REQUEST FOR YOUTH ACTIVITIES GRANTS
Youth Activities Program Fund
RFYAG #013-001

The City and Borough of Juneau, Youth Activities Board is presenting its Request for Youth Activities Grants (RFYAG) packet for various youth activity programs. This packet defines the program requirements and describes the procedures for Youth Activities Grant preparation and submission.

Packet information is also available via e-mail or on a disk in Microsoft Office Word 2003 from the Parks and Recreation office. You can request the RFYAG document be e-mailed to you from Sheila_Fisher@ci.juneau.ak.us. Forms will be available on the CBJ web page at http://www.juneau.lib.ak.us/parksrec/grants beginning January 3, 2012. You can print these forms if you have Adobe Acrobat Reader, but cannot fill out the RFYAG document on line.

Please be aware that all programs/activities receiving any funding from the Juneau School District are ineligible. The School District receives funds through the Youth Activities Program to support school programs and activities. Those activities are not eligible to apply for funding through this Youth Activity Grant.

Requests for interpretation shall be in writing, delivered or faxed to CBJ at least ten days before Youth Activity Grant proposals are due.

Proposals will be received at:
Juneau Parks and Recreation
Room 218, City Hall
155 South Seward Street
Juneau, Alaska 99801
(907) 586-5226
(907) 586-5677 FAX

Proposals, in 7 copies, one with original signature, will be received until 4:30 pm local time, Thursday, March 1, 2012. Proposals will not be accepted after 4:30 p.m. for any reason.

For document identification, your submittal envelope should identify the Request for Youth Activities Grant number and the name of the submitter.

For information, contact Sheila Fisher, Recreation Superintendent, at (907) 586-5226.

Your participation in this Request for Youth Activities Grants process is appreciated.

Sincerely,

Sheila Fisher
Recreation Superintendent
REQUESTING PROPOSALS FOR THE DELIVERY OF VARIOUS YOUTH ACTIVITY PROGRAMS

NOTICE IS HEREBY GIVEN that the City & Borough of Juneau (CBJ), Alaska is requesting proposals from interested public or private non-profit organizations to provide youth programs in accordance with priorities established by the City and Borough Assembly and the Youth Advisory Board (YAB).

Interested agencies should contact the CBJ Parks and Recreation Department at (907) 586-5226, or by mail at 155 South Seward Street, Juneau, Alaska 99801, to obtain the request for proposal package for the grant award process. Proposers are advised that specific requirements contained in the request for proposal package must be met by the proposer for a proposal to be responsive.

Attention is called to the fact that the CBJ is an affirmative action employer. Proposers are advised that compliance with equal employment opportunity regulations is required.

Proposals must be received at the office of the CBJ Parks and Recreation Department, Room 218, 155 South Seward Street, Juneau, Alaska 99801, by 4:30 pm, Thursday, March 1, 2012. Proposals submitted after this deadline will not be considered for any reason.
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SECTION A

FY13
YOUTH ACTIVITIES
GRANT

GENERAL INFORMATION
PURPOSE AND PRIORITIES

This grant program is designed to encourage local organizations providing or desiring to provide athletic, cultural, artistic or extra-curricular academic activity programs to the youth of Juneau. The Youth Activities Program will only serve Juneau’s youth ages 1 to 19 years of age, unless the program is intended for disabled youth in which case, the program may serve youth no older than 20 years of age.

Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a special artist, educator or coach offering a program in Juneau. Special instructors must meet all of the following criteria: not currently on payroll of the agency, the grant funded appointment must be time limited, the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB. Facility rental for a special program is an allowable expense under the grant. Funds for equipment and travel will also be considered. Highest priority for travel funding is given for youth travel essential to the program, second highest is for special instructors traveling for training.

ELIGIBILITY REQUIREMENTS

1. Program must be offered by a public or private non-profit organization.

2. School Programs will not be considered eligible if they are a usual and customary Juneau School District activity. The School District receives funds under the Youth Activities Program to support school activities. Those activities are not eligible to apply for funding under this Request for Proposal.

Special consideration will be given to:
- Agencies that receive no other funding from the CBJ.
- Organizations that provide scholarship funds for youth activity programs out of their own budget (this does not include scholarships provided with CBJ funds).

GRANT REQUIREMENTS

1. The program will only serve Juneau’s youth ages 1 to 19 years of age, unless the program is intended for disabled youth in which case the program may serve youth no older than 20 years of age.

2. Program starting and ending dates must occur between July 1, 2012 and June 30, 2013.

3. Programs will not be funded retroactively.
4. Grants will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a special artist, educator or coach offering a program in Juneau. Special instructors must meet all of the following criteria: not currently on payroll of the agency, the grant funded appointment must be time limited, the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB. Facility rental for a special program is allowed.

