



Application for

Youth Engagement Grant

Hampton Youth Commission
Grants Committee

22 Lincoln Street, 5th Floor | Hampton, Virginia 23669
Phone 757-728-5224 | youthcommission@hampton.gov

FILING PROCEDURES

WHAT IS THE HAMPTON YOUTH COMMISSION GRANT PROGRAM?

The Hampton Youth Commission (HYC) is a City Council appointed group of high school students from across the city of Hampton that serve as the formal voice for youth in city government. HYC has a rich history of acting as the voice for youth through community development and engagement. The Youth Engagement Grant, administered by the Grants Committee, is a key way that HYC works towards empowering youth and youth-led organizations in Hampton.

The Youth Engagement Grant seeks to financially support youth-led programs that benefit Hampton youth. Youth-led programs are opportunities created by individuals and organizations where youth lead planning, decision-making, facilitation, reflection and evaluation on issues that matter to them using actions that are youth-led. Adults can act in supportive ways through youth/adult partnerships.

HOW DOES THE YOUTH ENGAGEMENT GRANT PROGRAM WORK?

The Youth Engagement Grant is a reimbursement program, in which a grant recipient will receive half of the designated funds upon being awarded the grant. The remaining half of the funds will be distributed to the recipient after review of submitted receipts and a site visit by a Grant Committee representative at the completion of the grant program.

WHAT CAN FUNDS BE USED FOR?

Grant funds can be used for:

- Proposal supplies and materials
- Youth stipends
- Other expenses directly involved with your proposal and necessary for success
- Additional expenses may be approved at the discretion of the Grants Committee

Grant funds cannot be used for:

- Religious instruction or services
- Capital expenses (ex: major equipment) unless proven to contribute to the on-going success of the proposal
- Monetary donation to other organizations
- Salaries
- Travel outside of the Hampton Roads Region

WHO CAN APPLY?

Applicant organizations must meet the follow qualifications to be considered for a grant:

- Is a school affiliated club or a non-profit organization (501c(3));
- Is a youth-led organization: Youth are in primary leadership roles and involved in decision making;
- Sponsoring organization has the ability to establish accounting procedures to document the expenditure of funds. All expense receipts must be saved and turned in at the end of the project.;
- Proposal benefits Hampton youth, elementary to high school age; and
- Proposal will be completed by June 1st, 2024.

SUBMITTAL PROCEDURE

Submittal of the application can occur digitally through email or as a hard copy at the Community Development Planning Division's office listed below:

youthcommission@hampton.gov

or

City of Hampton
Community Development Department ATTN: Youth Planners
City Hall
22 Lincoln Street, 5th Floor
Hampton, VA 23669
Phone (757) 728-5224

DEADLINE FOR APPLICATION SUBMITTAL IS OCTOBER 31st, 2023
HAMPTON YOUTH MASTER PLAN “YOUTH GOALS”

The Youth Component of the Hampton Community Plan (2006, as amended), also known as the “Youth Master Plan” guides the work of the Youth Commission. Grant proposals will be evaluated on how effectively they further the goals identified below:

<p style="text-align: center;"><u>Youth are Prepared</u></p> <p>Most youth have been asked, “what do you want to be when you grow up?” During this time of contemplation, young people should be given opportunities to learn, explore, and prepare for potential careers. Many youth are excited to become adults. Those same youth are concerned they don’t have the knowledge and skills to enter the ‘real world’. Challenges such as credit cards, job interviews and renting your first apartment can seem overwhelming!</p> <p>Grant proposals addressing this issue include:</p> <ul style="list-style-type: none"> • Strategies that expose youth to a variety of careers, and options for a productive and meaningful future • Providing youth opportunities to develop these essential ‘life skills’ that will prepare them for adulthood 	<p style="text-align: center;"><u>Youth are Active</u></p> <p>Youth frequently express their increasing disappointment in the amount of activities available to them. We hope to encourage youth to be active in their communities by creating or introducing new opportunities. This includes chances to engage in community restoration or service. Becoming more involved within their communities bolsters a love for community. It also creates lasting connections.</p> <p>Grant proposals addressing this issue include:</p> <ul style="list-style-type: none"> • Providing ways for youth to actively engage themselves or others in community activities or service
<p style="text-align: center;"><u>Youth are Returning</u></p> <p>Hampton youth often leave for college after high school graduation. What happens after college is a critical issue for the future of our city. Do young people return to live and work in Hampton, or do they move away?</p> <p>Grant proposals addressing this issue include:</p> <ul style="list-style-type: none"> • Strategies that encourage young adults to ‘come back’ to Hampton 	<p style="text-align: center;"><u>Youth are Respected</u></p> <p>The Youth Commission believes that young people should have a voice in decisions affecting them, and they should have a role as citizens in solving community problems and making Hampton stronger. Caring relationships not for one day, but for a lifetime! Positive relationships are present throughout Hampton, and are vital to the healthy development of young people.</p> <p>Grant proposals addressing this issue should</p> <ul style="list-style-type: none"> • Work to bridge relationships ‘gaps’ and/or build caring relationships between young people, or between different youth and adult groups. • Work to fully engage young people as leaders in our community.

