

YOUTH CONTRIBUTION PROGRAM APPLICATION FORM

Submit to your Municipal and Community Affairs Office in your Region

Organization Name:		
Description of organization:		
Project Title:		
Contact Name:		
Mailing Address:		
Telephone:	Fax:	Email:
Brief Description of Program:		
How much funding do you need to run your project? \$ _____	How much are you requesting from the Youth Contribution Program?*	\$ _____ <small>* Please refer to page 2 for funding limits</small>
Checklist. Have you (please check) <input type="checkbox"/> Attached your proposal? <input type="checkbox"/> Attached your budget? <input type="checkbox"/> Reviewed your proposal/budget with your Regional Municipal and Community Affairs Staff Person and your sponsoring organization? <input type="checkbox"/> Kept a copy for your files?		
Date: _____	Name (Printed): _____	
	Signature: _____	

Youth Contribution Program Proposal

Step 1 - DESCRIBE YOUR PROJECT AND WHAT YOU WILL DO

Project Title: _____

Please provide an overall summary description of your project:

Refer to [page 1-2](#) of the Youth Contribution Fund Guidelines and Criteria for more information.

Is this a new project (check one): **Yes** **No**
Did you apply for funding last year? **Yes** **No**

1. Why do you want to do this project?

2. What changes do you want to see happen because of your project (goal)?

Goal: a statement that describes what you want to see happen as a result of your project.

Some examples: Youth developing their skills and confidence, more involvement between Elders and youth, decrease in substance abuse in youth and their families, etc.

Your project goal(s) is:

3. What kinds of objectives will help you reach your goals?

Objective: a statement that describes how your program will achieve your goal.

Some examples: to provide business training, to host a youth conference, to teach youth a new skill, to travel to another community, etc.

Objective 1:

Objective 2 (if applicable):

Objective 3 (if applicable):

(use additional paper if required)

4. Provide a detailed description of your project activities below or attach a letter:

Activity: What will be done to meet your objectives.

5. Evaluation: how will you know if your project is a success - what will you measure to find out, and how will you report on your project:

Describe how you will evaluate your project (contact your Regional Municipal and Community Affairs Staff Person for assistance).

6. Who will coordinate your project?

Some examples: Names of volunteers, staff, youth, contractor, elder, instructor, etc.

7. When will your project start _____ and end _____?

8. How often will you have your activities, (e.g. 2hrs/day, once a week, twice a month, other)?

9. List all locations where you will hold your program:

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

10. How many youth will take part in your project activities? _____

11. Groups/Organizations involved - list your supporting partners and the roles they will play:

Who?	What will they do?
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

13. Who will handle the funding, reporting and evaluation requirements?

***** Please provide a detailed budget of your project on the next page. This information will help process your application faster.**



Step 2: Youth Contribution Funding Budget 2005/2006

BUDGET (use extra paper/forms if needed)	Youth Contribution Fund	Other Funding Sources	Explanation: describe all costs, where applicable.
Project Title(s):			
Materials and Supplies	\$	\$	Comments: please specify the kinds of materials your are buying or will be producing as part of your project
	\$	\$	
	\$	\$	
A. Total Material and Supply Costs:	\$	\$	
Programming and Coordination Costs	\$	\$	Comments: please specify the programming & coordination costs for your project.
	\$	\$	
	\$	\$	
B. Total Programming and Coordination Costs	\$	\$	
Travel	\$	\$	Comments: please specify the travel costs for your project.
	\$	\$	
C. Total Travel Costs	\$	\$	
Other	\$	\$	Comments: please specify any "other" costs for your project.
	\$	\$	
D. Total Other Costs	\$	\$	
E. <u>TOTAL</u> Funding Needed A+B+C+D=E	\$	\$	