



# **TCGC 2016-2017 Teens Changing Gaston County**



---

## **RECEIVE UP TO \$1,000 FOR YOUR YOUTH-LED PROJECT HOW TO APPLY FOR THE \$**

- 1. Read this application carefully, especially the guidelines for funding on page 4.**
- 2. Use this application to write an essay and prepare a budget.**
- 3. Turn the application in by 4 pm on January 4, 2017. If you are mailing it, it must be postmarked by this day. Please mail to the following address:**

**Community Foundation of Gaston County  
Attn: Teens Changing Gaston County  
PO Box 123 ~ Gastonia, NC 28053**

**You can also drop it off to the Community Foundation at  
1201 E. Garrison Blvd., Gastonia, NC 28054**

- 4. If you have any questions, please contact Sydney Stephens Community Foundation of Gaston County at 704-864-0927 or via email: [sstephens@cfgaston.org](mailto:sstephens@cfgaston.org).**
- 5. You will be notified regarding the determination of your grant request by the end of January.**
- 6. NOTE: If your project is approved, your group may also be asked to present the project at a TCGC meeting. Photos are appreciated.**

**APPLICATIONS DUE: January 4, 2017**

# **GENERAL INFO**

1. Name of Youth Directed Group: \_\_\_\_\_

2. Name of Project Idea: \_\_\_\_\_

3. Amount of Money you are requesting: \_\_\_\_\_

4. Please describe what you would like to do: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Lead Youth Contact Information:

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

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

Phone: \_\_\_\_\_

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

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

6. Contact Information for Adult Advisor:

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

Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

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

# **GENERAL INFO CONTINUED**

7. Non-Profit Organization or School Sponsor:

Name of Organization: \_\_\_\_\_

Organization's EIN: \_\_\_\_\_

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

8. Which person above should we correspond with:  Adult  Youth

9. Using a separate piece of paper or the space below, please list the names, email, phone numbers, and signatures of all the youth involved in writing this application.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

# **GUIDELINES FOR FUNDING**

## ***BASIC* Requirements**

- Your project must have a positive impact (on youth) in Gaston County.
- Youth project must be completed by December 31, 2017
- Your project must be planned by youth & carried out by youth. We define youth as between the ages of 13-18 years old.
- Each group must have an adult adviser and a sponsoring organization. This sponsor organization can be a nonprofit community group or school.
- You can ask for a minimum of \$50.00 to a maximum of \$1,000.00 from TCGC.
- \*Research to find out whether or not your project is needed in the community (**statistics and numbers are appreciated**). <http://ui.uncc.edu/data/partner/gastontogether>—this website serves as a reliable and excellent resource funded by the Community Foundation.
- The youth planning the project is gaining skills and knowledge in the process.
- Your project is beneficial, creative, and realistic.

## **What We *CAN* Pay For**

- Materials, supplies, equipment, or books that will help your project have a positive impact on area youth.
- We will also consider funding the following items: postage, printing, copying or design costs.

## **What We *WON'T* Pay For**

- Projects outside of Gaston County.
- Projects that are planned and led by adults.
- Projects that are just designed to raise money for your group or another group.
- Salaries or stipends paid to individuals.
- Overhead that the sponsoring organization incurs.
- Anything that is not going to be directly used for the project.
- Any alcohol, tobacco, or drug products or promotions.

# **A FEW WRITTEN QUESTIONS**

In three pages or less, please answer the 5 questions below. If you have questions or need additional assistance, please contact Sydney Stephens, Community Foundation of Gaston County at 704-864-0927 or email: [sstephens@cfgaston.org](mailto:sstephens@cfgaston.org)

## **PLEASE ANSWER THE FOLLOWING QUESTIONS:**

- 1. WHO ARE YOU?** We want to know more about your group. Tell us your focus, how long you have been around, and some of the experiences and strengths you bring to the project.
- 2. WHAT DO YOU WANT TO DO?**
  - a. We want to know your goals (minimum 3) for the project and the actual activities or actions you will do to help achieve these goals.
  - b. Tell us who will benefit from the project, how many people will benefit, and how they are going to benefit.
  - c. Tell us when and where the activities or actions are happening.
- 3. HOW WILL YOU MAKE THIS PROJECT HAPPEN?** Tell us the steps you are going to take to accomplish your major activities or actions. Tell us who you are working with and how you are working with them.
- 4. HOW WILL YOU KNOW IF YOUR PROJECT IS A SUCCESS?** Tell us what you will do to find out if your project made a positive change for youth in your community.
- 5. HOW MUCH WILL THINGS COST?** Use the budget form on page 9 to tell us the things you need to buy, how much they cost, what you want us to pay for, and who else is helping you pay for the project.

# Sample of A Project Proposal

## **Doing Better on the SAT**

We are members at SAT Crew, a group of 8 teens from Gastonia. We are writing to ask you to support our project, "DOING BETTER ON THE SAT." We want \$900 from TCGC to help youth improve their SAT scores.

