



Summer Youth Program Fund Grant Cycle

Available: 9 a.m., Monday, Nov. 28, 2022

Close Date: 5 p.m., Friday, Jan. 13, 2023

Introduction

Definition

The Summer Youth Program Fund (SYPF) is an independent grantmaking program founded and managed by local funders who support, or are interested in supporting, agencies that provide summer programming for Maricopa County youth. The purpose of the SYPF is to supplement existing programs in order to enrich, enhance and expand summer offerings for children and youth.

Grants will be made to organizations that match the criteria of individual funders participating in the collaboration. Collaborators include the Arizona Community Foundation (ACF), Arizona Republic Season for Sharing, Helios Education Foundation, Hickey Family Foundation, Nina Mason Pulliam Charitable Trust, Thunderbirds Charities and The Virginia G. Piper Charitable Trust.

Why it is important

The SYPF recognizes that summer programs, particularly those serving economically disadvantaged youth, require financial assistance to provide creative and recreational outlets while fostering personal development and life-long learning.

During out of school time, young people tend to engage in the highest levels of health-harming behaviors. Targeted programs provide a continuum of care during the summer months and offer opportunities for youth to develop and sustain enriching and healthy lifestyle activities that will divert them from negative behaviors.

Benefits

The collaborative program simplifies grant seeking for nonprofit organizations. The program design makes grantmaking more efficient for local nonprofits to obtain the necessary funds for their summer programs by using a single application form, one collective process and a single report. Additionally, it will allow many funders to become more familiar with organizations providing summer youth programming.

Recognizing that many local nonprofits have small staffs, the SYPF collaborative effort allows staff to focus on youth programs by eliminating the duplication of efforts in applying separately to each funder.

What types of programs may be funded?

Program activities can be varied, centering on personal youth development, arts and culture, recreation and physical activity, environment/nature, disability or academic/educational.

Organizations with a focus on artistic and academic programs are encouraged to apply with innovative ways to decrease sedentary activities and increase knowledge of healthy lifestyles. Recognizing that youth-serving organizations shape the environment of our youth, the SYPF will encourage all applicants to play a role in addressing the trend of childhood obesity through implementation of proper nutrition practices and opportunities to be physically active.

The SYPF encourages collaborative efforts among organizations with similar goals, increase service capacities and expand outreach to touch the lives of more youth of Maricopa County.

Specific funding priorities

- Serve disadvantaged youth from neighborhoods with limited access to organized activities.
- Serve youth with disabilities or special health needs.
- Exhibit stable history of community support, outreach and partnerships.
- Demonstrate ability to increase number of youth served.
- Provide age-appropriate, enriching activities and education components.
- Identify areas to improve program quality and increase positive impact to participants.
- Establish realistic outcomes for the program participants.
- Create innovative methods to reach youth and instill healthy lifestyle behaviors.
- Collaborate among fellow grant seekers.

Funding request range

The SYPF will award approximately \$500,000 in grants ranging from \$5,000 to \$25,000. The maximum grant is \$25,000. The average grant award may vary based on the number of applications received and competitive nature of the cycle.

** Applicants should not request more than 50% of their total project budget from the SYPF.*

*** The portion of the grant funds requested for transportation should not exceed 10% of the total grant request if part of programming.*

Eligibility Requirements

SYPF applicants must meet the following criteria:

- Applicant organization must reside in Arizona and have documentation from the Internal Revenue Service of its charitable status (e.g., IRS Code Sections 501(c)(3) and 170(b)(1)(A). **Organizations may not submit proposals under the 501(c)(3) umbrella of another agency.**
- Applications from schools and municipalities will not be accepted.
- The proposed summer program must primarily (at least 80%) serve youth who are Maricopa

County residents, although the service and/or activities may be provided outside of Maricopa County.

- When two or more organizations are collaborating on a program, all organizations must meet eligibility criteria, while one organization would be the responsible applicant. The responsible applicant must submit the application and becomes the designated contact organization for all communication purposes.
- The program for which the organization is requesting funds must have a minimum history of two years.
- Organizations are required to have a completed and visible profile on the ACF website: www.azfoundation.org. Incomplete organizational profiles will result in the declination of the application.
- Daily programs must be conducted for at least four hours per day, and residential programs must be conducted for more than one night.
- Faith-based organizations may apply, but the main purpose and content of the proposed summer program must not consist of overt and inherently religious activities.
- Only one application per EIN number will be accepted.

Organizations uncertain of their eligibility may inquire by sending an email to grants@azfoundation.org.

