

**Vital Youth 2018-2019**

**Grant Application Form**

Toronto Foundation’s Vital Youth grant program 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 grant activities taking place some time between September 2018 and August 2019.

**NOTE: Please use the Vital Youth Grant Application Guidelines to lead you in completing this application, to ensure that you provide the information we require.**

We request that you respond to questions within the word limits designated, and we rely on you to articulate your program in plain language. You know your work better than anyone, and it should be articulated concisely without jargon so that people who may have little, or no, knowledge of your work can learn about how you help to make this city the best place to live, work, learn, and grow.

**Submission Process:**

The application must be received by the **deadline - 5pm on Thursday, April 12, 2018**.   
All components must be received by e-mail only.

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

Please e-mail one copy of the application form in **Word** format (attachments may be in PDF, but the application form must be in Word and part of **ONE SINGLE** Word document). An electronic signature in the Word document or a scanned PDF of ONLY the signature page (pg. 2) is acceptable. Send the complete application with all components in one email to:

Tyler Demers

Program Officer

tdemer[s@torontofoundation.ca](mailto:s@torontofoundation.ca).

**Vital Youth 2018-2019**

**Grant Application Form**

|  |  |
| --- | --- |
| **SECTION A – ORGANIZATION CONTACT INFORMATION** | |
| **Name of organization and**  **mailing address** |  |
| **Charitable registration number** |  |
| **Name of Vital Youth program** |  |
| **Amount requested** |  |
| **Total program budget** |  |
| **Organization annual operating budget** |  |
| **Lead contact name and title** |  |
| **Lead contact email address** |  |
| **Lead contact phone number** |  |
| **Program staff name and title** |  |
| **Program staff email address** |  |
| **Program staff phone number** |  |
| **If Applicable:** |  |
| *Charitable partner name and mailing address* |  |
| *Charitable partner registration number* |  |
| *Charitable partner contact name and title* |  |
| *Charitable partner contact email* |  |
| *Charitable partner contact phone number* |  |
| *Charitable partner total annual operating budget* |  |

*NOTE: if you are a non-profit organization without charitable status applying with a charitable partner, you must provide a signed letter or contract outlining the nature of relationship. For more details on what needs to be included in that agreement,* [*see here.*](https://torontofoundation.ca/vital-youth/)

This application is authorized by:

Name:

Title:

(Must be signed by organization representative with the authority to legally bind the organization.)

Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION B: ABOUT YOUR ORGANIZATION**

**1. Organization’s mission** (Limit: ~100 words):

|  |  |  |
| --- | --- | --- |
| 1. **Toronto’s Vital Signs® Report issue area(s) addressed by your organization**   Select maximum of two issue areas that best describe the work your organization as a whole is involved in. | | |
| Arts and Culture  Environment  Income & Wealth  Getting Around | Health and Wellness  Housing  Leadership, Civic Engagement, and Belonging | Learning  Safety  Work | |

1. **History of your organization and significant accolades and accomplishments**   
   (Limit: ~200 words):
2. **Organization’s main priorities and programs/activities** (Limit: ~200 words):

**SECTION C: VITAL YOUTH PROGRAM IMPACT AND QUALITY**

1. **Program description and target population** (Limit: ~400 words):
2. **Vital Youth program results and benefits** (Limit: ~300 words):
3. **How does your Vital Youth program engage youth and address the three granting priorities: Increasing Access, Encouraging Diversity, and Developing Leadership?** (Limit: ~ 500 words)
4. **Participant vignette** (story of a youth in your program) (Limit: ~150 words):

**SECTION D: GIVING OPPORTUNITY**

**9. Amount requested and activities the Vital Youth grant will support** (Limit: ~250 words):

**10. One Sentence Vital Youth grant impact statement** (Limit:~30 words):

**11. Grant request budget and workplan:** (see example below, and make sure to use the same column format).

**Vital Youth 2018-2019 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 2018 | $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 2018 and December 2018 | $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 2018 | $X |  |
| Run regular program | Youth Leaders and Participants will meet [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 2018 - August 2019 | $X | $X provided by X (approved) |
| Telling the story of Impact | 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 | 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.**

**SECTION E: GOVERNANCE**

**12. Board of Directors list**

**ATTACHMENTS**

1. **Most recent audited financial statements:** Provide a complete set of your organization’s most recent audited financial statements. (Financial statements may be submitted as a separate attached document to the application.) If the statements are older than 18 months, please also provide any draft statements you may have.
2. ***If applicable:*** *If you are a not-for-profit organization without charitable status applying with a charitable partner, you must provide complete statements for both your organization and your charitable partner.*
3. ***If applicable: I****f you are a non-profit organization without charitable status applying with a charitable partner, you must also provide a letter or contract signed by both parties outlining the nature of the relationship.*

**Good luck!**