

# Youth In Philanthropy Grant Information and Checklist

## By Youth, For Youth

To be considered for a KIDS PUS Youth In Philanthropy Grant from the Northland Foundation, the project and grant application **must be planned, written, and carried out by young people** involved in a youth organization with the support of an adult advisor. Through Youth In Philanthropy, young people have an opportunity to develop and implement projects that will benefit their schools, organizations, and communities.



## Grant Application Deadlines

The Youth In Philanthropy Board meets 3 times per year: October, January, and April. To have your grant proposal considered at the next upcoming Board meeting, you must submit your application to the Northland Foundation by **October 1<sup>st</sup>** for the October Board Meeting, **January 5<sup>th</sup>** for the January Board Meeting, and **April 1<sup>st</sup>** for the April Board Meeting.

**Funding decisions are normally made by the Board within 30 days of these deadlines.** If your proposal receives a grant, you will likely receive notification of the award **another 2-3 weeks** after that. Be sure to plan ahead with your proposal and project timeline so that you allow time for the Board to meet and time for the Northland Foundation to process the grant awards before work on your project is scheduled to begin.

## Who Can Apply for Funding?

Examples of those who can apply for a Youth In Philanthropy grant are:

- Youth groups (4-H, Girl Scouts, etc.),
- Youth-serving organizations or programs (youth centers, Boys & Girls Clubs, etc.),
- Organizations or clubs within schools and communities, such as peer helpers, student council, etc.



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### What Projects Qualify for Grant Consideration?

- Projects planned, written, and carried out by one or more youth with support from an adult advisor.
- Projects that take place in communities within the Minnesota counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and/or St. Louis, as well as in Superior, Wisconsin.
- Projects that address a community, school, or organizational need and engage young people as leaders and/or volunteers.
- Projects associated with a nonprofit organization or that have a relationship with a fiscal agent.
- Project timeline includes enough lead time for the Youth In Philanthropy Board to review the application at their next meeting and process a grant before any actual work on your project is scheduled to begin. Keep in mind, it usually takes about 30 days beyond the application deadline.

### What Projects Do Not Qualify for Grant Consideration?

- Support for individuals.
- Requests for scholarships.
- Fundraising campaigns for dinners, ticket sales, and similar activities.
- Requests for individual or team expenses to participate in competitions.
- Funding to build, renovate, or maintain buildings.
- Direct support to religious organizations, programs, or events (although support for youth activities for the larger community will be considered from faith-based organizations).
- Projects planned solely by adults.

### How Do Youth Prepare a Grant Application?

The [Youth In Philanthropy Grant Application](#) and Grant Report forms are available on our website under [GRANTS/Apply & Report](#). If you can't access the form online, or if you have any questions, please email [Jan Amys](#) at the Northland Foundation or call 218.723.4040 or 1.800.433.4045.

- Provide all contact information on the application form *and* complete the budget form.
- Answer the following questions outlined on the Grant Application:
  - **What** is the goal of the proposed project? Please describe the project.
  - **Who** will benefit from this project? Estimate the number of people who will be served.
  - **Why** is the project needed and important to your organization, school, or community?
  - **How** will the project happen? List activities that will be done. Identify how many people will work on the project: Youth \_\_\_\_ Adults \_\_\_\_
  - **When and Where** will this project take place?

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### Youth In Philanthropy Grantwriting Steps & Checklist

These steps and handy checklist will help you complete your application. If you have questions, please email [Jan Amys](mailto:jan@northlandfdn.org) at [jan@northlandfdn.org](mailto:jan@northlandfdn.org) or call the Northland Foundation at 218.723.4040.

#### Step 1

Identify a youth-developed project that includes an adult advisor to provide guidance on the application process and supervision of the project.

#### Step 2

Review the grant guidelines and instructions.

#### Step 3

Contact the Northland Foundation to talk about your idea and see if it fits within Youth In Philanthropy grant guidelines before submitting it.

#### Step 4

Complete the grant application and budget form. The application must be written by children/youth.

#### Step 5

Review the Checklist.

#### Step 6

Submit your grant application and budget form to the Northland Foundation by the deadline.

**After completing a grant application**, use the following checklist to make sure that all the information has been included and is correct. Applicants should be able to answer “yes” to each question.

- Is all the necessary information about the organization, contact person, and fiscal agent included?
- Have you clearly identified a youth or community need and explained how the project addresses it?
- Is this youth project realistic and “do-able”?
- Have youth been involved in planning and developing the project idea?
- Has the grant application been written by young people? If not, please submit a letter explaining why.
- Will young people be directly involved in completing the project?
- Is there an adult contact person working with the youth on this project?
- Can the project be accomplished in the time frame and manner that is proposed?
- Are other community partners contributing time, money, and/or other resources?
- Does the budget reflect any fundraising efforts or other sources of support for the project?
- If needed, does the project have approval from the school or other agencies?
- Is the budget appropriate for the project needs and added correctly?
- Has someone other than the grant writer(s) read the application to make sure it is complete?
- Does the project timeline allow enough time for the Youth In Philanthropy Board to review the application at their next meeting and process the grant, before work on the project actually begins?