

# YOUTH UNITED

## [ mini-grant information ]



Want to make a difference? Take action in your community?

Whether you're a child, teen, educator, or youth-serving organization, Youth United Mini-Grants can power your Spokane Gives service project during the month of April.

Youth United Mini-Grants were created to support organizations and individuals to provide empowering youth volunteer opportunities that address the needs in our community. The mini-grants cover project expenses, up to \$300, for youth volunteer projects.

Youth United believes in investing in youth as problem-solvers to address the most important challenges facing our community. This bold strategy puts children and youth in the driver's seat and gives them the power to plan, implement, and witness the full impact of their service.

### [ REQUIREMENTS ]

- Applicants must be 18 or younger (K-12) and live in Spokane County
- Project(s) must be youth-led and performed
- All project members must be registered on Volunteer Spokane ([www.volunteerspokane.org](http://www.volunteerspokane.org))
- Project hours must be tracked on Volunteer Spokane ([www.volunteerspokane.org](http://www.volunteerspokane.org))
- All volunteers/projects are required to have a sponsoring 501(c)3 organization, school and/or religious organization
- Sponsoring organization or applicant will be responsible for costs until reimbursement
- Mini-grant requests may be made for up to \$300 per youth volunteer project
- Funds are limited and will be awarded on a first come, first serve basis to eligible applicants
- With a limited amount of funding available, volunteers may apply for more than one project but are asked to submit them in order of priority

### [ PROCESS ]

- Review and complete the Youth United Checklist (attached).
- **Deadline: Friday, March 30th, 2018.** Application (attached) will be accepted between Monday, January 29th, 2018 and Friday, March 30th, 2018 for Spokane Gives projects; deadline will be extended if funds are still available.
- Spokane County United Way's staff and Volunteer Engagement Committee volunteers will review requests and make funding decisions on a first come, first serve basis and available resources.
- Notification of award will be sent after application review process via e-mail to indicated project leader and sponsor organization.
- Spokane County United Way **cannot** send grant funds to an individual.
- Grant reimbursement checks will be sent to the sponsoring organization or school.
- The sponsoring organization will receive the grant funds for the applicant after project is complete and invoice with receipts have been submitted.
- Invoice and receipts of expenses for approved project(s) must be submitted, with authorized sponsor organization signature, by **Monday, May 14th, 2018.**
- Reimbursement check to sponsoring organization will be issued by Friday, **June 8th, 2018.**

Sponsored by:

# WSECU



Youth build partnerships with local nonprofits, churches, or schools to plan and implement a volunteer project for Spokane Gives in April 2018!



Mini-Grants allow individuals to apply for funding to benefit their partner organization to execute innovative youth volunteer projects!



Youth participants that meet requirements, receive the Presidential Volunteer Service Award as recognition for their dedication to the community!

# YOUTH UNITED

## [ mini-grant application ]



Spokane County United Way

### [ APPLICANT INFORMATION ]

Applicant's Name: \_\_\_\_\_

Applicant's Age: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

Please list all additional volunteer project team members; full name and email address (use additional sheet if necessary):

### [ PROJECT INFORMATION ]

Project Title: \_\_\_\_\_ Project Date: \_\_\_\_\_

Project Description: \_\_\_\_\_

Amount Requesting (max. \$300): \_\_\_\_\_

Project Budget Details:

Supplies:	Cost:

### [ SPONSORING ORGANIZATION INFORMATION ]

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Site Coordinator: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized signature of sponsoring organization coordinator: \_\_\_\_\_

\*Sponsoring organization will accept funds on behalf of applicant in order to implement volunteer project(s); sponsoring organization will be responsible for acquiring materials necessary to complete volunteer project(s); sponsoring organization will send invoice and receipts of expenses for approved project(s) by Monday, May 14, 2018; reimbursement check will be issued by Friday, June 8, 2018. If you have any questions, concerns, or would like further information, please contact our Spokane County United Way Volunteer Engagement Team at [volunteer@unitedwayspokane.org](mailto:volunteer@unitedwayspokane.org) or 509-324-5020.

