy Council experience that will enhance the Council this year?

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2. Describe the leadership quality that you used the most last year and what quality you most need to improve upon.

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3. Describe what youth philanthropy means to you and how you feel it helps individuals to remain drug free.

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4. Why do you want to continue to serve on the Youth Philanthropy Council of Drug-Free Action Alliance?

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**Drug-Free Action Alliance  
Youth Philanthropy Council  
Agreement**

We hereby submit that the information submitted on this application is accurate to the best of our ability. We agree to have my child participate on the Youth Philanthropy Council of Drug-Free Action Alliance. We understand that this is an opportunity provided by Drug-Free Action Alliance and requires that my child be alcohol, tobacco and other drug free. The signatures below release Drug-Free Action Alliance, its staff, Board of Directors, agents and volunteers from all liability, loss, damage, costs, claims or causes of action including, but not limited to, all bodily injuries and property damages arising out of the undersigned's participation. We understand that transportation will need to be provided by the student participant or his/her family. The undersigned further agrees to be photographed/videotaped during service on the Youth Philanthropy Council, which will be used for educational, and publicity purposes. This application and all supporting materials becomes the property of Drug-Free Action Alliance and will not be returned.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian complete below**

**Emergency Contact Information**

List the name and address of two people we may contact if parent(s)/guardian cannot be reached.

NAME	PHONE	RELATIONSHIP
_____	_____	_____
_____	_____	_____



June 16, 2008

Council Member  
Address  
City, State Zip

**Dear Council Member:**

**Congratulations and Welcome!**

You have been selected to serve as a member of Drug-Free Action Alliance's Youth Philanthropy Council.

As a member of the Youth Philanthropy Council, you will be responsible for reviewing funding applications for youth lead organizations in Ohio.

Our **MANDATORY** Youth Philanthropy Council Member training meeting is DATE and our **MANDATORY** Grant Review is DATE. Both meetings are from 9:00 a.m. to 12:00 p.m. at our offices:

LOCATION ADDRESS

If you have any questions or concerns, please feel free to contact me at 614.540.9985 or [DLongmeier@DrugFreeActionAlliance.org](mailto:DLongmeier@DrugFreeActionAlliance.org).

Again, Congratulations! We look forward to your involvement and contributions to this group.

Cordially,

Derek Longmeier  
Youth Philanthropy Council Advisor





## Drug-Free Action Alliance REQUEST FOR PROPOSAL

The youth grants coordinated by Drug-Free Action Alliance with funding from the Ohio Elk's Association provide an opportunity for youth-led organizations to plan and implement the message of alcohol, tobacco and other drug prevention. The projects are intended to not only benefit the youth involved by providing growth and development, but also enrich the communities and schools that are impacted by them.

Grant applications are reviewed and selected by the Youth Philanthropy Council of Drug-Free Action Alliance. The Youth Philanthropy Council is composed of selected Ohio high school students who have taken an active leadership in their school and community and have embraced a positive, healthy lifestyle free of alcohol, tobacco and other drugs.

**Eligibility:** Any **501 (c) (3)** not-for-profit youth group or youth serving an organization, school or community-based group in the State of Ohio who have as their purpose, or a component of their purpose, the prevention of alcohol, tobacco and other drug abuse may apply for funds. **Submit IRS form with application.**

**Availability of Funds:** Up to \$ 1,000 is the maximum that can be awarded to a youth group. The deadline for submitting applications is **October 15, 2007**. Applications received after this date will not be accepted. Approved grant recipients will be notified in December 2007.

**Reporting Requirements:** All projects will be required to submit a final report of activities, report of expenditures, and copies of any materials developed with this grant, as well as copies of any publicity the project received, to Drug-Free Action Alliance within 30 days of the project's completion.

### Requirements:

1. Complete the enclosed cover sheet and attach your program narrative answers, budget sheets and worksheet
  2. Enclose 501 (c) (3) IRS form
  3. Submit original and 2 copies
- ◆ No emailed or faxed applications will be accepted
  - ◆ All applications must be received in our office by **October 15, 2007**

For more information or assistance with the Youth Grant Application, contact Derek Longmeier at (614) 540-9985 or [DLongmeier@DrugFreeActionAlliance.org](mailto:DLongmeier@DrugFreeActionAlliance.org).