Timeline for 2023 Grant Making

- Grant cycle opens **Monday, Nov. 28, 2022**.
- **DEADLINE: Applications are due Friday, Jan. 13, 2023, by 5 p.m. No exceptions.**
- Grant review panel will make final recommendations by **March 10, 2023**.
- Grant awards and decline letters out by **Friday, March 24, 2022**.
- If funded, Final Report Due by **Friday, Sept. 22, 2023**.

Grant Deadline

Proposals must be submitted online by **5 p.m. Friday, Jan. 13, 2023. No exceptions.**

Review and Evaluation Process

All proposals will be reviewed through a competitive evaluation process. The reviewers read the applicants' online profiles on the ACF website to obtain information on the organization. Please be sure to update your organization's profile before submitting the proposal.

First Screening of Applications

- Proposals are reviewed and evaluated by the grant review panel, comprised of SYPF funders. The grant review panel will assess proposal strengths and weaknesses according to evaluation criteria.

- All applications received by the deadline will be reviewed by grant review committee members.
- Evaluation criteria consists of a point system awarded for impact on community need, measurable benefits, plan for sustainability, partnerships, goals and objectives clearly stated, measurable outputs, population served, reasonable budget and whether the project/organization enhances collaboration with other community organizations and/or agencies.

Second Screening of Applications, if Necessary

- Questions may come up during the first screening.
- Questions will be prepared by ACF's Grants Management staff for clarification or additional information and sent to the nonprofit organization.
- Questions will not be posed to all applicants, only those for which the Grants Committee requires clarification.

How to Apply Online

Creating a profile:

Please click on "Create New Account" to complete the registration process and create your logon credentials. Once you are registered, you may begin the application process by starting a new application. You may also edit organizational information once you have logged in and attached your organization to your profile.

If your organization has an online profile please use your credentials to login. If you need to reset your password please use the "forgot password" link.

Tips for Submitting

All users will be required to update and complete their organizational profile **before** being able to submit any grant application.

- Do not wait until the deadline date to apply.
- During the last week of any grant cycle's duration, you will have limited access to ACF technical support.
- It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists.
- Narrative responses are limited to the character count. You do not have to use all the words. Only provide information that is pertinent.
- Be sure to review applications for spelling and grammar errors.
- Be sure to check for an email notification indicating that your application has been submitted.

How to Get Help

Due to the high volume of calls and inquires as the deadline nears, organizations are encouraged to contact staff well in advance of the deadline with any questions! During the last week of any grant cycle's duration, you will have limited access to ACF technical support.

For technical assistance with the website, including organizational profile and the online application, please contact a member of the ACF Grants Management Team at 602.381.1400 or grants@azfoundation.org.

Frequently Asked Questions:

Q: Will the SYPF program potentially lead to decreased funding from participating funders?

A: No. Organizations should consult the guidelines of other funders. The SYPF presents an opportunity to streamline the overall process of seeking funds for summer youth programs.

Q: What if a participating funder has a "one-time grant per year" policy?

A: The application process allows an opportunity to decline review of the grant by both funder and applicant.

Q: Is there an accreditation requirement for organizations running residential camps?

A: Recognizing various "types" of camps (i.e., overnight, day camps) hold different requirements to operate, the SYPF will require such items where applicable.

Q: Define "youth."

A: School aged, kindergarten through grade 12.

Q: When must programs be conducted, i.e., define "summer"?

A: When school is not in session between Memorial Day and Labor Day.

Q: Is an organization with multiple branches only allowed one application per site, i.e., a Boys & Girls Club?

A: A 501(c)(3) organization with multiple branches is allowed one application for each eligible program site.

Q: Can I submit a printed hard-copy application?

A: No, only applications submitted through the ACF online system will be accepted.

Q: May I apply for and use SYPF funds for any type of cost associated with my summer program?

A: No, the intent of the SYPF is to fund programs rather than capital costs such as equipment, vehicles, facility enhancements, building repair and maintenance.

Q: May I apply for and use SYPF funds to cover the cost of transportation?

A: Yes, SYPF will fund a portion of the cost associated with transportation for program participants to and from program sites. The request should not exceed 10% of the total grant request.

Q: May I apply for and use SYPF funds for youth employment programs?

A: No. While this need is recognized, SYPF is focused on 'traditional' programs incorporating the specific priorities outlined above and is not funding youth employment at this time.

Q: How much of my summer program budget can I request funding for?

A: An organization may request up to 50% of the total project budget. Applications requesting more than 50% of the total project budget will be declined funding.

Q: Can schools or municipalities apply to the SYPF funding cycle?

A: No, neither schools nor municipalities can apply to the SYPF funding cycle.