5. All promotional and/or printed material for any program funded through this grant must include the following statement: “This program is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues.” Examples of where this statement will be required includes but is not limited to: performance programs, enrollment and registration materials and forms, posters, advertising, brochures, newsletters, websites, flyers, newspaper articles, radio interviews, etc. Copies of printed and promotional materials will be required as part of the final program evaluation.

6. Grantees shall provide a written evaluation of the project and a final budget within 60 days from the end of the project. Failure to submit both of these items in a timely manner will render the Grantee ineligible for grant funds from this program during the next applicable funding cycle.

7. Approved funding must be spent as outlined in your Program Budget, or Revised Program Budget, if one is required. Any funding not spent as outlined in the grant proposal, or any remaining funds must be paid back to the CBJ when the final evaluation and budget are submitted. Please consult Sheila Fisher, Recreation Superintendent, if you have any questions about approved expenditures or if circumstances change. The YAB encourages organizations to seek donations for their projects. Money returned will be used to fund other youth activities.

8. All programs are subject to City and Borough of Juneau financial audits.

FUNDING

The amount available for Youth Activities Grants for Fiscal Year 2013 will be up to $332,500. If an organization is planning to apply for funds to conduct more than one program, separate proposal forms must be submitted.

The award period for this grant is one year and begins July 1, 2012. Selected Youth Activities Programs will be funded on an annual basis. Successful applicants are in no way guaranteed of funding in subsequent years.

Grantees will be notified of the funding amount by June 1, 2012. Grantees become eligible for funding once a contract is signed. The grant amount will be paid by the date grantees specify as necessary to begin the program. Checks will begin going out to organizations beginning August 15, 2012.
APPLICATION REQUIREMENTS

Submittal of Proposals
Proposals will be received in the office of the CBJ Parks and Recreation Department, Room 218, City Hall, 155 South Seward Street, Juneau, Alaska 99801, until 4:30 pm, Thursday, March 1, 2012. The proposals will be reviewed and awarded by the Youth Activities Board, which consists of one member from the Parks & Recreation Advisory Committee, one youth member, one member from the Juneau Arts and Humanities Council, one member from the Juneau Sports Association and five members from the general public.

Clarification or changes to the documents by the CBJ will be in the form of an addendum to the RFYAG and, when issued, will be sent as promptly as is practical to all parties to whom the RFYAG has been issued. All such addenda shall become part of the RFYAG.

Directions for Application Completion
It is the intent of the Youth Activities Board to encourage clarity of proposal, neatness and brevity. You must use the format provided and complete your application within the space allowed in the application packet.
Submit seven (7) copies of the proposal, including one with an original signature. The overall proposal must be typed double-space on one side only of 8 ½ x 11 white paper. Individual sections of the application may specify otherwise. Do not bind the proposals with other than staples or other easily removed devices.

Proposal Evaluation Process
The Youth Activities Board evaluates the proposals. The intent of the CBJ is to make this award based on written proposals. After selection of successful proposals, the Youth Activities Board will determine the funding level for each program and forward their recommendations to the Assembly.

Right-to-Reject Proposals
The CBJ reserves the right to reject any and all proposals and to determine which proposals meet the criteria of the RFYAG. The CBJ further reserves the right to waive any informality or irregularity in the grant requests or grant request process. Grant requests received after the deadline for submittal will not be considered for any reason. If any required portion of the grant proposal is missing, the application will be found non-responsive and will not be considered.

Neither this invitation to submit an application nor any subsequent procedures for selecting a successful applicant to receive funds should be regarded as a municipal procurement. The City and Borough of Juneau retains the right to proceed without further notice or reject any or all applications, to rescind this offer, to modify the criteria set out above, to negotiate with one or more applicants and to in any manner, exercise its authority to determine the best use or combination of uses for the funds being made available.

No compensation will be given for the costs of preparing the application nor shall any application be regarded as confidential or proprietary after all proposals have been reviewed and grants awarded.
Juneau Business Sales and Personal Property Tax
Vendors/merchants conducting business within the City are required by law to register with the City for sales and property taxes. Vendors/merchants must be in good standing for all amounts owed to the City prior to award, but in any event no later than five business days following notification by the City of intent to award.

Local Professional Service Provide Points
All professional services shall be purchased giving Juneau proposers the following consideration, that 5% of the total points possible for each proposal shall be awarded if and only if the proposal is submitted by a Juneau proposer.

Program Evaluation Requirements
Successful applicants will be required to complete a written evaluation of their program within 60 days of the completion of the program. Applicants will not be considered during the next applicable funding cycle if the evaluation is not received within the time limit. An evaluation form will be provided with the approved contract. Applicants must use the format provided when submitting the final evaluation.
Definitions:

CBJ  City and Borough of Juneau

FTE  Full time equivalent employment, 37.5 hours per week.

Special Instructor  Must meet all of the following criteria: not currently on staff of the agency, time limited, must work directly with youth, must have special qualifications for the program. Final determination will be made by the YAB.

YAB  Youth Activity Board

FY  Fiscal Year. For the purposes of this grant the CBJ fiscal year is July 1, 2012 through June 30, 2013.

