

## YOUTH DEVELOPMENT AND CULTURE GRANTS

Applications Due: 5:00 pm, October 31, 2018

Project Timeline: December 15, 2018 – April 30, 2019

The RurAL CAP Youth Development and Culture Grant Program provides grant funding to community-based organizations to engage Alaska Native youth ages 12-17 in: **Youth leadership development or culture camps or cultural identity projects.** Tribal, public or non-profit organizations in rural Alaskan communities are eligible to apply.

### NARRATIVE PROPOSAL SECTION

---

Legal Name of Organization

---

Address of Organization

---

City

State

Zip

---

Federal Tax ID#

DUNS #:

Organizational Status:

IRS 501(c)(3)

Other (explain)

---

Head of Organization

Title

---

Phone Number

Email address

---

Contact for this application (Project Lead) Title

---

Phone Number

Email address

---

Financial Administrator for this application    Title

---

Phone Number

Email Address

---

Total Project Costs

Amount requested

Specific purpose for which funds are requested:

Youth Leadership Development

Culture Camps or Cultural Identity Projects

---

Signature of Authorized Official

Date

---

Printed Name

Title

**Checklist for Application:**

501 (c) (3) or tribal organization documentation attached

All questions completed

Attachments:

Budget and Budget Narrative

Appendix B             Appendix D             Nonprofit Rate Agreement  
(if using indirect)

Appendix E-1             Appendix E-2

Start date for this project: \_\_\_\_\_ End date for this project: \_\_\_\_\_

1. Describe your project. What do you plan to do?
2. Who will be implementing this project? Describe experience in implementing similar projects.
3. List the name and contact information of the Project Lead who will be attending the mandatory training on July 25-26, 2018.
4. List the name and contact information of the Financial Administrator who will be attending the mandatory training July 25-26, 2018. (This person will be responsible for maintaining all financial activities and reporting throughout the grant term.)
5. Describe what infrastructure is available for project administration, specifically show that there is support within your organization to have reliable access to standard office equipment including workspace, phone, fax, and internet with e-mail.
6. How will the project be monitored for success?
7. Which organizations will be involved and how will the organizations work together to achieve the desired outcomes?
8. Include a timeline for project tasks and description of roles and responsibilities. (You may use the template provided. If awarded, you will be required to use this format.)
9. Who is your target audience? How many youth who are 12-17 years old will benefit from this project? Where will this project be implemented?
10. How will you incorporate culturally appropriate practices to achieve program goals?
11. Describe the outcomes you want to achieve (please note those included in the RFP are required).

12. How will you determine the participants and community were positively impacted by this project?
13. How will you gather this information?
14. How will you share your successes so that your project could be replicated by another agency or another community?
15. Please complete attachment A: Budget and Budget Narrative (2 pages).

Submitted by: Employee Name, Printed	Date	Employee Signature	Supervisor Signature

**E-mail completed application to:**

Tara Stiller, Community Development Manager

Rural Alaska Community Action Program, Inc.

[tstiller@ruralcap.com](mailto:tstiller@ruralcap.com)

1(800)478-7227, ext. 7361

Or, Fax to 1(800) 478-6343

Or, Mail to Rural Alaska Community Action Program, Inc.

731 E. 8<sup>th</sup> Avenue

Anchorage, Alaska 99501

**MUST be received by 5:00 pm, October 31, 2018**

RurAL CAP does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, and subcontractors. Program service recipients have the right to file a grievance if s(he) is not satisfied with the response to a complaint. RurAL CAP is committed to providing timely, meaningful access for eligible individuals to volunteer opportunities, services and activities. If you have questions or concerns, you may contact RurAL CAP's Community Development Division Reasonable Accommodation Coordinator. RurAL CAP intends to provide meaningful access to services to persons with Limited English Proficiency (LEP), within parameters that do not incur undue burden on RurAL CAP resources. If you have questions or concerns, you may contact RurAL CAP's Community Development Division LEP Language Access Coordinator.

## Appendix A Program Budget

Grant Applicant: \_\_\_\_\_

UNIFORM CHART of ACCOUNTS		Account Title	Budget Amount
<i>Required</i>	<i>Optional</i>		<i>Proposed Budget</i>
100		Personal Services	-
200		Travel	-
300		Facility	-
400		Supplies	-
500		Equipment	-
600		Other	-
		Subtotal	-
700		Indirect	-
<b>TOTAL</b>			-

## Narrative Description of Program Budget

*(A narrative justification must accompany EACH request for a budget revision)*

### Grant Applicant:

Chart of Accounts Number <i>Required</i>	Budget Amount TOTAL	Account Title	Narrative Description Please include a COMPLETE description of each line item. Budget revisions must include a justification for each change including the impact on the program originally approved.
100	0.00	Personal Services	
200	0.00	Travel	
300	0.00	Facility	
400	0.00	Supplies	
500	0.00	Equipment	
600	0.00	Other	
	0.00	<b>Subtotal</b>	
700	0.00	Indirect	
<b>Total</b>	0.00		

Copy and attach additional pages as needed.

## DETAILED MONTHLY TIMELINE

Month	What is Planned	Where	How	Who	Safety Considerations	What Happened
<b>December</b> Travel Arranged Training: Nov__ /Dec__Set Up	Mandatory Training	RurALCAP Anchorage Central Office	Arrange travel, hotel and meal allowance Attend training Make friends	Project Lead Financial Administrator		
<b>Jan/Feb</b>						
<b>March</b>						
<b>April 30<sup>th</sup> All expenses completed</b>						
<b>May 10<sup>th</sup> Final Reporting Due</b>						