Please contact ACF's Grants Team for clarification at 602-381-1400 or grants@azfoundation.org.

Pre-Qualifying Questions

*You must agree to **all** to be eligible to apply.*

- My organization has carefully read the information provided about the SYPF.
- If my organization receives a grant, it agrees to use the funds as granted and **will submit a final report on or before Friday, Sept. 22, 2023.**
- Our board of directors has approved the submission of this proposal.
- My organization will allow funders to use information provided in this request for public information pieces and will mention each funder's support in any publicity generated regarding the project.
- My organization understands that organization(s) seeking funds must reside in Arizona and have documentation from the Internal Revenue Service of charitable status (e.g., IRS Code Sections 501(c)(3) and 170(b)(1)(A).
- My organization understands that schools and municipalities do not qualify to apply for funding from SYPF.
- My organization understands that organization(s) may not submit proposals under the 501(c)(3) umbrella of another agency.
- My organization confirms the program it requests funds for has a minimum history of two years.
- My organization confirms the program it is requesting funds for has daily programs that are conducted at least four hours per day and residential programs are conducted for more than one night.
- My organization confirms the proposed summer program will serve a minimum of 80% youth who are Maricopa County residents and acknowledge the services themselves may be provided outside of Maricopa County.
- My organization confirms the organization(s) it is collaborating on this proposed program also meet all eligibility criteria, while my organization will be the responsible applicant.
- My organization understands that it cannot request more than 50% of the total project budget. Requesting more than 50% will result in an immediate decline of the submitted application.
- My organization confirms it does not unlawfully discriminate against employees, volunteers, board members or the members, clients, or students it serves on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, disability, ancestry, sexual orientation or any other characteristic protected by law.
- My organization understands that it must be in good standing with the IRS at the time of review or the application will be immediately declined.

Grant Application Questions

Project Overview

1. Project Title
2. Amount Requested
3. Total Project Amount

Project Details

4. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal. (Character Limit- **1200**)

5. Please provide a minimum of one and as many as six of the intended outputs you plan to accomplish with this proposed project. Each output should simply state the number of lives impacted and how they will be impacted. For example: serve 100 children between the ages of 5 and 18. Note: For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized. (Character Limit- **1200**)

Narrative

6. Please list the complete address for each program site.
7. Describe in two or three sentences what you specifically will do with the funds (Character Limit – **350**)
8. Please describe the program proposal in detail. (Character Limit – **1800**)
 - Define the need your summer program meets as it relates to the SYPF funding priorities.
 - Tell us the goals of the project and how they align with your mission.
 - Specify the resources (personnel, partnerships, funding, time, etc.) that will be used.
9. Please describe the program components and daily activities. Include: Program Activity, Percentage of Time and Specific Activities and how often they will occur. Example: Remedial Education, 10% of time, Remedial math and writing classes three times per week for two hours/day. (Character Limit - **1800**)
10. Please select the area(s) that best describes this application’s primary focus:
 - Education
 - Health/Nutrition
 - Arts & Culture
 - Environment & Nature
 - Personal Development
 - Physical Activity
11. Have you applied for a SYPF grant in the past?
12. Please cite any resources, statistics, and/or studies provided in the program proposal detail above. (Character Limit – **600**)

Demographics

13. Select the demographic populations, such as the age group, race, gender, socio-economic status and geographic location of the target population you intend to serve (Select all that apply). Please provide any demographics comments in the space provided. (Character Limit - **600**):

<ul style="list-style-type: none"> ■ Ages: ○ 6–8 - Number served ○ 9–10 - Number served ○ 11–13 - Number served ○ 14–16 - Number served ○ 17–18 - Number served 	<ul style="list-style-type: none"> ■ Race: ○ African American or Black ○ Asian/Pacific Islander ○ Hispanic or Latino ○ Native American/Indigenous ○ White
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- Other
- N/A

■ **Gender:**

- Female
- Male
- Both
- N/A

■ **Socio-Economic:**

- Below Poverty Level
- Homeless
- Unemployed
- Working Poor
- N/A

■ **Disabilities:**

- Ambulatory Disability
- Developmental Disabilities
- Diseases/Illnesses
- Hearing Disability
- Learning Disabilities
- Mental Disability
- Other Physical Disability
- Self-Care Disability
- Visual Disability
- N/A

Program Term and Fees

14. What is the program start and end date?
15. What are the number of days and hours the program will operate per week?
16. What are the number of sessions/program cycles per summer?
17. What is the program fee per child? Be sure to include whether the fee is per day, per week, per month or for the entire summer.
18. If your program charges a fee, how does your program accommodate those who cannot afford your weekly fees, field trip expenses or other costs? Based on your previous summer program, how many youth received reduced fee or full scholarship support?

