

# YOUTH EMPOWERING PARENTS (YEP): GRANT APPLICATION INFORMATION SHEET

## What am I applying for?

- Organizations may apply for funding to operate a Youth Empowering Parents (YEP) **computer program** at their facilities. YEP will provide funding, program materials and curriculum.

## Which organizations are eligible to apply for program grants?

- Only applications from eligible organizations will be considered. Organizations applying for YEP Program Grants must:
  - be a Canada Revenue Agency (CRA) registered charity, and
  - intend to operate the program in the Greater Toronto Area.
- Applications from individuals are not eligible. We accept requests only from organizations.

## What is the grant amount?

Two types of grants are available.

### 1) Pilot Program Grant:

- A grant of **up to \$3,000** is available to allow an organization to pilot the YEP program in their community. This pilot period lasts approximately 10 weeks, with programs operating once per week for 90 minutes each day. Funds can be spent in a flexible manner to best support the pilot program, including salary and related program expenses (such as printing, snacks, honouraria). Some exceptions apply. **First time applicants are only eligible to apply for a Pilot Program Grant.**

### 2) Partnership Grant:

- Organizations that operate a successful Pilot Program may request a Partnership Grant to deliver the program more frequently in their community. A grant of **up to \$10,000** is available annually.

## What things do you need to run the program?

- Access to computers and classroom space.
- Existing staff, or capacity to add on a new staff, to operate the program.
- Ability to perform community outreach to recruit youth and adults/senior participants.

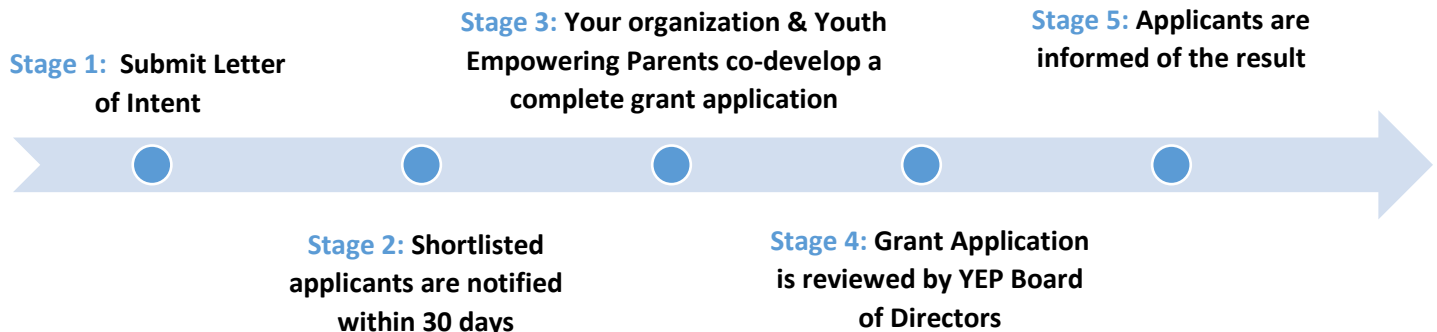
## What are the deliverables for a Pilot Program Grant?

- The successful implementation of a YEP program with an attendance rate greater than 80%.
- Assistance in the evaluation of program participants (i.e. pre and post skills and satisfaction surveys)
- Submission of a short (1-2 page) report within 30 days of the program's completion, containing itemized program expenses, successes and challenges, participant testimonials, and other program information. A report template will be provided by YEP.

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## What are the stages of the Pilot Program Grant application?

The Pilot Program grant application process has two components: (a) Letter of Intent, and (b) Grant Proposal. The process begins with **(a)** a short letter of intent that takes roughly 1 hour to complete. If shortlisted, a representative from Youth Empowering Parents will contact you to co-develop **(b)** a complete grant proposal for submission to the Board of Directors. For successful applicants, the entire process from Stage 1 to Stage 5 takes approximately 1.5 – 3 months.