### **1. Who are you?**

We are teens, ages 16-18, who live in Gastonia. We have been living in this community for years. We came together to help each other improve our SAT scores. All of us have taken many practice tests and know the test really well.

### **2. What do you want to do?**

OUR GOAL is to help youth in our community raise their SAT scores without having to break the bank to do so. OUR PROJECT ACTIVITY is to offer a SAT prep course for 25 youth who live in Gaston County. This course will be 4 sessions long, with each session lasting about 2 hours. Experienced test-takers plus a professional adult SAT trainer will teach these sessions. We will also make available 3 extra help periods. These will take place one week after the last session is over. We will hold the course at the local library, in February and March. Because of our course, youth who participate will get a better score, which will help them get into college and get more scholarship money.

### **3. How will you make this project happen?**

Here are our steps. The first thing we will do is secure locations for these workshops. We are going to get training from an SAT expert to help us prepare for this. So that lots of youth know about this project, we are going to do presentations to the high schools, and contact guidance counselors so they can direct their students to our workshops.

### **4. How will you know if your project is a success?**

Our project will be a success if at least 50% of youth who take our course raise their scores 50 points. We will do a survey of all youth who came to the course to figure this out.

# Sample Budget

Name of Group: DOING BETTER ON THE SAT

WHAT YOU NEED	ESTIMATE OF HOW MUCH IT WILL COST	AMOUNT YOU ARE REQUESTING FROM OTHER PLACES AND THE NAMES OF THESE PLACES	AMOUNT YOU WANT FROM THE BOARD
30 SAT Prep Books	\$600 (\$20 per book)	None	\$600
3 pads of flip chart paper	\$60 (\$20 per pad)	None	\$60
Markers and Pens	\$20	None	\$20
Snacks for Trainings	\$200 (\$2 per person, at 25 people, for 4 sessions)	None	\$200
Training services of Pro SAT instructor	\$1,000	Pro SAT instructor will donate all his time—worth \$1,000	\$0
400 copies of flyers	\$40 (400 copies at 10 cents each)	Kinko's will give us 1/2 price on copies (we will save \$20)	\$20
<b>TOTAL</b>	<b>\$1,920</b>		<b>\$900</b>

# **FREQUENTLY ASKED QUESTIONS**

**Q: HOW LONG DOES IT TAKE US TO GET THE MONEY?**

A: Grant decisions will be made by the end of January and you will be notified regarding the award of the grant.

**Q: CAN WE PAY OURSELVES TO DO THE WORK?**

A: No. The grants cannot be used for stipends or payments to individuals.

**Q: HOW DO I BECOME ONE OF THE PEOPLE WHO MAKES DECISIONS ABOUT THE GRANT?**

A: We will be recruiting TCGC (Teens Changing Gaston County) in the Spring of 2017 Contact Sydney Stephens at [sstephens@cfgaston.org](mailto:sstephens@cfgaston.org) and ask for an application.

**Q: MAY I APPLY FOR FUNDS AS AN INDIVIDUAL?**

A: Yes, though it must be to the benefit of the community and not the individual. The individual still must be affiliated with a non-profit organization and have an adult sponsor.

**Q: WHAT IF OUR GROUP DOESN'T HAVE AN ORGANIZATION OR SCHOOL SPONSOR?**

A: You must have an organization or school sponsor. They will be the ones that receive the check if you get funded, and they'll help you carry out your project. If you can't find a sponsor, contact us so that we can try to help you connect with a possible sponsor. Applications will only be considered if the projects that are being proposed are inclusive / open to all members of the public, meet the greater good of the community, and are not solely for program / school / church outreach.

**Q: WHAT ARE OUR CHANCES OF RECEIVING A GRANT?**

A: There is no guarantee that if you apply you will be awarded a grant. However, we encourage youth with great ideas to apply.



# Budget

Name of Group: \_\_\_\_\_

WHAT YOU NEED	ESTIMATE OF HOW MUCH IT WILL COST	AMOUNT YOU ARE REQUESTING FROM OTHER PLACES AND THE NAMES OF THESE PLACES	AMOUNT YOU WANT FROM THE BOARD
<b>TOTAL</b>			

# CHECK LIST & GRANT SCHEDULE

## DID YOU...

- Complete the **general info page**?
- Attach a **separate page with names**, email addresses, phone numbers, and signatures of all youth involved in completing this application?
- Make sure your project idea **fits the guidelines** that are described?
- Prepare a **1-3 page response** to the five questions listed on page 5?
- Fill out the **budget worksheet**?

## IMPORTANT DATES TO REMEMBER

January 4, 2017: Deadline for submitting an application  
(4:00PM if delivering in person, no faxes or emails will be accepted)

January: Notification on which projects will be funded.

December 31, 2017: All grants must be completed.