In-Kind  The value of budget items for the project which are provided to applicant by outside parties at no cash cost to applicant. Examples of this might be tangible costs such as the donation of transportation, printing costs, free use of a facility, etc. Please do not include “volunteer time” as in-kind services.
SECTION B

FY13
YOUTH ACTIVITIES
GRANT

PROPOSAL INSTRUCTIONS
AND CRITERIA
PROPOSAL EVALUATION SCORING SHEET:

Organization: _______________________________________ FY13 Request ____________________

Program: ______________________________________________________________________________

Rater: __________________________________ Date: ________________________________________

<table>
<thead>
<tr>
<th>I. Required Information</th>
<th>Possible Pts</th>
<th>Score</th>
</tr>
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<tbody>
<tr>
<td>A) Proof of non-profit status</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>B) Proof of legal status</td>
<td>Yes/No</td>
<td></td>
</tr>
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<table>
<thead>
<tr>
<th>II. Plan of Operation</th>
<th>140</th>
<th>_____</th>
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</thead>
<tbody>
<tr>
<td>A) Extent of Youth Participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. (a) Direct hours per youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Total number of direct participants</td>
<td>30</td>
<td>_____</td>
</tr>
<tr>
<td>2. Number of youth</td>
<td>25</td>
<td>_____</td>
</tr>
<tr>
<td>3. Adult to youth ratio</td>
<td>10</td>
<td>_____</td>
</tr>
<tr>
<td>4. Assistance to youth</td>
<td>10</td>
<td>_____</td>
</tr>
<tr>
<td>B) Goals/Objectives/Timelines</td>
<td>25</td>
<td>_____</td>
</tr>
<tr>
<td>C) Program Evaluation Requirements</td>
<td>25</td>
<td>_____</td>
</tr>
<tr>
<td>D) Community Coordination</td>
<td>15</td>
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</table>

<table>
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<tr>
<th>III. Management Capacity</th>
<th>50</th>
<th>_____</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Past History</td>
<td>15</td>
<td>_____</td>
</tr>
<tr>
<td>B) Instructor/Coach Relevant Experience</td>
<td>10</td>
<td>_____</td>
</tr>
<tr>
<td>C) Volunteer Support</td>
<td>15</td>
<td>_____</td>
</tr>
<tr>
<td>D) Cooperative Efforts</td>
<td>5</td>
<td>_____</td>
</tr>
<tr>
<td>E) Participant safety/security</td>
<td>5</td>
<td>_____</td>
</tr>
</tbody>
</table>

Sub-total Points (Page B-1) 190 _____
IV. **Program Budget/Organization Support**

A) Program Expenditures
   1. Program Budget Attachment
   2. Program Budget Narrative 15
   3. Fees to participants
   4. a) Total program cost per participant hour
      b) Proposal request cost per participant hour 20

B) Organization Support and Program Revenues
   1. Amount of direct CBJ Support 10
   2. Indirect CBJ support
   3. List of program revenues

V. **Proposal Presentation** 5

VI. **Optional Information**

A) Listing of agreements  Yes/No
B) Letters of support  Yes/ No

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**Sub-total Points (Page B-2)** 50

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**Sub-total Points Page B-1** 190

**Sub-total Points Page B-2** 50

**Local Proposer 5%** 12

**TOTAL POSSIBLE POINTS** 252
PROPOSAL EVALUATION CRITERIA:

Each request is rated on a point system. The maximum number of points attainable is 240. The maximum number of points available in each category is shown below. Points will be deducted for a failure to answer all the questions or not providing all requested information.

I. Required Information
   This information must be included in the application.
   
   A. Please include proof of non-profit status. *
   
   B. Please include proof of legal status (articles of incorporation, etc.) *

   *If your organization has applied for and received a Youth Activity Grant previously, and there has been no change in your non-profit or legal status, you may check the applicable box in the application and will not be required to re-submit this information. Any difference requires that you re-submit proof.

II. Plan of Operation (140 maximum points possible)

   A. Extent of Direct Youth Participation (75 points possible)

   30 pts 1. (a) Identification and description of the total number of direct hours of participation per youth. Please be as specific as possible and break numbers into age groups, skill levels, gender and/or activity groups if hours of participation will vary. (ie: Mighty Mites-30 hrs; Jrs (Middle School)-303 hrs; Jrs (High School)-480 hrs). Please specifically break out whether the participant will be actively participating in an activity or participating primarily by listening and/or observing others.

   (b) Identification and description of the total number of hours of direct participation by all program participants. Please document how you determine the total number. (ie: 56 Mighty Mites x 30 hrs = 1680 hrs; 20 Jrs (Middle School) x 303 hrs = 6060 hrs, etc.) Please include a total number for active participation hours and a total for activities that require primarily listening and/or observing others.