MAIL the **COMPLETED** Youth Grant Application to:  
**Drug-Free Action Alliance**  
**Attention: Youth Grant Application**  
**6185 Huntley Road, Suite P**  
**Columbus, Ohio 43229**





Youth Grant Application

Please complete all of the information below. Submit original and 2 copies by October 15, 2007.

APPLICANT ORGANIZATION

Name/Title of Youth Group \_\_\_\_\_

Date Established \_\_\_\_\_

Supporting Organization (examples: school, community organization, church) \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, Ohio Zip: \_\_\_\_\_ County: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Amount of Request: \$ \_\_\_\_\_

PROPOSED PROJECT/PROGRAM

Project Title \_\_\_\_\_

Project Time frame—Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Youth Name (Youth leader of the youth group or delegate representative) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email: \_\_\_\_\_





## PROJECT NARRATIVE INSTRUCTIONS

First, choose a project either on your own or from the ideas provided on the Project Guidance page, then complete the Project Narrative using the following guidelines. The Project Narrative is a summary of the project that you intend to complete with the requested funds. The Project Narrative should provide clear and concise information about what you plan to accomplish during the time frame of the grant. When writing your Narrative, keep in mind that the person reading it has never heard of your group before. Describe in detail how you plan to complete your proposed project and why it is important. Remember the Project Narrative is closely tied to the Project Budget. Please make sure to describe how your proposed expenditures help you achieve your proposed project.

On a separate sheet of paper answer the following questions:

### **A. Project Title & Goals**

Describe your proposed project including the title and the goals of the project.

### **B. Project Summary**

Describe in detail how you plan to complete your proposed project. Write your description like you are trying to tell a story about a project to someone who is unfamiliar with it, including:

1. What are the major activities?
2. How do you plan to accomplish these activities?
3. Where will the project take place? (*school, community, etc*)
4. Who is the target audience? (*middle school students, etc*)
5. When will the project take place?

### **C. Key People**

Describe who will be working with your youth group to complete the project including:

1. Additional organizations that may be involved.
2. Businesses or other agencies that might donate money or services to your project.
3. Elected officials or key leaders in your school and community who will be involved with your project or invited to attend an event.

### **D. Accomplishments**

Describe in detail what you hope to accomplish at the end of your project, include:

1. How will this project make a difference in your school or community?
2. How does this project help to reduce the problem of underage drinking or other drug abuse?
3. Which elected officials or key leaders are you planning to meet with to share your project successes at the end of your project?



## PROJECT BUDGET INSTRUCTIONS

The Project Budget is a detailed list of planned expenditures related to the completion of your proposed project. The Project Budget should reflect all project expenditures including those that may be paid for from another source of funding such as a donation, in-kind service, or another grant. Requested expenditures must be directly related to the proposed project. Please include both the Project Budget and the Budget Narrative.

If funded the Project Budget would cover the time period of January 1, 2007 to May 31, 2008. All funding must be spent during this timeframe. Any changes to the Project Budget must be pre-approved from Drug-Free Action Alliance. Should a youth group be unable to complete their project they should contact the Drug-Free Action Alliance representative immediately. If a project has remaining funds at the end of this timeframe, all remaining funds shall be returned to Drug-Free Action Alliance. This allows the Youth Philanthropy Council to fund additional youth groups across Ohio.

**Youth Grant funding should not be used to pay for activities or projects that already receive funding, but rather for new projects. The intention is to provide “seed money” that otherwise was not available from other sources and can not be used toward purchasing equipment.**

If you have question concerning proposed expenditures, please contact Derek Longmeier at (614) 540-9985 or [DLongmeier@DrugFreeActionAlliance.org](mailto:DLongmeier@DrugFreeActionAlliance.org) prior to the submission of your grant.

