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Youth Advocacy Project Grant Guidelines 2018

The Craig-Scheckman Family Foundation (CSFF) was established in 2005 for charitable purposes by Sara and Michael Craig-Scheckman. The Youth Advocacy Project for Routt County (YAP) is fully funded and controlled by the CSFF. The CSFF grants funds through YAP in support of charitable tax-exempt organizations benefiting Routt County youth who experience financial hardship, have multiple risk factors and/or have a disability or special need. **The CSFF will grant a grand total of approximately \$1,125,000 during 2018.**

Approximately **\$250,000** will be granted during the **March funding cycle** and **\$250,000** during the **November funding cycle**. In addition, **\$80,000** in total will be granted among the two current **YAP Beneficiary Agencies**. The CSFF will grant **\$95,000** in **YAP Discretionary Funds** at the discretion of the Executive Director. YAP Discretionary funding will be granted to YAP Partners, organizations that have previously received YAP funding. Apart from our YAP funding, a total of approximately **\$450,000** will be granted through **CSFF Discretionary Funds**, which includes opportunities for capital campaign support. CSFF Discretionary Funds are awarded at the discretion of the CSFF Board of Directors. See “CSFF Funding” in the “About CSFF” section of our website for further information.

Areas of Interest

Our identified target population, articulated in our Mission Statement, includes Routt County youth with multiple risk factors, youth who have special needs, and/or youth who experience socio-economic marginalization. Emphasis will also be placed on our strategic priorities. See Strategic Priorities section of our website. Review also our section on Multi-Risk Factors, being mindful that these are examples and not an exhaustive list.



Revised 2018

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Mission

The mission of the Youth Advocacy Project for Routt County (YAP) is to work collectively with our partners throughout the community to improve the lives of Routt County youth with multiple risk factors, youth who have special needs, and/or youth who experience socio-economic marginalization.

Vision

YAP envisions an engaged and diverse Routt County community that strategically collaborates to strengthen the optimal potential of vulnerable youth and families.

YAP Grantee Eligibility Requirements

CSFF funds charitable tax-exempt organizations benefiting our target youth in Routt County through YAP, including non-profit organizations and governmental agencies that are part of state, county or city government. CSFF is pleased to fund organizations that operate programs or projects in multiple counties, as long as YAP funds are allocated directly towards supporting Routt County youth. Funding is reserved for youth advocacy programs, community projects or educational projects that provide services to youth with multiple risk factors, youth who have special needs, and/or youth who experience socio-economic marginalization. Youth shall be defined as prenatal through 21 years old.

CSFF requires any organization applying for a grant to show evidence of their 501(c) (3) public charity status through a copy of an IRS determination letter. Government agencies must provide educational or public advocacy programs, and must be a political subdivision of the State of Colorado. Grants to private foundations are prohibited, as are grants to individuals. Grant applications will be considered for a specific program or project, or for general operating support to serve YAP's target population, as outlined in our Mission Statement, in Routt County.

YAP Grant Funding Cycles

The first funding cycle deadline for grant applications is the first business day in March, with grantee notification mailed by the first business day of April. The second funding cycle deadline is the first business day of November, with notification mailed by the first business day of December. Grantees are required to sign a contract agreeing to use the grant funding for the intended purposes described in the grant application and develop measurable outcomes. Once CSFF receives the signed contract, funding will be distributed. Grants may be multi-year; organizations considering multi-year grants should contact CSFF and set up an appointment to



review their grant proposal prior to the grant application deadline. Organizations may apply for YAP grants during consecutive funding cycles as long as the previous grant funds have been fully implemented by the organization, and a meaningful Reporting Form has been completed.

YAP Grant Funding Categories

Most grants fall in the category of the **Standard Grant**, \$1,000 to \$15,000. If you are applying for general operating funds you must apply within the Standard Grant category. The **High Impact Grant** of \$16,000 to \$20,000 is reserved for exceptional programs/projects that have a meaningful, positive impact on youth with multiple risk factors, youth who have special needs, and/or youth who experience socio-economic marginalization in Routt County. Agencies that have no history of previous successful grant funding through YAP are not allowed to apply for High Impact grants. Agencies may consider applying for a High Impact Grant one time per calendar year. We encourage those applying for a High Impact Grant to collaborate with other youth organizations to address specific obstacles or challenges youth face in gaining equitable access to rigorous and suitable education and behavioral health services. High Impact Grant requests are reserved for compelling special projects or youth programming; general operating requests will not be considered in the High Impact Grant category. High Impact Grant applications must include a rigorous evaluation plan for achieving evidence inferred outcomes. A High Impact Grant may be awarded to a mission appropriate organization that demonstrates implementation among a significant number of youth within CSFF's target population. If the Grant Review Committee concludes the application does not merit a minimum award of \$16,000, the applicant will **not** receive any funding for that grant cycle. If your organization is considering applying for a High Impact Grant, you must email or meet with the Executive Director at least one month prior to the funding deadline.

Submitting Your YAP Grant Application

Please complete the YAP Grant Application and send a hard copy and an email version to CSFF no later than 5:00 p.m. on the first business day of March or the first business day of November. Incomplete applications will not be accepted. Mail your application to:

CSFF

P.O. Box 776429

Steamboat Springs, CO 80477

The email version should be sent **as one pdf** to: kris@yap4rc.org



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YAP Grant Review Committee

CSFF strives to maintain a YAP Grant Review Committee consisting of a diverse group of people with various areas of professional skills and life experience. The YAP Grant Review Committee, led by CSFF's Executive Director, meets to carefully review and consider each completed grant application that falls within the Grant Guidelines. An applicant will be promptly notified if the grant application indeed falls outside of the Grant Guidelines and will not be reviewed. Grant Review Committee decisions are subject to final approval of the CSFF Board of Directors.

YAP Grant Recipient Support

The CSFF will provide one or more site visits to all organizations that have received grant funds in order to provide meaningful, hands-on support. The CSFF staff provides additional support throughout the year for our YAP Partners including conducting measured outcomes workshops, facilitating board governance development, providing letters of recommendation, and advice/brainstorming support in regards to long-term sustainable programming that genuinely meets the needs of marginalized youth in our community. As YAP Beneficiary Agencies are held to a higher level of accountability, those agencies have the opportunity to engage in various additional partnership support with CSFF staff every year.

Required Reporting Form

Grantees are required to report on the effective use of the grant award and the desired outcomes after implementing the funding. The Reporting Form can be found on our website. Reporting Forms must be submitted within one year of receiving the grant. In addition, agencies submitting a new grant request must turn in the Reporting Form one month before the grant deadline. It is highly recommended that the Reporting Form be completed immediately after the grant funds are implemented as the impactful nature of the Reporting Form is remarkably increased when information is strategically gathered and then reported on within a timely manner. Agencies may not re-apply without completing a Reporting Form.

Please complete the Reporting Form and send a copy via email, along with any attachments, to CSFF at: kris@yap4rc.org. CSFF also requires that you mail a copy of the completed Reporting Form with an original signature to:

CSFF
c/o Kris Andersen
P.O. Box 776429
Steamboat Springs, CO 80477

Note that your submission is not complete until CSFF has received a signed copy of the Reporting Form.



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