   25 pts 2. Identification of the number of youth expected to directly participate in the program. Please break down the number of youth into those actively participating in an activity and those who will be primarily listening and/or observing others.

   10 pts 3. Identification of the specific adult to youth ratio to support the program. If the ratio differs among age groups or by activity, please break it down into specific numbers.

   10 pts 4. A description of the scholarships, transportation, equipment, and other practical assistance provided to youth in need, and the existence of scholarship funding available for qualified youth from other than CBJ funds.
B. **Goals/Objectives/Timelines** (25 points possible)

This section should include a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the Youth Activity Program goal of providing athletic, cultural, artistic or extra-curricular academic experiences for youth. Objectives should be **measurable**, feasible, have time limits and relate to the more general goal. Objectives and activities should describe specific accomplishments. Goals and objectives should be clear and concise. There should be at least one goal for each program component that furthers the overall goal of Youth Activities Program.

**Examples:** See Appendices, Pages B-7 and B-8

C. **Program Evaluation Components** (25 points possible)

An outline and description of plans to evaluate the program’s objectives and expected outcomes throughout the year. Describe how they will be measurable and how the evaluations will be used.

D. **Community Coordination** (15 points possible)

1. List the agencies with whom you will coordinate.

2. An explanation of how you will coordinate with other agencies in the community to meet the goals and objectives of this program.

3. Describe any collaborative efforts made with other groups to increase numbers and/or diversity of participants.

III. **Management Capacity** (50 maximum points possible)

A discussion of how your group plans to assure accountability and the group’s management capabilities to administer the grant.

- Include a current organizational chart with names of staff positions filled in on it.

- Include current resumes of top administrative personnel and specialized instructors.

It is important to include both of these items and that they include current information on both those who will administer the program, and those that will lead the program. This will help reviewers to have a complete understanding of your organization’s management structure and capabilities.
A. **Past History** (15 points possible)

A description of the organization’s past history of providing successful youth programs.

B. **Instructor/Coach Relevant Experience** (10 points possible)

A description of the instructor or coach’s relevant experience in providing the youth program.

C. **Volunteer Support** (15 points possible)

A description of the type and amount of volunteer support there will be for the program.

D. **Cooperative Efforts** (5 points possible)

A description of cooperative efforts with other local youth organizations and the extent of their involvement in planning for the proposed program.

E. **Safety/Security** (5 points possible)

Describe how you assure the safety/security of your participants.

IV. **Program Budget/Organization Support** (45 maximum points possible)

Cost effectiveness and cost efficiency will be considered in evaluating this section.

- Please include your organization’s prior fiscal year financial statement and a listing of current and anticipated funding sources for your organization, if available. If not available, please explain why.

A. **Program Expenditures** (35 points possible)

15 pts  1. Please submit a program budget attachment using format found on page C-12 and C-13.

2. Please provide a budget narrative that gives a description of each item listed in the budget by cost category. Also, a description of its function in the proposed program.

20 pts  3. An explanation of any cost or fees charged to participants.

   (Include purchase of equipment, travel, etc.)

4. a) An explanation of the total program cost per participant hour. Please use the following formula to calculate the program cost per participant. **Total program cost divided by total participant hours equals program cost per participant hour.**

   (b) An explanation of the proposal request cost per participant hour. Please use the following formula to calculate the proposal request cost per participant hour. **Proposal request amount divided by total participant hours equals proposal request cost per participant hour.**
B. Organization Support & Program Revenues  (10 points possible)

10 pts 1. Please provide an explanation of the amount of direct support provided to the organization from other CBJ funding sources. Explanations should include:
   (a) Total amount of direct CBJ funding received by your organization
   (b) Total organization budget
   (c) Percentage of CBJ income of total budget: 
      (“a” divided by “b” equals “c”)
   (d) A description of where the direct support is coming from.

2. Description of CBJ indirect support provided to your organization.

3. List all estimated sources of revenue for the proposed program.

V. Proposal Presentation  (5 maximum points possible)

A. Quality of Document

1. Please include all requested information in grant application.

2. Include all information requested in the correct location.

3. Please use the format requested; Typed, double-spaced on one side of 8 ½” x 11” white paper, unless specifically directed otherwise. Do not exceed the space allotted.

4. Please provide the most current information regarding participation numbers, financial information, resumes, organizational charts, etc.

VI. Optional Information

A. A listing of Interagency or Qualified Service Agreements

B. Submittal of letters of support (maximum of 3)
Appendices

The following are abbreviated examples of Goals and Objectives that have been submitted in the past that meet the requirements of Section II. B. Goals/Objectives/Timelines. Other examples are available upon request.