## Sample Project Budget Form

Expenditures for Media Breakfast			
Expenditure	Funds Requested	Other Source	Total
Supplies – Paper for flyers, copies of final reports and disposable cameras	150		150
Printing – Invitations, thank you cards and reports	200	50	250
Postage – for invitations, thank you cards etc.	50		50
Media – news paper ads	75	75	150
Room Rental at Joe’s Restaurant		500	500
	<b>475</b>	<b>625</b>	<b>1,100</b>
<b>Total:</b>			<b>1,100</b>



## BUDGET NARRATIVE INSTRUCTIONS

The Budget Narrative is a brief written explanation of proposed expenditures in your project application. The Budget Narrative should identify each expenditure by category, such as printing, supplies, special event, etc. Please include the Project Budget in addition to the Budget Narrative. Under each category heading, describe what the funds will be used for and then identify in the appropriate column how much it will cost and whether it will be paid for from the Youth Grant or Other Funds.

**The following is an example of what the Budget Narrative should look like. On a separate sheet of paper complete your own Budget Narrative, following this example. Remember to carefully review your Budget Narrative and Budget Form for accuracy.**

***\*EXAMPLE***

**Budget Narrative**

Expenditures	Youth Grant Request	Other Funds	Total Funds
<p><b>Supplies</b> Paper for copies of flyers and copying the final reports. Disposable cameras to take pictures of alcohol advertising during scan.</p>	\$150		\$150
<p><b>Printing</b> Invitations to breakfast event to release findings from advertising scan to key leaders. Printers Inc. will donate half of the cost of the printing. 5 Large foam core board posters with enlargements of findings for display at breakfast event.</p>	\$200	\$50	\$250
<p><b>Postage</b> Mailing of invitations to breakfast event. Thank you cards after the event and to mail copies of reports to Drug-Free Action Alliance and elected officials at end of grant.</p>	\$50	\$50	
<p><b>Media</b> Ad in newspaper for project findings. The Daily Journal will pay for half of the cost of the ad.</p>	\$75	\$75	\$150
<p><b>Breakfast Event</b> Breakfast for 50 people at \$6 per person. Plus tax, gratuity and Room Rental.</p>	\$300	\$500	\$800
<b>TOTAL</b>	<b>\$775</b>	<b>\$625</b>	<b>\$1,400</b>

## Project Guidance

The following are potential projects or project areas

### Social Norming Campaign

Many youth overestimate the permissive attitudes of their peers and underestimate the extent of peer support for healthy choices. They also tend to overestimate how much and how often their peers are using. Knowing that perceived norms have a major impact on individual behavior choices, coalitions can help correct common misperceptions of these norms by publicizing the actual rates of alcohol, tobacco and other drug abuse within the community through a social norming campaign. For more information on the research and tools relevant to social norms campaigns, go to the [www.socialnorms.org](http://www.socialnorms.org).

### Restrict availability at sporting and recreational events

Assess the appropriateness of alcohol and/or tobacco industry sponsorship of sporting events, community festivals, and other activities. Consider the percentage of the audience that is underage, and whether the event attracts families.

Youth can engage in activities which advocate for:

1. Limiting alcohol sales, sponsorship and advertising as appropriate at that event or venue.
2. Discontinuing sales before the event is over to increase time without alcohol before driving.

For more ideas, go to [www.DrugFreeActionAlliance.org](http://www.DrugFreeActionAlliance.org).

### 100 percent tobacco-free schools

A "100 percent tobacco-free school" is a school that enforces a policy that does not permit any form of tobacco use, by anyone - adult or youth - on any school property, at any time - 24-hours-a-day, seven-days-a-week. This includes events outside of school hours - Friday night football games, Bingo, festivals, etc. - in addition to tobacco use during school hours. Grant funds may be spent to plan activities which support 100% tobacco-free schools.

### Media Messages

Media events are utilized to raise awareness and bring attention to an issue. Invite key community leaders (city council members, mayor, school superintendent, principals, congressional representatives and local media) to an event such as a rally, breakfast, luncheon, forum, etc., to raise awareness about underage drinking or other drug abuse in your community. Remember this shouldn't be limited to your school.

