



Vital Youth 2017-2018 Grant Application Guidelines

Deadline: 5pm Wednesday, April 12, 2017

Vital Youth supports charitable organizations in the city of Toronto that are working to increase access to high quality recreation activities for youth aged 12-18 years. Funding of up to \$15,000 for one year is available for programs that meet the Vital Youth priorities with year-long grant activities beginning in September 2017.

Vital Youth grants support high-quality recreation activities including sports, fitness, outdoor education, arts and cultural activities. Priority is given to those programs which increase access, encourage diversity, and develop youth leadership.

The Toronto Foundation recognizes that recreation activities for youth have multiple positive impacts beyond health, resulting in a greater sense of belonging and safer communities.

To learn more about this grant opportunity, please RSVP for an optional orientation session:
Wednesday, March 15, 2016 -- 9:30-10:30 am
Wednesday, March 22, 2016 -- 3:30-4:30 pm
Orientation sessions will take place at the Toronto Foundation, 33 Bloor St. E., Suite 1603

Due to space constraints, only ONE person per organization may attend, and attendees MUST RSVP through Eventbrite.

GRANTING PRIORITIES

For the Vital Youth grant stream, priority is given to programs that help youth connect to their community, interact with their peers, and develop their skills and leadership abilities.

- 1. Increasing Access:** Recreation programs that are long-term (year-long) and enable participation by youth aged 12-18 years who otherwise might not have access due to cost or other barriers;
- 2. Encouraging Diversity:** Organizations that provide inclusive recreation programs and engage various ethno-cultural communities to interact, play, and learn together;
- 3. Developing Leadership:** Programs that encourage leadership and mentoring of youth by engaging them in program development and/or implementation, and/or provide opportunities for young people to gain paid employment.

WHO CAN APPLY?

The Vital Youth program is open to registered charitable organizations working in the [city of Toronto](#) offering year-long programs that directly benefit youth aged 12 to 18 who are Toronto residents. Not-for-profit organizations that are not registered charities looking to submit an application should have a partnership agreement with a charity in place. For more information, see the Who Can Apply section on our [Vital Youth webpage](#).

SHARING YOUR STORY

Organizations that are selected for the shortlist are potentially eligible to have their organization profiled on the [Community Knowledge Centre](#) (CKC) – a website which tells the stories of high impact organizations working across the city and shares those stories with philanthropists, the media, and Torontonians. More information on how to participate in this project will be provided after the shortlist has been finalized.

If your organization already has a profile on the CKC, we strongly encourage you to refresh the content where appropriate to align with the up-to-date information you are providing in your application. Our donors and our Selection Committee members frequently use the Community Knowledge Centre to learn more about community organizations making a difference in Toronto.

THE DECISION-MAKING PROCESS

Foundation staff will review all applications and will contact all applicants as to whether they are on the shortlist by late May. A volunteer Selection Committee that includes previous grant recipients, Foundation Fundholders, board members and community volunteers will deliberate on the shortlisted applications. Final granting decisions will be made by the Foundation's Board of Directors in June. Grant cheques will be mailed out in August.

WHAT WE ARE LOOKING FOR IN EACH QUESTION

These Vital Youth Grant Guidelines should be consulted closely to answer questions posed in the Vital Youth Grant Application Form. We request that you respond to questions within the word limits designated. In answering the questions, we rely on you to articulate your program in plain language. This way, our Selection Committee members who may have little or no knowledge about you or your particular sector can learn about the impact of the program, your organization's history in working with youth, and your credibility in the community.

Below is information on the five sections in the Application Form you will need to complete:

- Section A: Cover Sheet – organization contact information
- Section B: About Your Organization
- Section C: Vital Youth Program Impact and Quality
- Section D: Giving Opportunity – detailing the grant request
- Section E: Governance
- Attachment(s): Financial Health

NOTE:

- Please DO NOT PDF the Application Form before submitting it by e-mail. It must be in Word format. The emailed version does not need a signature.
- Incomplete or late submissions will be declined.
- Only one application per organization will be accepted per year (per grant stream).

SECTION A: COVER SHEET – ORGANIZATION CONTACT INFORMATION

Lead contact name and title

This could be the executive director, program staff or fundraising staff – whoever is best positioned to answer questions about this application if required.

Application authorization

The Executive Director or Chair of the Board must authorize the application. The signature must be included on the hard-copy.