Overall Goal of Program: Provide opportunities for youth to explore the arts through educational hands-on activities. Activities are designed to stimulate individual creativity, contribute to positive self-esteem, provide a setting for learning and practicing a variety of communication skills, and develop a lifelong appreciation of museums.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Plan: Activities used to achieve objectives. Person(s) responsible, timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognize artistic traditions and rituals of the Alutiiq culture. Learn and apply effective elements of speaking. Refine artistic skills through practice and revision. Learn speaking techniques that inform, persuade, entertain and describe. Explore similarities and differences in the oral traditions of specific cultures.</td>
<td>Alutiiq Oral Traditions: A unique, temporary exhibit, “Looking Both Ways,” provides an unusual opportunity for students to listen to the voices of Alutiiq Elders, study their oral traditions and practice the art of storytelling. Students will demonstrate what they learn in a public performance at the museum. Their creations will be recorded on videotape for each to take home. Three 2-hour sessions will be held during two parent-teacher conference days, along with one Saturday afternoon performance. (30 students, grades 3-8) Guest storytellers: Florence Pesterkoff or Sven Haakanson and Brett Dillingham. Video taping and production by Tony Criss. Completion by December.</td>
</tr>
</tbody>
</table>

Overall Goal of Program: Outdoor Explorer kids gain a deeper and richer appreciation of the natural environment around Juneau, and they develop a positive image of themselves as participants in our natural and social community.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Plan: Activities used to achieve objectives. Person(s) responsible, timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants will explore the variety of natural habitats found in Southeast Alaska. Youth can describe several different natural communities found in the Juneau area.</td>
<td>Instructor/naturalists will lead, with agency assistance, ½-day to full-day learning activities during each week.</td>
</tr>
</tbody>
</table>

1. The natural history activities may include: Concept Days: ecological concepts and mysteries each day; Sensory Stations: (sound maps, blindfold walks, human camera, territory scents); Natural Communities Exploration: glacial, old growth forest, muskeg, alpine, stream/riparian, intertidal; Ecosystem scavenger hunts; Wild Edibles Feast
Examples of Goals and Objectives (cont)

**Overall Goal of Program:** To provide Juneau high school-age boys a program of volleyball skills training and competitive team experiences. The JBVC’s goals/objectives are as follows: (1) to learn the individual athletic skills needed to play at a high level in competitive volleyball; (2) to teach individual players goal-setting and goal-attainment skills for their own play and for the team’s play; (3) to learn the team skills needed to play competitive volleyball through exposure to adult league play and same-age tournament competition; (4) to learn personal skills in adult interaction; (5) to instill other life skills having to do with respect to others, cooperative “team” play, emotional control and self-discipline that the boys can use on the volleyball court and in their daily lives; and (6) to provide an arena for exercise and improved health and stamina.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Plan: Activities used to achieve objectives. Person(s) responsible, timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>To teach individual players <strong>personal goal-setting and goal attainment skills</strong> for their own play and for the team</td>
<td>Activities: Individual conferences with each player and the coaches during practice sessions throughout the season are where individual goals are set and evaluated. Besides setting goals for learning volleyball skills boys will also be involved in fund-raising activities for the team. <strong>Persons Responsible:</strong> All coaches. <strong>Timeline:</strong> Throughout the August-November season.</td>
</tr>
</tbody>
</table>
Program Title: **Museum Youth Program: Exploring the Arts FY 2007**

2. Program Budget Narrative:

   A. **Personnel Services**

   1. **#1 Rie Munoz honorarium**: 2 artists X $100.00 honorarium/hr. X 4 hours = $800.00
   2. **#2 Whales honorarium**: 1 artist X $100.00 honorarium/hr. X 4 hours = $400.00
   3. **#3 Clay honorarium**: 1 artist X $100.00 honorarium/hr. X 4 hours = $400.00
   4. **#4 Ivory honorarium**: 1 artist X $100.00 honorarium/hr. X 4 hours = $400.00
   5. **#5 Color honorarium**: 1 artist X $100.00 honorarium/hr. X 2 hours = $200.00
   6. **#6 Arctic Winter Games honorarium**: 3 instructors (1 coach + 2 youth athletes) X $100.00 honorarium/hr. X 4 hours = $1200.00
   7. **#7 Murder Mystery**: 2 storytellers X $100 honorarium/hr X 3 hours = $600.00
   8. **Museum Visitor Services Coordinator, Lisa Golisek**: ASM Support to assist with grant writing and evaluation, planning programs, setup, takedown, assist youth during the events, lay out flyers $39.10/hr with benefits X 50 hours = $1,995.00
   9. **Museum Visitor Services Assistant, Mary Irvine**: ASM support to assist with setup, takedown, registering youth, assisting youth during events $33.44/hr with benefits X 25 hours = $836.00
   10. **Museum Exhibits Curator, Mark Daughheetee**: ASM Assist the designer-juror with youth workshop exhibit installation, adjust the lighting of work areas = $50.00/hr with benefits X 4 hours = $200.00
   11. **Museum Volunteers**: A ratio of 1 volunteer assistant for every 10 student participants working as program helpers to assist youth and keep work center tidy, clean up after programs, in-kind services 28 volunteers X 3 hours for activities #1 - #6, and 10 volunteers X 4 hours for activity #7 = 124 hours.
   12. **FASM Youth Program Coordinator**, Cristine Crooks: grant writing and evaluating, selecting and coordinating with guest artists, purchasing supplies and bookkeeping. Cristine service is voluntary = 10 hrs per program X 7 programs = 70 hours
   13. **FASM Treasurer**: accounting, FASM pays for this service = $100 X 1 hour per hour = $100.00
   14. **Interpreter for the hearing impaired**, SAIL employee: FASM will pay for this service if participants need an interpreter. $75.00/hr X 25 session hours = $1,875.00
B. Travel

