

### **Fund Description**

United Way of Racine County's Youth As Resources (YAR) empowers young people to make a positive difference in Racine County through grant making and community service. YAR provides grants to fund youth-designed, youth-led community service and service learning projects. YAR projects feature youth as planners and volunteers while creatively address specific community needs or problems, such as environmental, social and cultural awareness issues. Since 1996, YAR has funded 405 community service projects totaling over \$273,000. More than 32,000 youth and adults in Racine County have been involved in YAR-funded projects. The Youth As Resources pool of funds is a subset of the community investment pool.

The purpose and function of YAR is to support United Way's community impact strategies as follows:

- Provide funding for supplies needed to complete youth-led community service and service learning projects.
- Promote youth as valuable community members who have ideas and are able to take on responsibilities with energy and skill.
- Empower youth to develop and apply their ability to change themselves and the world in which they live through active participation in the relationships, events and organizations that impact their lives.
- Foster youth/adult partnerships where adults play a significant role as respectful partners, where both youth and adults share power and decision making.
- Promote the direct involvement of youth in their communities as productive workers, as change agents, and as advocates for themselves and others in organizations throughout the community.
- Promote youth gaining knowledge and new skills while providing support and challenging opportunities.

### **Youth As Resources Board**

The YAR board is a model of youth-adult partnership at Mitchell School.

### **YAR Board Member Responsibilities**

- Attend and actively participate in regularly scheduled YAR meetings and board service projects.
- Review grant applications and submit questions, attend project presentations and make funding recommendations.
- Oversee and monitor funded projects through site visits and written reports.

### **YAR Fund Eligibility**

Any group of youth (up to age 24) from community organizations, religious communities, schools, classrooms, clubs, service groups, and other nonprofit organizations may apply for a YAR grant up to and including \$1,000.

**YAR grants are awarded to projects that:**

- Are planned, led, and implemented by youth with adult advisors.
- Address a community need or problem clearly and creatively.
- Can be started and finished by the same group of youth in a reasonable amount of time.
- Have solid, well-organized plans and a realistic, cost-effective budget.
- Create and work within the community through the donation of services, talents and materials.
- Publicize the positive work being done by youth to improve Racine County.
- Include reflection activities that help youth gain insight into how they can make the world a better place.

**Each YAR project must have a sponsoring organization. The sponsoring organization is required to:**

- Assume all liability associated with the project.
- Demonstrate proof of IRS determination of nonprofit status.
- Complete and submit the counterterrorism compliance document.
- Receive and disburse the grant award funds on behalf of the youth group.

**Each YAR project budget has three required elements:**

- Project costs such as supplies, materials, rental, transportation, etc.
- Reflection costs such as photo developing, stickers, embellishments, etc. Each group is able to receive a blank reflection book to complete and submit; however, group may also create a PowerPoint presentation, video or other creative form of reflection. Reflection costs may be no more than \$35.00.
- Recognition costs such as certificates for participants, end-of-project celebrations, etc. Recognition costs may be no more than 20% of YAR-funded project costs.

**YAR grants cannot be used to cover**

- Overhead costs (rent, electric bills, etc.)
- Salaries, wages, stipends, or honorariums
- Direct donations to other organizations
- Capital items (computers, power tools, etc.)
- Items purchased prior to receiving notification of a YAR grant award for this project
- Items or supplies that will result in a profit for the group receiving the grant, or for other groups

**Application Fund Timeline**

The YAR application will open in August 2022. There are three deadlines:

- Friday, October 21, 2022
- Friday, January 20, 2023
- Friday, March 17, 2023

Applications are reviewed by the YAR board the following week:

- Week of October 24-28

## United Way of Racine County Youth As Resources

### Description, Application Questions and Reporting Requirements



- Week of January 23-27, 2023
- Week of March 20-24, 2023

For applications that are reviewed and invited to submit a video, the video deadlines are:

- Friday, November 4, 2022
- Friday, February 3, 2023
- Friday, March 31, 2023

Grantee video presentations will be reviewed by the YAR board:

- Week of November 7-11, 2022
- Week of February 6-10, 2023
- Week of April 3-6, 2023