SECTION B: ABOUT YOUR ORGANIZATION

To help us understand how your program fits with the Vital Youth grant priorities and your organization’s mission, please provide us with some information on your organization as a whole in this section.

1. **Organization’s mission** (Limit: ~100 words).
2. **Toronto’s Vital Signs Report issue area(s) addressed by your organization:**

Our annual Toronto's Vital Signs® Report is a consolidated snapshot of the trends in our city, highlighting progress we should be proud of and challenges that need to be addressed.

To access the latest Report highlights and Full Report with citations (including links to original sources), please visit the [Toronto’s Vital Signs Report](#) website.

It is quite possible that your organization as a whole works to address a number of Toronto’s Vital Signs issue areas, but we ask you to select a maximum of two which represent the best fit.

3. **History of organization** (Limit: ~100 words).
4. **Accolades and accomplishments**
Provide information on any awards and successes, and any relevant impact statistics. (Limit: 200 words).
5. **Organization’s programs and activities** (Limit: ~300 words).

SECTION C: VITAL YOUTH PROGRAM IMPACT AND QUALITY

6. **Vital Youth program description** (Limit: ~500 words): Provide the name of the program you are seeking funding for and a description, including:
 - how long it has been running
 - how often it is offered and for how long

- where it takes place
- how many staff/volunteers currently run the program
- how many youth are currently in the program, and
- how long on average the same youth stay in the program.

Also describe how you are addressing gaps in service/needs in your neighbourhood and how your program uses best practices working with youth. If the proposed program is new, provide as much information as possible so that it can be fairly compared with those applications that are offering programs with a track record.

NOTE: Funded activities must take place between September 2017 and August 2018.

- 7. Target population** (Limit:~300 words): Give us a snap-shot of who the program serves:
 - Youth who participate in the program
 - Communities (cultural, ethnic, demographic, etc.), and
 - Specific neighbourhoods served (e.g. Jane/Finch, Malvern, South Parkdale, etc.)
- 8. Vital Youth program results** (Limit: ~200 words): Provide information on the measureable targets reached in the past if your program is currently running, or will reach if it is a new program. Examples include: number of activities offered, number of youth served and number of youth involved as volunteers/advisors/mentors or employees, etc.
- 9. Vital Youth program benefits** (Limit: ~100 words): Demonstrate how youth in your program benefit from participating. Provide a description of the program's impact and past successes or anticipated impact and successes (use statistics, quotes, and anecdotes to back up your statements if possible).
- 10. Youth engagement** (Limit: ~250 words): Tell us about how your program engages youth beyond program participation and how you might empower youth. For example, this may include how youth might be involved in program design, program implementation, mentorship and leadership roles.
- 11. Diversity and increasing access** (Limit: ~100 words): Tell us about the scope of diversity in your community. Explain how you increase access to young people reflective of your community so your program can be inclusive.
- 12. Belonging** (Limit: ~200 words): Explain how you are currently reaching or plan to reach young people in your community who do not generally participate in programs.
- 13. Participant vignette** (Limit:~200 words): Provide a story or description of one person's experience with your program, identifying the issue/challenge they face and how your program has made an impact on their quality of life. You may want to incorporate quotes from those impacted to make your story stronger.
- 14. Toronto's Vital Signs issue area(s) addressed by your Vital Youth program.**
- 15. Toronto's Vital Signs indicator(s) addressed by your Vital Youth program** (Limit:~300 words): Please review Toronto's Vital Signs Report and quote a statistic or indicator that speaks to the need for your programming. Take a look at the newspaper version of the Report or the Full

Report. Both are on the Toronto's Vital Sign's Report [website](#). You can use the Custom Google search with key words to jump to the data that is most relevant to your work.

SECTION D: GIVING OPPORTUNITY

- 16. Amount requested and the Vital Youth program activities the grant will support** (Limit: ~250 words).
- 17. Vital Youth impact statement** (Limit: ~100 words): A one sentence description of the impact the potential funding will have. For example, "With this funding to support ABC, organization XYZ will be able to increase access to ABC program to X# number of youth in 2017-2018, ultimately affecting the lives of youth in X, Y, and Z ways."
- 18. Telling your story of impact** (Limit: ~200 words): We want to support your organization's capacity to tell your program impact story to all stakeholders. If it makes sense for your organization, we recommend that you earmark 10%-15% of the grant for activities to create a short video that reflects the impact of the program. If you need funds for expenses like a camera, videographer, video editing software, etc., do include this expense in your budget.
- 19. Grant request budget and workplan:** Create a chart 1-3 pages long that outlines how you propose to use the amount requested, and describes the program's planned timeframes, summary of activities, and projected impact. You can earmark 10%-15% of the full grant towards telling the story of impact (see question 18). You can also earmark 10-20% of the full grant towards management, administration and oversight costs. (See attached budget and workplan example, and make sure to use the same column format).