15. **Airfare**: Alaska Airlines ticket, discounted, advance fare, round-trip. Sitka – Juneau for Arctic Native Games coach and 2 Native Youth Olympic athletes from Mt. Edgecombe high School = estimate = $592.50

C. Facilities

16. **Alaska State Museum gallery use**: facility use fee and janitorial services, $200.00 per day X 7 event days, fees waived for this free, public event = $1,400.00

D. Supplies

17. **Art and craft supplies** – Grant request total art and craft supplies = $888.00
   - #1 Painting-watercolor paper, sketch book, brushes: 50 participants X $3.50/participant = $175.00
   - #2 Whales—pencils, paper, photography paper, erasers, sketchbooks: 40 participants X $3.50/participant = $140.00
   - #3 Clay—Crayola clay, paints, aluminum foil, craft items: 50 participants X $3.50/participant = $140.00
   - #4 Ivory objects—Crayola clay, pencils, paper, sketchbooks, craft items: 50 participants X $1.50/participant = $75.00
   - #5 Color—pastels, paper, pencils: 20 participants X $3.50/participant = $70.00
   - #6 Arctic Winter Games – awards, game paraphernalia, printed directions, participation card = 60 participants X $3/participant = $180.00
   - #7 Murder Mystery - awards and a snack for the 3 hour activity immediately following school = 72 participants X $1.50 = $108.00
     Donations: matt board, staplers, notions, scissors, newsprint = $200.00

18. **Hardware/Cleanup Supplies**: duct tape, baby wipes, tarps, gaffer’s tape, masking tape = $25.00

19. **Office Supplies**: Name badges used by the participants - $20
    Donations: copy toner and ink, staples, pencils, pens, markers, copy paper = $75.00

E. Equipment

20. **ASM equipment and tool use** – ladders, extension cords, hand carts, hammers, tape measures, folding tables, benches, digital camera, stock frames, display cases, table skirting. In-kind donation = $300.00

F. Other Operating

21. **Printing** clue booklets for the Murder Mystery 72 booklets x $1.00 = $72.00

22. **City bus passes** for youth in need of transportation: estimate 10 students X $2.50 roundtrip fare, FASM purchase $25.00

23. **Princess bus transportation** youth to travel from museum to marine environment to participate in the Whale activity – 1 bus X $97.00 round trip fare + youth to travel from middle schools to the museum and back for the Murder Mystery activity, 2 buses X 97.00 round trip fare = $291.00 (total for 3 buses)
SECTION C

FY13
YOUTH ACTIVITIES
GRANT

GRANT APPLICATION
PROPOSAL CHECK SHEET AND TABLE OF CONTENTS:

Program Title: __________________________________________________________

Organization: __________________________________________________________

CBJ Program Request: $_______________________________________________

Arrange your proposal according to the table of contents below. Number your pages in the order indicated. **Attach this sheet to the front of your proposal.**

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title page and authorized signature</td>
</tr>
<tr>
<td>Abstract</td>
</tr>
<tr>
<td>I. <strong>Required Information</strong></td>
</tr>
<tr>
<td>A. Proof of Non-Profit Status</td>
</tr>
<tr>
<td>B. Proof of Legal Status</td>
</tr>
<tr>
<td>II. <strong>Plan of Operation</strong></td>
</tr>
<tr>
<td>A. Extent of Youth Participation</td>
</tr>
<tr>
<td>B. Goals and Objectives</td>
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<td>C. Program Evaluation Components</td>
</tr>
<tr>
<td>D. Community Coordination</td>
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<td>III. <strong>Management Capacity</strong></td>
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<td>A. Past History</td>
</tr>
<tr>
<td>B. Instructor/Coach Relevant Experience</td>
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<tr>
<td>C. Volunteer Support</td>
</tr>
<tr>
<td>D. Cooperative Efforts</td>
</tr>
<tr>
<td>IV. <strong>Program Budget</strong></td>
</tr>
<tr>
<td>A. Program Expenditures</td>
</tr>
<tr>
<td>B. Program Revenues</td>
</tr>
<tr>
<td>V. <strong>Proposal Presentation</strong></td>
</tr>
<tr>
<td>VI. <strong>Optional Information</strong></td>
</tr>
<tr>
<td>A. Listing of Inter-agency or Qualified Service Agreements</td>
</tr>
<tr>
<td>B. Letters of Support (Maximum of 3)</td>
</tr>
</tbody>
</table>
RFYAG #013-001 Grant Application
YOUTH ACTIVITIES PROGRAM FUNDS