### Stage 1: Submission of the Letter of Intent

- The Letter of Intent form can be found [here](#).
- Completed Letters of Intent must be emailed by applicants and received by YEP on or before 11:59 p.m. ET of the deadline dates. We encourage you to apply early. There are three deadlines:
  - **Wednesday, March 1<sup>st</sup>, 2017**
  - **Friday, June 30<sup>th</sup>, 2017**
  - **Friday, October 27<sup>th</sup>, 2017**
- YEP will send an e-mail acknowledgement to applicants upon receipt of the Letter of Intent. If you do not receive the acknowledgement, that means YEP has not received the Letter of Intent from your organization.
- Write your answers in the PDF. Your progress in the PDF form can be saved for later completion.

### Stage 2: Shortlisted Applicants are Notified Within 30 Days

- Your proposal is reviewed by the Selection Committee.
- A Selection Committee, comprised of staff, Board members, donors, and former YEP grant recipients, will search for:
  - Demonstrated leadership and capability to implement the YEP program
  - Capacity to deliver the YEP program. This includes, but is not limited to, evidence of having access to the needed program facility, outreach ability, etc.
  - Willingness and potential for long-term partnership.
- A notification is provided to you within 30 days from submission of your Letter of Intent informing you if it has been shortlisted.
- If your letter of intent is not shortlisted, we will also inform you.

For more information, contact: [Insert Name] | [grants@yepeducation.com](mailto:grants@yepeducation.com) | 647-247-0409  
or visit [www.yepeducation.com/grants](http://www.yepeducation.com/grants)

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### Stage 3: Your Organization & Youth Empowering Parents Co-develop a Complete Grant Application

- Your organization & YEP will co-develop a complete grant application, including a proposed budget, timeline, and answers to any questions the Selection Committee has.

### Stage 4: Grant Application is Reviewed by YEP Board of Directors

- Your application is presented to the Board of Directors.
- The Board of Directors will review and assess:
  - The reasonableness of your budget and timeline.
  - The concreteness of your implementation plan.
- Most applications which reach this stage are likely to be approved by the Board of Directors.

### Stage 5: Applicants are Informed of the Result

- If successful, a Grant Confirmation Letter & Grant Agreement will follow.
- If unsuccessful, the applicant may submit another application at the next deadline.

## What are the processes after a Pilot Program Grant is approved?

The chart below depicts the breakdown of roles and responsibilities of YEP and of the Grant Recipient.

	Responsibility	
	Youth Empowering Parents	Grant Recipient
Step 1: Orientation	✓	
Step 2: Delivery of Staff Training	✓	
Step 3: Participant Recruitment		✓
Step 4: Pilot Program Delivery		✓
Step 5: Program Evaluation	✓	✓
Step 6: Plan for Future Program Implementation	✓	✓

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### ***Step 1: Orientation:***

- YEP will start off with a presentation to your organization's staff (and any other stakeholders, if necessary), informing them about the YEP program and answer any questions they have.

### ***Step 2: Delivery of Staff Training***

- YEP will train Grant Recipients' staff how to operate the program, including explaining how the YEP curriculum functions. The training is approximately 4-6 hours, and is delivered in person over one day or multiple days.

### ***Step 3: Participant Recruitment***

- Grant Recipients are responsible for recruiting program participants.

### ***Step 4: Pilot Program Delivery***

- Following training, the Grant Recipients' staff will coordinate and deliver the YEP program. This will be a **6-week** pilot program.
- YEP staff will be present for the first few sessions to support.

### ***Step 5: Program Evaluation***

- YEP will evaluate the program with assistance from the grant recipient.
- YEP and the Grant Recipient will evaluate the effectiveness of the project's implementation.

### ***Step 6: Plan for Future Program Implementation***

- The Grant Recipient may request to have YEP operate at their facilities on a more permanent basis. In this case, YEP and the Grant Recipient will create a plan for more regular programming, including timetable, budget (funding), and other supports that are required.