Notification of funding status will be sent an email:

- After Tuesday, November 15, 2022
- After Tuesday, February 14, 2023
- After Tuesday, April 18, 2023

### Application Process

All applications begin with the same eligibility screening questions, youth contact information, fiscal agent information, general questions, and terms and conditions. After submitting the application form at [www.unitedwayracine.org/youth-resources](http://www.unitedwayracine.org/youth-resources), the individual listed as the youth contact on the application will receive an auto-generated confirmation email. The youth contact must immediately respond to that email with the following attachments:

- Proof of IRS determination of 501(c)3 status
- Completed United Way of Racine County YAR Budget Template
- Title of the group project
- Name of youth group
- Because YAR funds youth-implemented community service projects, all communication will be sent to the youth contact person. The youth contact person is responsible for informing the group of all updates and communication received from Youth As Resources.
- Prior to applying for funding, youth groups are encouraged to review the YAR informational and Q/A videos.
- The YAR grant application is available online through United Way of Racine County website.
- Submitted applications are screened by the Mitchell Community School Coordinator and reviewed by the YAR board.
  - YAR board members may submit questions about the application to be answered by the group during the project presentation video.
- Applicants are notified by email of the status of their application.
  - Youth groups that submit eligible grant applications are invited to present their project ideas to the YAR board by submitting a project presentation video.
  - Groups that are not invited to submit a video presentation are given specific reasons and encouraged to meet with the Mitchell Community School Coordinator to discuss the grant.
- The YAR board makes funding recommendations based on the project's

ability to meet the funding guidelines and the potential impact of the project.

- Funding recommendations may contain specific conditions.
- Submission of a proposal that meets all requirements does not guarantee funding.
- Recommendations from the YAR pool for grants up to and including \$1,000 are approved by United Way of Racine County Community Investment Committee.
- The vice president of finance and administration is responsible for monitoring expenditures from the YAR pool and reporting them in the monthly financial reports to the board.

### **Application Questions**

- Youth contact information
  - Youth contact name
  - Youth contact age
  - Youth contact phone number
  - Youth contact email
- **Adult Contact Information**  
The adult contact person is responsible for supervising the youth in the implementation of the project.
  - Adult contact name
    - Adult contact phone number
    - Adult contact email
- **Sponsoring Organization**  
The sponsoring organization will receive the check if the project is funded. The sponsoring organization is required to:
  - Assume all liability associated with the project
  - Demonstrate proof of IRS determination of non-profit status
  - Complete and submit the Counterterrorism Compliance document
  - Receive and disburse the grant award funds on behalf of the youth group
    - Sponsoring organization name
    - Sponsoring organization contact name
    - Sponsoring organization mailing address (include city, state, zip)
    - Sponsoring organization phone number
    - Sponsoring organization contact email
- **GROUP INFORMATION**
  - Tell us about your group.
    - How long has the group been established?
    - What is the purpose of your group.
    - If your group is part of a larger organization, explain how you fit in, but focus mostly on your local group. For example, if your group is a scouting group or 4-H group tell us specifically what is important to your troop.

- Indicate the number of group members who will actively perform community service through this project.

<b>Age range</b>	<b>Number of group members</b>
4-8 years old	
9-11 years old	
12-14 years old	
15-18 years old	
19-24 years old	
Adults (25+ years old)	

- **COMMUNITY NEED**  
 YAR grants are awarded to projects that: Address a community need or problem clearly and creatively.
  - What is your project idea?
    - Summarize your project in 4-5 sentences. Imagine you are on an elevator with someone who is interested in your project. You only have a few seconds to explain your project idea! What would you say? Your summary should include what you hope to accomplish and how you will do it.
  - What community need or problem does your project address?
    - All YAR-funded projects must address a specific community need or problem. Examples of community needs/problems include environmental, social, educational, and cultural awareness issues.
    - If your project will only benefit members of your group, it likely will not qualify for funding.
  - How did your group determine that this is an important community need or problem?
    - How did you become aware of the issue?
  - Why is this issue important to your group?
    - Why did your group choose this particular issue to address? Why are you passionate about it?
  - Is your project a one-time event or on-going?
    - One time
    - On-going
- **PROJECT DETAILS**
  - Project start date
  - Project end date
  - Where in Racine County will your project take place? Include location and address.
- Explain your project step-by-step, including deadlines of when tasks will be finished.
  - It is helpful to number each step. You can include steps leading up to applying for this grant.
- **COMMUNITY IMPACT**
  - How many people will benefit/receive service from this project?