TITLE PAGE:

Program title: ________________________________________________________________

Program beginning date: ________________________________________________________

Program ending date: __________________________________________________________

Date that funding needs to be received: ____________________________________________

Legal name, address, phone, FAX number, & e-mail of organization submitting proposal:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Type of Organization: _______ Corporation _______ Partnership
________ Sole Proprietorship
________ Other: (Please describe)
____________________________________________________________________________

Name of contact person: ________________________________________________________

Contact Address: __________________________________________________________________

Phone number: Day______________Evening______________ Fax number: ______________

E-mail address: ___________________________________________________________________

Does this person have authority to authorize changes to a contract if your group receives one?
________ Yes ________ No

Authorized Signature (person who will sign the contract)
____________________________________________________________________________

Printed Name of Authorized Signature
____________________________________________________________________________

Title/Position in Organization
____________________________________________________________________________

C-2
Program Title: ________________________________________________________________

ABSTRACT:

Complete an abstract of your proposal. (Single spacing allowed on the abstract - maximum of 2 pages)
Program Title: ________________________________________________________________

I. REQUIRED INFORMATION

Attach this information:

A. Proof of non-profit status
   1. Attach a copy of your Federal IRS exemption letter or other information proving your tax-exempt status.*

B. Proof of legal status
   1. Attach a copy of your articles of incorporation, or other document that attests to your organization’s legal status.*

* If you have received a Youth Activity Grant previously you may choose to mark the following box in lieu of providing proof.

☐ We have received a Youth Activity Grant before and verify that the organization’s tax-exempt status has not changed since that time.

☐ We have received a Youth Activity Grant before and verify that the organization’s legal status has not changed since that time.
II. PLAN OF OPERATION

A. EXTENT OF DIRECT YOUTH PARTICIPATION (Refer to Page B-3 Section II, A): (75 points)

1. (a) Identify and describe how many hours each individual youth will participate. (Break down by age group, skill levels, gender and/or activity groups if hours of participation will vary. Also, specifically break out whether the participant will be actively participating in an activity or participating primarily by listening to and/or observing others.)

(b) Identify and describe the total number of hours of participation by all youth. (Break down by age group, skill levels, or activity groups if hours of participation will vary. Also, specifically break out whether the participant will be actively participating in an activity or participating primarily by listening to and/or observing others.)

2. How many youth will participate? (Please break down the number of youth into those actively participating in an activity and those who will be primarily listening to and/or observing others.)
Program Title: ____________________________________________________________________

3. List the adult to youth ratio to support the program.

4. (a) How will you assist youth in need? (Transportation, equipment, other)
   
   (b) Describe the existence and extent of scholarship funding provided for qualified youth within the program. Please describe your process in detail and include a copy of the scholarship request form and/or copy of your scholarship policy. How are participants made aware that scholarship funding is available (on application/website, etc…?) Also include statistics on how many scholarships and the dollar amount awarded during your last season of operation. (Do not include scholarships provided with CBJ funding).
B. GOALS/OBJECTIVES/TIMELINES (Refer to Page B-4, Section II, B) : (25 points)

This section should include a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the YAB goal of providing athletic, cultural, artistic or extra-curricular academic experiences for youth. Objectives should be measurable, feasible, have time limits and relate to the more general goal. Objectives and activities should describe specific accomplishments. Goals and objectives should be clear and concise. There should be at least one goal for each program component that furthers the overall goal of the Youth Activities Program.

<table>
<thead>
<tr>
<th>Overall Goal of Program:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Objectives (measurable)</th>
<th>Plan: Activities used to achieve objectives. Person(s) responsible and Timeline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prioritize in order of importance</td>
<td></td>
</tr>
</tbody>
</table>

Can attach one additional page as needed.
C. PROGRAM EVALUATION COMPONENTS (Refer to Page B-4, Section II, C): (25 points)

<table>
<thead>
<tr>
<th>Evaluation: How will achievement of this goal be measured?</th>
<th>Timeframe: Schedule for Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Program Title: ________________________________________________________________

D. COMMUNITY COORDINATION (Refer to Page B-4, Section II, D): (15 points possible)

1. List the organizations you will coordinate with:

2. How will you coordinate with them?

3. Describe any collaborative efforts made with other groups to increase numbers and/or diversity of participants.
Program Title: 

III. **MANAGEMENT CAPACITY** (Refer to Page B-4, Section III): (50 points)

- Attach current organizational chart with name of staff positions
- Attach current resumes of top personnel within the organization and any special instructors if possible.

**Note:** It is important to include both of these items to insure that reviewers have a complete understanding of your organization’s management structure and capabilities.