### Policy and Enforcement

Though laws exist to address alcohol, tobacco and other drugs, enforcement of those laws are often uneven. The same can be said for policies in school systems, workplaces, and other systems and locales within the community. Communities can affect alcohol, tobacco and other drugs within communities. Enforcement of existing laws and policies can act as a deterrent to those who might otherwise break those laws and policies involving alcohol, tobacco and other drugs. Many parents feel undermined when the school is lax on a stated policy and want all students to be held equally accountable. Students can undertake activities to advocate for schools and communities to consistently enforce their policies.

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Training Agenda

10:00	Arrival
10:30	Welcome & Introduction
11:00	Establish Ground Rules
11:30	What is Youth Philanthropy? Allows members to discuss what their views of philanthropy are and how they are able to fill the vital role
12:00	Lunch
12:30	Nuts and Bolts <ul style="list-style-type: none"><li>• Policy &amp; Procedures</li><li>• Expectations</li><li>• Ethics</li></ul>
1:00	Characteristics of a Good Proposal
1:15	Skill Practice <ul style="list-style-type: none"><li>• Applying the Review Form to past proposals</li></ul>
2:00	Snack/Break/Wrap Up
2:45	Closing

SAMPLE



**Drug-Free Action Alliance  
R.F.P. Review Form**

Please complete ONE review form **PER** grant application. This greatly helps speed up the review process.

**Project Information**

Applicant Organization \_\_\_\_\_ Project Title \_\_\_\_\_

Project Timeframe \_\_\_\_\_ Amount Requested \_\_\_\_\_

1. Is the application complete? (Please check off included items)
  - \_\_\_\_\_ Project Title & Goals
  - \_\_\_\_\_ Project Summary
  - \_\_\_\_\_ Key People
  - \_\_\_\_\_ Accomplishments
  - \_\_\_\_\_ Project Budget Form
  - \_\_\_\_\_ Project Budget Narrative
  
2. What is the goal of the project? Does it support a desire for a safe, healthy drug-free school and/or community?
  
3. How does this project make a difference in the school and/or community?
  
4. Does the grant have youth involvement, leadership and planning? How many youth are involved in the implementation of the grant?
  
5. Who is the target audience of the grant?
  
6. Is the project age appropriate for the audience?
  
7. How many youth will be affected by the activities of the grant?





## Proposal Review Day Agenda

10:00	Arrival
10:30	Recap of Orientation
11:00	Chart the top 10 scores and the bottom 10 scores
12:00	Lunch
12:30	Begin discussing each proposal
2:00	Determine the proposals to fund
2:00	Snack/Break/Wrap Up
2:45	Closing

SAMPLE

June 17, 2008

Contact Name  
Organization  
Address  
City, State Zip

Dear Contact Name:

Congratulations! Your application was selected for the **Youth Grant**. The Drug-Free Action Alliance Youth Philanthropy Council reviewed a large number of applications in this competitive process and your project proposal was successful. The Youth Philanthropy Council is funding your **“Title of Project”** project in the amount of **\$1,000.00**.

\*PLEASE NOTE\*

We will need a signed copy of the enclosed Assurances before you will be able to receive your check. Please return assurances to Drug-Free Action Alliance by **Due Date** so we can process disbursement.

If you have any questions, please feel free to contact Derek Longmeier at (614) 540-9985 or [DLongmeier@DrugFreeActionAlliance.org](mailto:DLongmeier@DrugFreeActionAlliance.org).

Cordially,

Derek Longmeier  
Special Projects Coordinator

Enclosure: Assurances





Drug-Free Action Alliance Youth Grant Assurances

The undersigned grantees make the following representations and agree to the following conditions in accepting funds from Drug-Free Action Alliance through the Youth Philanthropy Council.

- 1. To utilize the Funds solely for the purpose of the youth groups' prevention projects.
2. To comply with all applicable federal, state and local laws prohibiting unlawful discrimination on the basis of race, color, sex, sexual orientation, national origin or disability.
3. Grantee possesses the legal authority to apply for the grant.
4. To acknowledge the source of the funds on all written materials generated from the project, and in all advertising and media releases using the following language:

The Project was funded by Drug-Free Action Alliance with grants made possible from the Ohio ELKS Association and the Huntington Bank.