# United Way of Racine County Youth As Resources

## Description, Application Questions and Reporting Requirements



United Way  
of Racine County

- What affect do you hope to have on the community?  
How will the people involved in your project (volunteers and beneficiaries) change as a result of your project?
- What does success look like for this project? Describe the results that you expect to have. For example, if you hand out a survey, how many responses do you want to collect and how many will show a change in knowledge, behavior, etc.? If your interviewing people, what type of responses will demonstrate your success?
- How will you measure the success of the project?
  - Survey
  - Interviews
  - Completion of project
  - Other (write in)
- **COMMUNITY NETWORKING AND PROJECT PUBLICITY**
  - If you will be working with another group(s), organization(s) and/or agency(ies) please list them below.
    - Include names and contact information for project partners. Publicize the positive work being done by youth to improve Racine County.
  - How will you acknowledge United Way of Racine County and Youth As Resources as a funder of your project?
    - Suggested methods include: Using United Way and YAR logos on project materials; Inviting YAR board members to your project event (if applicable); Recognizing United Way and YAR in publicity materials.
    - United Way will provide the appropriate logos and directions for their accepted use to all funded projects. Materials using the logos should be approved by United Way staff prior to their use.
- **YOUTH LEADERSHIP**
  - How did you find out about YAR?
  - How have youth led the planning of your project?
  - What will youth do in your project?
  - How will youth work in partnership with adults to complete your project?
  - What is the specific role of the adults?
- **PROJECT SUMMARY**
  - Is there anything else we should know about your project?
- **BUDGET**

Applications must have same request narrative and budget information to be considered for funding.

  - All fund requests are required to submit a complete and detailed budget and budget narrative.
  - Budget details should include quantities, unit cost and calculations.
  - Complete the YAR Budget Template.
- **BUDGET NARRATIVE**
  - Who will oversee the funds?
    - Youth contact name

## United Way of Racine County Youth As Resources

### Description, Application Questions and Reporting Requirements



United Way  
of Racine County

- Youth contact phone number
- Youth contact email
- Adult contact name
- Adult contact phone number
- Adult contact email

This person is responsible for maintaining a record (receipts, invoices, etc.) all dollars spent to be submitted at the conclusion of the project. You are encouraged to have a youth and adult work together to oversee the funds.

- Did you receive other funds, donations, discounts, etc. have you received to help you complete your project? Checkboxes Yes, No
  - If yes list the amount received and the source.
    - Source
    - Amount
- Will you still be able to do your project if you are granted less than requested?
- List any other items you will use to complete your project but that are not part of your budget.
  - For example, if you have nails listed in your budget and you plan to have group members bring their own hammers, explain that here so that the YAR board understands that you have the resources needed to make your project successful.
  - A reflection is mandatory. The costs to cover the materials for the reflection do not need to be covered by the YAR grant. Please let us know how you will be covering the cost of the materials for the reflection if the YAR grant will not be used.
    - Up to \$35 dollars of your requested budget can be used for materials needed to complete your reflection such as photo developing, stickers, embellishments, etc.

### Grantee Presentation

If the YAR board reviews submitted application and it is accepted the grantee submits video presentation

### Award Process

- Following approval of the funding recommendation:
  - The Mitchell Community School Coordinator notifies the group via email of the award amount, the award terms, conditions, and the reporting requirements.
  - The vice chair of community investment notifies the sponsoring organization of the group's award amount and distribution of funds in writing.