Program Data

19. List the average number of youth expected daily.
20. Total number of unduplicated youth the program will serve the entire summer (count each child once regardless of number of days attended)?
21. Percentage of summer youth that are served year-round by your organization.
22. Percentage of summer youth that receive free or reduced lunch (as defined by the National School Lunch Program)?
23. Percentage of summer youth with disabilities (mental and/or physical).

Previous Year Program History

24. What was the actual youth attendance last year?
25. What was the actual program budget last year?

Program Projection for Current Year

26. What is the projected youth attendance?
27. Projected percent of youth from Maricopa County?

Summer Program Administration

28. List the total number of paid staff for the summer program.
29. List the total number of volunteers for the summer program.
30. Ratio of daily volunteers and/or paid program staff to daily number of participating youth.
31. List any staff and/or volunteer pre-screening, license, certification or accreditation.
32. List any agency license, certification or accreditation.

Summer Program Evaluation

33. Clearly list your summer program's expected outcomes and evaluation methods. Outcomes should be specific and measurable. Example: Outcome: 80% of youth will express a desire to read a book. Evaluation Method: Staff will conduct pre and post surveys.
34. How will youth, parents and community groups be involved in your evaluation?
35. As you prepare for the future, what educational subject/topic would be helpful to you? (i.e., tools, workshops and resources to help build organizational capacity and effectiveness)
36. Please also describe the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs. (i.e., pre and post surveys, annual polling, focus groups, etc.)

Budget Information

37. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others? If so, please itemize the components and corresponding costs.

Documentation

38. Upload up to two additional supporting documents. (Optional)

Project Budget

39. The project budget you include should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.

Grantee Final Report

All responses to the below questions in **Bold** will be pulled directly from the Grant Application. All information in *gray italic* is additional information that will need to be filled out while completing the final report.

- Grant Cycle:**
- Applicant:**
- Organization:**
- Request:**
- Decision #:**
- Payment #:**

Award

1. Did you spend the full grant amount for the project as described in your application?

*Did you accomplish this? Yes/No
Please enter comments in the space provided.*

2. How many unduplicated youth were served through the program?

Project Narrative

3. Please describe the program proposal in detail.

- Define the need your summer program meets as it relates to the SYPF funding priorities.
- Tell us the goals of the project and how they align with your mission.
- Specify the resources (personnel, partnerships, funding, time, etc.) that will be used.

*Did you accomplish this? Yes/No
Please enter comments in the space provided.*

4. Please describe the program components and daily activities. Include: Program Activity, Percentage of Time and Specific Activities and how often they will occur. Example: Remedial Education, 10% of the time, Remedial math and writing classes three times per week for two hours/day.

*Did you accomplish this? Yes/No
Please enter comments in the space provided.*

5. Select the demographic populations, such as the age group, race, gender and socio-economic status of the target population you intend to serve (Select all that apply).

■ **Ages:**

- 6–8 - Number served
- 9–10 - Number served
- 11–13 - Number served
- 14–16 - Number served
- 17–18 - Number served

■ **Race:**

- African American or Black
- Asian/Pacific Islander
- Hispanic or Latino
- Native American/Indigenous
- White
- Other
- N/A

■ **Gender:**

- Female
- Male
- Both
- N/A

■ **Socio-Economic:**

- Below Poverty Level
- Homeless
- Unemployed
- Working Poor
- N/A

■ **Disabilities:**

- Ambulatory Disability
- Developmental Disabilities
- Diseases/Illnesses
- Hearing Disability
- Learning Disabilities
- Mental Disability
- Other Physical Disability
- Self-Care Disability
- Visual Disability
- N/A

*Did you accomplish this? Yes/No
Please enter comments in the space provided.*

6. What are the number of days and hours the program will operate per week?

*Did you accomplish this? Yes/No
Please enter comments in the space provided.*

7. What are the numbers of sessions/program cycles per summer?

*Did you accomplish this? Yes/No
Please enter comments in the space provided.*

8. The project budget you attach below should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.

Were you able to work within this budget? Yes/No

Please discuss specifically how you spent the grant funds. Attach the project budget versus actual comparison report. Explain any significant variances.

9. *Did the project go as expected? Describe both those things that went well and those things that were challenges.*

Please enter comments in the space provided.

10. *Were there any modifications made to the project? If so, please explain.*

Please enter comments in the space provided.

11. *What effect, if any, has the grant had on your organization and its work in the community?*

Please enter comments in the space provided.

12. *Is there anything else we should know about this grant?*

Please enter comments in the space provided.