



**YOUTH ADVISORY COMMITTEE SECONDARY MINI-GRANTS**  
**Criteria for Secondary (7th – 12th) Grantseekers**

**Application Deadline: Anytime from October – March of each school year**

**Purpose:** The intent of the Mini-Grants Program is to introduce the concept of a Community Foundation and its work while supplying educational and funding opportunities. Grants of up to \$300 are available for projects or programs that will benefit secondary age students in Jackson County schools in order to encourage youth volunteerism through these projects and programs, and to enhance the school/classroom environment through positive activities.

**What can be funded?** Proposals that are school or student oriented will be considered for funding. These include special classroom projects planned by students, or extracurricular activities such as student newspapers, special sports or arts-related projects. As this is a student program, teacher or administrative programs will not be considered for funding.

**Who can apply?** Any student(s) and an adult teacher/advisor of a school club, organization or classroom in grades 7 – 12 can apply for a grant. All applications **must be handwritten by the student(s)** and must be signed by the teacher AND principal. Teachers are encouraged to have their class or organization work on their proposal as a total class project and help them to investigate the cost of budget items. ***No teacher or classroom may submit more than ONE application during each school year.***

**When and Where:** The mini-grant application may be emailed, brought or mailed to the Jackson Community Foundation's office from October – March of each school year. See address below. The Youth Advisory Committee will review all proposals and notification of awards will be made within 8 weeks of receiving mini-grant proposals.

**Youth Advisory Committee Mission Statement:** We are a diverse group of students uniting our voices and using our time and resources to better the lives of youth in Jackson County!

**Teachers are encouraged to explain the following terms to students:**

Grant – a gift, donation, present or award

Proposal – an act of putting forward or stating something for consideration

Budget – a plan for the coordination of resources and expenses; the amount of money that is available for, required for, or assigned to a specific purpose

Community Foundation – a publicly-supported nonprofit organization which administers and distributes income from (endowed) funds to community organizations

**Questions?** Contact Cindy Bellew, [cbellew@jacksoncf.org](mailto:cbellew@jacksoncf.org) or 787-1321

## **Mini-Grant Application**

Date: \_\_\_\_\_ Exact Amount Requested: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_

School Phone #: \_\_\_\_\_

Name of Club, Classroom or Organization applying for Grant:

\_\_\_\_\_

Name of Student Applicant: \_\_\_\_\_

Advisor/Teacher: \_\_\_\_\_

Advisor/Teacher email: \_\_\_\_\_

**Attach a project budget or cost estimate to the proposal.**

Expected Duration of Program: \_\_\_\_\_

Provide a brief background for program/project. Include time spent and evidence of support:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will you implement your program/project?

How many students and what grade levels and age groups will be served?

How many volunteers will be used? (Parents, faculty and/or students)

Indicate long-term advantages or benefits of the program. If the program currently exists, what advantages or benefits does it offer?

How will you know if your program/project was successful (method of evaluation)? Be specific.

**FINANCIAL SUMMARY - ATTACH PROJECT BUDGET TO EACH COPY OF THE PROPOSAL.**  
**(If using the term "Miscellaneous," please explain.)**

***Without detailed budget information, your application will not be considered for funding.***

List other sources of funding that you have or will approach for this project. If this is an existing project/program, how was it previously funded?

If this is a continuing project, explain the source of funds for operation in future years:

Is there any other information you feel is important?

The following signatures are needed:

Student Grant Writer:\_\_\_\_\_

Advisor/Teacher:\_\_\_\_\_

School Principal:\_\_\_\_\_

The complete application and budget should be emailed to Cindy Bellew  
[cbellew@jacksoncf.org](mailto:cbellew@jacksoncf.org) OR mailed/delivered to:

The Jackson Community Foundation  
Youth Advisory Committee  
100 South Jackson St., Suite 200  
Jackson, MI 49201

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**Please see our website for office hours**