### Reporting Requirements

The youth group are required to submit a report at [www.unitedwayracine.org/youth-resources](http://www.unitedwayracine.org/youth-resources) within 30 days of the completion of the YAR grant. Additional reporting requirements may be stated in the funding agreement. Late and/or incomplete reports will negatively impact the group/sponsoring organization's eligibility for future United Way of Racine County funding. Information included in this report will be shared with United Way staff, board and community investment volunteers, and may also be included in United Way reports, media and publications, including the impact report to our community:

- A project summary report:
  - Documents the implementation and completion of the project.
  - Evaluates the effectiveness of the project, including number of people served.
  - Reports and documents how the YAR funds were spent.
- A project reflection includes photos, illustrations, narratives, personal stories, etc. and allows the youth to:
  - All groups funded by Youth As Resources are required to complete and submit a reflection. A reflection documents the project from start to finish. The reflection can be a scrapbook, PowerPoint, video, or other creative form that shares the story of what was done and learned.
  - If choosing to do a scrapbook, YAR will provide the funded group with a blank book. The book contains twenty-four 9.25" x 11.25" pages, but not all pages need to be filled. Reflection books have traditionally held 20-30 photos.
  - Reflect upon:
    - What they learned about the community.
    - How they grew personally.

All unused or in appropriately unused funds must be returned to United Way.

**Reporting questions**

1. Title of project
2. Name of youth group
  - a. Youth completing the report name and age
3. Adult assisting with the report
4. When did your project start and finish?
5. Where did your project take place?
6. Group Information
  - a. Demographics

Fill in the <b>number of volunteers</b> (individuals providing services) that were...	Fill in the <b>number of volunteer hours</b> (time spent doing this project) for each age group.
4-8 years old	4-8 years old
9-11 years old	9-11 years old
12-14 years old	12-14 years old
15-18 years old	15-18 years old
19-24 years old	19-24 years old
Total number of youth volunteers (ages 4-24)	Total number of youth volunteer hours (ages 4-24)
Adults (25+ years old)	Adults (25+ years old)

7. Project Information
  - How many people benefitted/received services from your project?
    - If your project was a one-time event and/or had a set number of beneficiaries, indicate the number of individuals that directly



benefitted/received services from your project. If the project will continue to serve people for an extended period of time, indicate the number of people per year.

- What community need or problem did your project address?
  - Describe the specific services that your project provided?
  - Did your group work with other groups, organizations or agencies OR receive a donation of services, talents or materials to complete your project? If yes, please explain.
- Was your project successful?
  - How did you determine your project's success?
  - How did you tell the community about your project (newspaper articles, letters to the editor, group presentations, social media, Facebook posts, TikTok)?
  - How did you acknowledge United Way of Racine County and Youth As Resources as a funder of your project?
  - Please send any attachments you used to [kmunoz@unitedwayracine.org](mailto:kmunoz@unitedwayracine.org).

8. Check the box that best describes your feeling about each statement.

	Strongly agree	Agree	Disagree	Strongly disagree
Our project was planned, lead and implemented by youth with adult advisors.				
Our project clearly and creatively addressed a community need or problem.				
Our project was started and finished by the same group of youth in a reasonable amount of time.				
Our project had solid, well-organized plans and a realistic, cost-effective budget.				
Our project created and/or utilized connections within the community.				
Our project publicized the positive work being done by youth to improve Racine County.				
Our project provided a valuable service to the community.				
Our project improved our ability to enact change within our community.				
Youth were invested in our				



project.				
Our project was a positive experience for the volunteers.				
Our project improved our communication skills.				
Our project improved our planning/decision making skills.				
Our project improved our leadership skills.				
Our project improved our ability to work as a team.				
Our project improved our self-confidence/self-esteem.				
Our group took pride in helping others.				
Our project increased our group's acceptance) and understanding of others.				
Does your group plan to apply for YAR funding in the future?)				

9. Project Budget

- Who oversaw the funds?
- Describe any other contributions you received to help you complete your project (donations, etc.) and estimate their dollar value in donations and in value.
- Amount budgeted in project costs
- Amount spent in project costs
- Amount budgeted in reflection costs
- Amount spent in reflection costs
- Total project budgeted
- Total project amount spent
- Total amount of YAR grant budget
- Total amount of YAR grant received

10. How could the YAR grant process be improved?

11. Additional comments/suggestions?