- 5. To provide a written report and copies of materials developed to Drug-Free Action Alliance at the conclusion of the project. The written report shall consist of a narrative description of the project and an accounting for all expenditures. Final project reports will be submitted to Drug-Free Action Alliance no later than DATE.
6. To present the project to elected officials or key leaders in your community and school. To provide a written report including any material developed with funds to elected officials or key leaders. To promote the project with local media.
7. Not to make any budget changes without the prior approval of Drug-Free Action Alliance. If grant funds are used other than set forth in the application, the applicant and the members will repay the full amount of the grant upon demand.
8. Access to and right to examine all records, books and documents related to the grant project.
9. If the project is not completed or if any funds are unspent after the conclusion of the grant project, the applicant will return the remaining funds to Drug-Free Action Alliance.
10. Grantee hereby agrees to indemnify, defend, save and hold harmless Drug-Free Action Alliance from any and all liabilities, obligations, claims, suits, actions, losses, damages, fines, penalties or any other costs incurred by Drug-Free Action Alliance and which arise in whole or in part out of any authorized or unauthorized acts by Grantee, its representatives, agents, employees or affiliates, directly or indirectly related to the Projects or funds.
11. None of the materials developed with these grant funds will be patented or copyrighted.

Name of Fiscal Agent (check payable to: agency, organization or school)

\_\_\_\_\_ Print

Adult Advisor Name \_\_\_\_\_ Date \_\_\_\_\_

Signature

Return to: Drug-Free Action Alliance, 6185 Huntley Rd., Suite P, Columbus, Ohio 43229





**Youth Grant  
Final Report Matrix**

Name/Title of Youth Group: \_\_\_\_\_

The Final Report is due to Drug-Free Action Alliance by **DUE DATE** and should include a Project Narrative/Report Matrix, Budget Narrative & any additional materials produced for the project. Failure to submit final reports by the deadline may impact eligibility for future funding opportunities. Please use the format below to compile your numbers and statistics. Don't forget to attach your budget report. (If an item does not apply to your project, leave it blank).

<b>Youth involvement</b>	<b>Number of youth</b>
Leadership	
Recipients	

<b>Events</b>	<b>Number of attendees</b>

<b>Materials distributed</b>	<b>Quantity</b>

<b>Media</b>	<b>Quantity</b>

Other Organizations Involved	

<b>In-kind donations</b>	Please include in-kind donations in your budget report
--------------------------	--

<b>Success Stories</b>	Please include any success stories below (additional pages may be included)
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Don't forget to include your final budget report. The final budget should be a table that includes item, actual amount of cost, donated or in-kind funds and total expenses. Please total grant related expenses in one column and other funds in another column. We are trying to capture in-kind donations or services too. If a local business or organization provided in-kind, please determine an amount of value and report that on your final budget under the in-kind column.

## Additional Resources

### Community Foundations Leading Change (CF Leads)

[www.ccfy.org](http://www.ccfy.org)

C F Leads helps community foundations learn how to create thriving communities that work for all residents. The website features an online toolkit titled “Best Practices in Youth Philanthropy”, which provides tips, examples and strategies.

### Youth In Action

[www.youthinaction.org](http://www.youthinaction.org)

Youth In Action is a youth program from MADD which looks for environmental community-level solutions to underage drinking. This site has information for youth-led projects as well as how to form a YIA Team.

### Youth Leadership Institute

[www.yli.org](http://www.yli.org)

Youth Leadership Institute builds communities where young people and their adult allies come together to create positive social change. YLI designs and implements community-based programs that provide youth with leadership skills in the areas of drug and alcohol abuse prevention, philanthropy, and civic engagement.

### Youth Service America

[www.ysa.org](http://www.ysa.org)

Youth Service America is a resource center that partners with thousands of organizations committed to increasing the quality and quantity of volunteer opportunities for young people, ages 5 – 25, to serve locally, nationally and globally. The site includes links to many sites related to community service learning.