Additional information about the Youth Master Plan and “Youth Goals” can be found at this link: <https://hampton.gov/DocumentCenter/View/571/youth-component?bidId>

REQUIRED MATERIALS

A Youth Engagement Grant application consists of four parts:

1) Application Form

- Included in this packet
- Must include name and contact information of adult sponsor and youth leader
- If non-profit organization, must provide 501c(3) documentation (W-9 Form)
- Must include proposal(s) summary

2) Narrative Statement

- This written statement should include a detailed description of the proposal (preferred length not to exceed 4 pages). At a minimum, it must include (if applicable):
 - Background – Describe the work of your organization/group
 - A brief description of the purpose of the organization/group
 - The organization/group's mission and goals
 - Funding Request – Explain the specific proposal(s) to be funded including:
 - A proposal description, including goals, objectives, timeline for implementation, specific activities to be funded, and outcomes expected.
 - Any plans for sustaining the proposal long term
 - Other organizations/groups, if any, participating in the proposal
 - Evaluation – Please explain your expected results and how you will measure the effectiveness of your activities
 - Guiding “Youth Goal” – Identify a Youth Master Plan “Youth Goal” that guides the proposal and explains how the proposal furthers the goal

3) Proposal(s) Budget

- Includes requested grant amount, not to exceed \$2,500
- Use the following template, or similar, for an itemized project budget

Type of Item	Amount Requested	Brief Explanation
Toothpaste (<i>Example</i>)	20 x \$1.25 = \$ 25	Item for homeless shelter care package

4) Proposal(s) Timeline

- A detailed timeline of the proposal. This can be in any readable format, so long as it gives proposed hard deadlines.

Additional required documents for Grant applications:

1) If non-profit organization, must provide 501c(3) documentation

- Typically a W-9 Federal Tax Form

REVIEW PROCESS

Following receipt of an application, an initial review is conducted by the Grants Committee and Youth Planner to ensure that all required information has been submitted. If deemed complete, the applicant will be notified by the Grants Committee and an interview will be scheduled. The proposal will then be forwarded on to the Hampton Youth Commission to be heard and acted upon during a public hearing. Proposals will be reviewed based on achievement of the “Youth Goal,” the degree of youth leadership, creativity, longevity, and if the project is achievable during the specified timeframe.

HAMPTON YOUTH COMMISSION PUBLIC HEARING

The Youth Engagement Grant recipients will present their project to the Hampton Youth Commission in a public hearing format. It is the preference of HYC that a youth leader present the project to the Commission, rather than the adult sponsor. This is an in-person meeting.

PUBLIC HEARING TIME AND LOCATION

- **December 4th, 2023 @ 6:00 PM** (subject to change)
- Held at City Hall, Council Chambers, 22 Lincoln Street, 8th Floor



Application for Youth Engagement Grant

Complete this application in its entirety and submit pages 4 and 5 along with the required materials as listed on page 3 to the address or email below:

City of Hampton
Community Development Department, Youth Planner
22 Lincoln Street, 5th Floor
Hampton, Virginia 23669

Or

youthcommission@hampton.gov

1. ORGANIZATION INFORMATION

Name of Group/Organization _____

Organization Phone _____ Email _____

Type of group/organization: School Affiliated Club Non-profit Organization (501c(3))

What is the mission of your group/organization?

2. ADULT SPONSOR INFORMATION

Name _____ Title _____

Phone _____ Email _____

3. STUDENT LEADER INFORMATION

Name _____ Title _____

Phone _____ Email _____

4. GRANT PROPOSAL

Amount Requested _____ Proposed Time Period _____

Youth are Active Youth are Returning Youth are Respected Youth are Prepared

Application continued on following page.

