



Youth Engaged in Philanthropy

Grant Application

**Grant Deadline is November 1, 2018 Postmarked or
Delivered by 5pm**

Grant Description and Criteria

Youth Engaged in Philanthropy (YEP) are a group of students from Fortuna Union High School, East High School, and Academy of the Redwoods who are interested in bringing positive change to our community through the power of grantmaking. We completed a needs assessment of our peers and community members and we are seeking to fund project(s) which address the following:

Grants will be awarded to support projects in the Eel River region which address an environmental issue.

YEP cannot fund administrative fees. We have \$6,000 available, which we may award to one organization or divide the funding to support multiple organizations.

General Information

Grants are awarded to support community projects in the Eel River Valley. Grant proposals should be submitted by:

1. A nonprofit organization with tax exempt status under Section 501(c)(3) of the Internal Revenue Code,
2. A public benefit organizations (public schools, government agencies, Indian Tribal Governments, or
3. A community group with a qualified fiscal sponsor who meets 1 or 2 above.

Funds cannot be used for lobbying or promoting a specific religion, nor can funds be awarded to any organization that discriminates, in hiring practices and/or services rendered on the bases or race, religion, creed, national origin, marital status age, disability, gender or sexual orientation.

Grant Deadline & Contact Information

All applications must be postmarked or delivered by 5pm on **November 1, 2018**. Grant award notification will occur approximately 3-4 weeks from the deadline. If you have any questions, please contact Cassandra Wagner at (707) 267-9912. Please submit your completed grant application to:

**Humboldt Area Foundation
Attn: YEP
363 Indianola Road
Bayside, CA 95524**

Application Requirements Checklist

Please attach (only) the following materials in the order provided below:

- Grant Application Form
- Project Narrative (two pages maximum)
- Project Budget
- Signed Agreement to Grant Terms

Do not submit any additional pages. All attachments must be single sided and paper-clipped together.

Project Narrative

Please address the following in your Project Narrative (two page maximum):

1. Describe the project and timeline.
 - a. Is this a new or existing program? Have you helped this issue in the past? How? What did you set out to accomplish? Were you able to? Why?
 - b. How will you be helping? Education, resources, action.
 - c. When will you be helping? At a specific event? A series of events?
2. What are your expected outcomes?
3. Who/what will benefit from the project?
 - a. Demographic - age group, location, etc.
 - b. Specific environmental impact
4. Is your project science-based and/or motivated by community members addressing a need?
5. What do you believe is the most pressing environmental issue in the Eel River Valley?

Additionally:

- What inspired your organization to help this issue?
- What are your organization's greatest strengths and weaknesses?
- How did you hear about YEP?

Youth Engaged in Philanthropy

Grant Application – Fall 2018

PROJECT INFORMATION

Program/Project Name _____	
Total Cost of Project: \$ _____	Total Amount Requested: \$ _____ Amount
Contact Person: _____	Title: _____
Organization: _____	
Mailing Address: _____	
Phone: _____	Email: _____

LEGAL APPLICANT INFORMATION

Legal Name of Tax Exempt Organization: _____	Tax ID #: _____
Executive Officer: _____	Title: _____
Mailing Address: _____	
Phone: _____	Fax: _____
Email: _____	Website _____

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<i>HAF Office Staff use only</i>		
Program Officer: _____	Committee: _____	Fund ID _____
Review Date: _____	Action: _____	Profile # _____
Amount: _____	Grant # _____	Batch# _____
Program Area: <input type="checkbox"/> ANML <input type="checkbox"/> ARTS <input type="checkbox"/> COMM <input type="checkbox"/> ENV <input type="checkbox"/> HEAL <input type="checkbox"/> TA <input type="checkbox"/> YUTH		



HUMBOLDT AREA FOUNDATION

AGREEMENT TO GRANT TERMS FOR ORGANIZATIONS

By signing this application form, the Legal Applicant enters into an agreement with the Humboldt Area Foundation that would take effect should the grant be awarded. The applicant attests that:

1. ACCURACY: The information contained in this application and in any attachments thereto is true and correct to the best of your knowledge.

2. STATUS: The applicant organization is a nonprofit charitable or public benefit (federal tax exempt) organization, public school, government agency, or Indian tribal government or has a qualified fiscal sponsor.

3. USE OF FUNDS: Understands and agrees that all grant funds will be applied to the project in accordance with the description and budget provided in this application as set forth in the award letter. Any significant change in the use of these funds will require prior approval by the Foundation. Requests for changes must be submitted in writing. If the revisions are not accepted or funds are not expended for the purpose and the manner agreed to by the grantee, the Foundation reserves the right to cancel the grant and any further payments and said funds must be returned to the Foundation.

4. EXPIRATION: Understands and agrees that grants must be paid within one year, unless otherwise specified. Any requests for extensions of time must be submitted in writing prior to the expiration date. Grants not paid or granted an extension can be cancelled without notice after the expiration date.

5. AUDITS AND FINANCIAL REPORTS: Understands that the Foundation may require periodic financial and narrative reports from the grantee covering use of the funds received from the Foundation and agrees to supply such information if requested. Proof of expenditure may be required.

6. PAYMENTS: Understands and agrees that the Foundation makes grant payments on a reimbursement basis for grants over \$2,000. If special payment arrangements are needed, please contact the Grants Administrator.

7. GRANT REPORT: Understands and agrees that a final report will be submitted to the Foundation upon completion of the project, by the due date specified in the grant award letter or by the new due date if granted an extension. A report form will be included with the grant award letter.

To indicate acceptance of the foregoing terms and conditions, please have an appropriate officer of your organization sign below. Funds will not be released without a signature on this agreement. Please retain a copy of this agreement for your files.

Accepted on behalf of:

Organization Name

By (signature)

Title

Print Name

Date