SECTION E: GOVERNANCE

- 20. Board of Directors:** Provide the names of your Board of Directors, the terms for each, and the total number required according to your organization's by-laws.

ATTACHMENTS: FINANCIAL HEALTH

- A. Most recent audited financial statements:** Provide a complete set of your organization's most recent audited financial statements. If you are a not-for-profit organization, you must provide complete statements for both your organization and your charitable partner. (Financial statements may be submitted as separate attached documents to the application.) If the statements are older than 18 months, please also provide any draft statements you may have.
- B. If applicable:** *if you are a non-profit organization without charitable status applying with a charitable partner, you must also provide a signed letter or contract outlining the nature of the relationship. Please include this document as an attachment to your application.*

SUBMITTING THE APPLICATION

The application must be received by **5:00 PM on Wednesday, April 12** at the Toronto Foundation office in hard-copy and by email.

1. In Hard-Copy:

One copy of the application including all requested components can be mailed or drop off at:
Vital Youth
Toronto Foundation
33 Bloor Street East, Suite 1603
Toronto, ON M4W 3H1

2. By E-Mail:

Please e-mail the application in one document IN WORD (NOT PDF), plus financial statements, to Tyler Demers, Program Officer at tdemers@torontofoundation.ca

All applications received by the deadline will be acknowledged by e-mail within two weeks.

CONTACT US

If you have any questions about the Vital Youth grant program or to learn more before applying, please RSVP to attend one of the information sessions (dates and times listed on page one).

For specific questions or advice about your application in particular you can contact:

Tyler Demers, Program Officer
tdemers@torontofoundation.ca
416-921-2035 x 205

***Make sure the application is submitted in Word with all components in one document (plus the attachment(s), which may be submitted in PDF)**

DEADLINE IS 5PM, WEDNESDAY, APRIL 12, 2017.

Vital Youth 2017-18 Grant Request Budget and Workplan [SAMPLE]

Name of Organization

Activity	Detail	Anticipated Impact	Timeframe	Request	Other support
Outreach and recruitment	Advertise with local communities and partners, and wider network, including past and present program participants (Youth Leaders, Program Co-ordinator, Communications Team).	Minimum of X# additional Youth Leaders recruited; Minimum of X# Youth Participants signed up for program	September 2017	\$X	
Training and support	Provide youth leaders with training in A, B, and C (Program Co-ordinator, X Expert in Y)	Skills of Youth Leaders enhanced in areas of organizational and personal leadership as well as providing mentorship support to youth ages X-X	September - October 2017 and December 2017	\$X	\$X provided by X (pending)
Create program curriculum	Hone and document curriculum of program, led by Youth participants and Youth Leaders	Engage X# youth in developing program in their own eyes, to help build the skills they need, based on their own lived experiences and interests.	September-October 2017	\$X	
Run regular program	Youth Leaders and Participants will met [frequency] and engage in X, Y, and Z.	Youth Leaders will gain X hours of program delivery experience. Youth participants will gain X, Y, and Z.	October 2017 - August 2018	\$X	\$X provided by X (approved)
Telling the story of Impact (up to 15% of total grant)	Throughout the year, youth will create material for a short video that shows the process they carried out for developing the programming, and the impact the program has had on them (Youth Leaders, Youth Participants, Program Co-ordinator), and post it to YouTube and our social media channels.	Model and impact of our work and programming shared with wider audience of current and potential donors, program participants, community leaders, other service-delivery organizations, and the general public more broadly. Partnership with Toronto Foundation showcased.	Ongoing	\$X	In-kind contribution worth X\$ provided by a member of our board for the video editing (confirmed).
Administration (up to 20% of total grant)	Management and oversight (Executive Director) and infrastructure, office supplies, etc.	Ensure high service delivery standards and high efficiency of work	Ongoing	\$X	\$X in-kind contribution from XYZ
TOTAL				\$15,000	

IMPORTANT: The text above is only to serve as an example. While we request you create your budget and workplan using this basic format, please develop and articulate your request based on your specific program and needs. Your plans may include other activities, outcomes, timelines and details not outlined here.