# YOUTH UNITED

## [ project planning checklist ]



### [ BEFORE PROJECT ]

- ☐ Review Youth United Mini Grant Requirements and Process Information.
- ☐ Build a team... Invite your friends to get involved and have fun making a difference together!
- ☐ Make sure all service project team members have a profile on Volunteer Spokane ([www.volunteerspokane.org](http://www.volunteerspokane.org)).
- ☐ Choose a non-profit organization or other 501(c)3 agency to partner with as your sponsor organization that will benefit from your service project; consult with them to identify needs or opportunities, develop project ideas, pick a date and time for the project, set contingency plans in case of weather or capacity issues, and acquire additional actions required by the sponsoring agency (for example, liability release forms, background check, etc.).
- ☐ Visit [www.VolunteerSpokane.org/Youth-United/](http://www.VolunteerSpokane.org/Youth-United/) for resources, including an agency outreach email template, project ideas to spur inspiration, additional photo & liability release forms, an example project application, and more!
- ☐ Decide on a project and determine what supplies or additional materials are needed to complete your service project. Check with your sponsoring organization to see what tools and materials are available and make arrangements to reserve them for your project date.
- ☐ Finalize service project details with your sponsoring organization and get an authorizing signature from the project site coordinator.
- ☐ Have **all** service project team members fill out a Spokane County United Way photo & liability release form.
- ☐ Complete the Youth United Mini Grant Application.
- ☐ Submit application and all required documents to [volunteer@unitedwayspokane.org](mailto:volunteer@unitedwayspokane.org) by March 30th, 2018.
- ☐ If you have any questions, concerns, or would like further information, please contact Spokane County United Way's Volunteer Engagement Team at [volunteer@unitedwayspokane.org](mailto:volunteer@unitedwayspokane.org) or 509-324-5020. We are happy to help in any way that we can!

### [ DAY OF PROJECT ]

- ☐ Have all volunteers "check-in" to the project opportunity on VolunteerSpokane.org to track impact (the project opportunity will be created by the Volunteer Spokane team and the link will be sent to the applicant's and site coordinator's email address)
- ☐ Document your project(s).. Take pictures— before and after, with the team— and share with us by emailing your pictures and be featured on our social media outlets.
- ☐ Stay energized and hydrated!

### [ AFTER PROJECT ]

- ☐ Give yourself a high five, you did a GREAT thing!
- ☐ Take time to reflect on the project: How did it feel helping other people? What are other ways you can help your community all year?

# YOUTH UNITED

[ photo & liability release ]



Spokane County United Way

## [ ADULT/CHILD PHOTOGRAPHIC RELEASE & STATEMENT OF RELEASE OF LIABILITY ]

I hereby give my consent for any films, videos or photographs containing depictions of me to be used by Spokane County United Way in any publicity, advertising programs and/or social media which may be undertaken by these organizations in the conduct of their legally incorporated purposes. I release the event sponsors, Spokane County United Way, its member agencies and their agents or representatives, as well as non-member agencies and their agents or representatives from any liability in connection with the use of such materials.

In addition, I hereby, for myself and my heirs, executors and administrators, waive and release all rights and claims for damages I may have against the event sponsors, Spokane County United Way, its member agencies and their agents or representatives, as well as non-member agencies and their agents or representatives for any injuries or action suffered.

Name (please print): \_\_\_\_\_

Signature (must be 18 or older): \_\_\_\_\_ Date: \_\_\_\_\_

Name of project: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

If under 18 (Parent/Guardian Name): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

### Spokane County United Way

920 N. Washington Suite 100 Spokane, WA 99201

Email: [volunteer@unitedwayspokane.org](mailto:volunteer@unitedwayspokane.org)

Phone Number: 509-324-5020 FAX: 509-624-0840