A. **PAST HISTORY**

1. Describe the organization’s past history of providing successful youth programs.

B. **INSTRUCTOR/COACH RELEVANT EXPERIENCE**

1. Describe the instructors or coach’s relevant experience in providing your youth program.
Program Title: ________________________________________________________________

C. VOLUNTEER SUPPORT

1. Explain the amount of volunteer support there will be for the program.

   (a) How many volunteers will be helping you?

   (b) How many total hours of volunteer support do you anticipate?

   (c) What will the volunteers be doing?

   (d) If applicable, please identify your volunteer fundraising goals, objectives, and desired results.

D. COOPERATIVE EFFORTS

1. Describe cooperative efforts with other local youth organizations and the extent of their involvement in planning for the proposed program.
IV. **PROGRAM BUDGET/ORGANIZATION SUPPORT:**
   • Include a prior fiscal year financial statement and listing of current and anticipated funding sources for your organization. If not available, please explain why.

A. **PROGRAM EXPENDITURES** (Refer to Page B-5, Section IV, A1) (35 points possible)

1. Arrange in the following format:

<table>
<thead>
<tr>
<th>PROJECT REQUEST</th>
<th>PROJECT INCOME</th>
<th>IN-KIND</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

A. **Personnel Services:**

   (List persons involved in project)

   Subtotal Personnel Services

   Fringe Benefits

   Subtotal Personnel Services

B. **Travel**

   (Who, where, number of trips, cost)

   Subtotal Travel
<table>
<thead>
<tr>
<th>PROJECT</th>
<th>OTHER</th>
<th>IN-KIND</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

C. Facility
   (Itemize)

  Subtotal Facility

D. Supplies/Materials
   (Itemize in general categories)

  Subtotal Supplies

E. Equipment
   (Itemize rentals, lease purchase agreements, etc)

  Subtotal Equipment

F. Other Operating
   (Itemize)

  Subtotal Other Operating

G. Total
   (Total the subtotal of A through F)
Program Title: ________________________________________________________________

2. Program Budget Narrative (Refer to Page B-5, Section IV, A2)  
   (Must not exceed two pages)
3. Explain any cost or fees charged to participants. (Including purchase of equipment, travel, etc.)

4. (a) Explain the total program cost per participant hour.  *(Total program cost divided by total participant hours equals total program cost per participant hour.)*

   (b) Explain the proposal request cost per participant hour.  *(The proposal request amount divided by total participant hours equals the proposal request cost.)*
B. ORGANIZATION SUPPORT & PROGRAM REVENUES (Refer to Page B-6, Section IV, B): (10 points possible)

1. Explain the amount of direct support provided or anticipated to the organization from other CBJ funding sources. (Do not include previous or anticipated YAB grant funds)

   (a) Total amount of direct CBJ funding received by your organization: ________

   (b) Total organization budget: __________

   (c) Percentage of CBJ income of total budget

      (“a” divided by “b” equals “c”): __________

   (d) Where is the CBJ funding coming from?

2. Description of CBJ indirect support provided to your organization.
3. List all estimated sources of revenue for this program

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>$_______</td>
</tr>
<tr>
<td>Number of participants X amount</td>
<td></td>
</tr>
<tr>
<td>Memberships</td>
<td></td>
</tr>
<tr>
<td>Ticket Sales</td>
<td></td>
</tr>
<tr>
<td>Corporate Support</td>
<td>$_______</td>
</tr>
<tr>
<td>(Itemize source and amount)</td>
<td></td>
</tr>
<tr>
<td>Foundation Support</td>
<td>$_______</td>
</tr>
<tr>
<td>(Itemize source and amount)</td>
<td></td>
</tr>
<tr>
<td>Other Private Support</td>
<td>$_______</td>
</tr>
<tr>
<td>(Itemize source and amount)</td>
<td></td>
</tr>
<tr>
<td>Governmental Support</td>
<td>$_______</td>
</tr>
<tr>
<td>(Indicate specific agency or source)</td>
<td></td>
</tr>
<tr>
<td>(Do not include YAB funding)</td>
<td></td>
</tr>
<tr>
<td>Federal Support</td>
<td>$_______</td>
</tr>
<tr>
<td>(Indicate specific agency or source)</td>
<td></td>
</tr>
<tr>
<td>Local Support</td>
<td>$_______</td>
</tr>
<tr>
<td>(Itemize source and amount)</td>
<td></td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$_______</td>
</tr>
<tr>
<td>(Itemize source and amount)</td>
<td></td>
</tr>
<tr>
<td>Total Projected Revenue for this project:</td>
<td>$_______</td>
</tr>
</tbody>
</table>
V. PROPOSAL PRESENTATION (5 points possible)

A. Submit all information requested, in the correct order, and in the format specified.

B. Submit only current information regarding your participation numbers, financial information, resumes of personnel, organizational charts, etc.

VI. OPTIONAL INFORMATION

A. Include a listing of all Interagency and Qualified Service Agreements

B. Submit a maximum of three letters of support.