

SEATTLE PARKS AND RECREATION  
TEEN LEADERSHIP BOARD (TLB)  
2008 "GIVING BACK" GRANT FUND

PROPOSAL INSTRUCTIONS

INTRODUCTION:

Seattle Parks and Recreation, through the Teen Leadership Board (TLB), is offering a total of \$35,000 in grant funds to support **teen created** programs, projects, or special events. The TLB has named this teen fund the "Giving Back" Grant. The grant fund supports "Giving Back" to other teens and your community. We are encouraging youth groups to develop proposals involving projects, programs, or special events.

(A youth group is defined as any group of 4 or more youth, ages 13-19 years old, who are willing to work together to create a proposal, submit a grant application and commit to meeting the requirements of the grant. Adult partners are encouraged to assist youth groups but are asked not to submit a proposal without Teen voice)

Projects should

1. Benefit your community and the people of Seattle.
2. The scope of such projects should be designed to not require major permits or contracts to implement.
3. Programs should either serve teens or involve teens in serving others.
4. Events need to be planned, so that the need to provide significant security or arrange for event permits is not required.
5. All projects, programs, or special events, funded by this grant fund, must be totally completed by **October 31, 2008**.

The following criteria and process has been developed for allocating and awarding these funds.

1. All projects should relate to teen programs.
2. All projects must have a Parks and Rec. fiscal agent
3. All projects must have a mid project evaluation and a final evaluation that reports on progress made.  
**\*Disqualification for next years grant cycle will occur if mid and final reports are not completed on time.**
4. All projects must support school learning standards

## FUND AWARDS AND APPLICATIONS:

Two different grant funding opportunities are offered:

- 1) Proposals from \$500 to \$1,000.
- 2) Proposals from \$1,000 to \$4,000.

Note: In order to support as many youth groups as possible, the focus of this Grant Fund will be on the \$1,000 - \$2,000 grant proposals, with an interest to award a majority of the funds to these projects and activities.

## ELIGIBILITY:

Proposals may be submitted by any youth group, in partnership with a Seattle Parks and Recreation program/facility, such as, a Community Center, Environmental Learning Center, Teen Life Center, Performing Arts Center, Pool, and/or Aquatics Rowing and Sailing Center. A Seattle Parks and Recreation staff member must review and sign the proposal prior to submittal. That staff member will be responsible for working with the youth group to implement the grant proposal.

- A limited amount of funds in each award may be spent on program evaluation. **And evaluation must be included in the final report failing to include an evaluation with the final report may result in disqualification from further TGB grants**
- Proposals must involve teens in creating and implementing the program.
- The proposal needs to show an investment of teen time to implement the proposal.
- Program proposals need to involve youth 13 to 19 years old.
- Proposals should include activities related to one or more of the following Teen Program Areas:
  - (1) Sports and fitness;      (2) Environmental education/stewardship;
  - (3) Arts and culture;      (4) Life skills and job readiness
  - (5) Citizenship and leadership development;      (6) Social recreation.

## PARTNERS:

- All proposals must show a partnership with a Seattle Parks and Recreation staff. In addition, the facility teen council and/or adult advisory council can count as a partner.
- Other community centers, teen councils, advisory councils and/or other agencies or business sponsors can count as additional partners.

- Signatures of proposed partners including advisory councils are required on the application form.

**CRITERIA AND RATING GUIDE:**

The following criteria and rating guide will be used to review each proposal:

**Criteria Rating Guide**

(Maximum Points Allowable)

Project description	20 pts
Demographics	15 pts
Community Involvement	15pts
Asset Building	10 pts
Outcome measurement	20 pts
Overall Proposal Presentation	05 pts
<u>Budget</u>	<u>15 pts</u>
<b>T O T A L</b>	<b>100</b>

**PROCESS:**

- Grant proposers must completely fill out the attached application form and submit three copies to Seattle Parks and Recreation Teen Leadership Board at 8061 Densmore ave North Seattle, Washington 98115; **no later than 5:00pm on Friday, February 22, 2008.**
- Representatives of all partners must sign the form.
- The Teen Leadership Board will review all proposals and make their grant funding recommendations to Seattle Parks and Recreation Superintendent.
- Seattle Parks and Recreation staff will review each proposal to determine liability risks and legal requirements.
- Awards will be announced by March 30, 2008, but hopefully earlier!
- The Teen Giving Back Grant Funds must be spent during the year 2008.
- If you have questions, please contact, Idris Beauregard @ 684-9274 or email [idris.beauregard@seattle.gov](mailto:idris.beauregard@seattle.gov)

SEATTLE PARKS AND RECREATION  
TEEN LEADERSHIP BOARD (TLB)  
2008 "GIVING BACK" GRANT FUND  
APPLICATION FORM

Name of Proposed Program:

---

Name of Teen Group Submitting Proposal:

---

Name and Signature of Teen Lead on Proposal:

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

Signature: \_\_\_\_\_

Seattle Parks & Recreation Facility Agent:

---

Agent Position \_\_\_\_\_

Name and Signature of Parks & Recreation Staff Reviewing the Proposal:

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

Signature: \_\_\_\_\_

Seattle Parks & Recreation Facility Coordinator:

---

Amount of TLB "Giving Back" Funds Requested:

\$500.00 - \$1,000 Fund \_\_\_\_\_

Or

\$1,000- \$4,000 Fund \_\_\_\_\_

(The maximum amount of grant funding is \$4,000)

**Program Description:**  
(Please answer on additional sheets)

**Project Description** (Possible 20 points)

- 1) What teen program, project, event or trip will be offered?
- 2) When will the program be conducted: Days/Times/How Long?  
Please include Days: and Times:
- 3) How Long (one time event, weekly or monthly program)?
- 4) Will activity fees be charged? Yes or No? If yes how much?
- 5) What do you hope to accomplish with this project ?

**Demographics** (possible 15 points)

- 6) Where will the program be conducted? (Identify location/s)
- 7) Age range and number of teens anticipated to be served by the program?
- 8) Has the need for this project been assessed for this community?

**Community Involvement** (Possible 15 points)

- 9) How will this program "Give Back" to the community? How does it help?
- 10) Volunteer time invested by teens? # of Teens: and # of Hours:
- 11) Are partners involved in the program? Yes \_\_\_\_\_ No \_\_\_\_\_

List the partners and what they will do :( Who's helping you and what are they doing to help?)

**Asset Building** (possible 10 points)

- 12) List any of the 40 Developmental Assets you will focus on through this program. (Why is this good program? A list of assets can be found @ [search-institute.org](http://search-institute.org))
- 13) How does this program align with the Paul Heckman report?

**Outcome Measurements** (Possible 20 points)

- 14) What are your outcome measurements?  
(Does anybody get anything good out of this Project? what is it, and most important how will you prove it?)

**Over all Proposal Presentation** (Possible 05 points)

- 15) How was the grant proposal presented?

## Budget Worksheet

Budget Category	Proposal request
<b>Personnel:</b> program Staff Cost recommended not to exceed 50%of total project budget Position Title:	
Hourly rate :                      # of Hours:	
<i>Total Personnel Cost</i>	
<b>Supplies:</b> Activity supplies & materials (Education materials, trophy ect.)	
Miscellaneous supplies (postage, copy etc.)	
<i>Total Supply Cost</i>	
<b>Other</b> (fliers posters,)	
Transportation	
<i>Total Other cost</i>	
<b>Total all categories</b>	