

# DWIGHT STUART YOUTH FUND

## ■ GRANT APPLICATION GUIDELINES ■

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### **INSTRUCTIONS:**

- **The proposal must be complete and postmarked by the due date.** In order to be fair to all the applicants, incomplete and late proposals will automatically be **declined**. You will receive notification if your organization has been declined.
- Grant proposals must include the following information submitted in the order outlined on the next page or your proposal will be considered incomplete. Call DSYF if you have questions about any of the required items. Use the enclosed checklist and include it with your proposal.
- Submit the proposal to the attention of Wendy Chang, Program Director, at the address printed below.
- Do not use binders or folders. We will have to deconstruct any specially packaged proposals upon receipt.
- Do not fax, email, or hand-deliver proposals.
- All applicants will receive a written response confirming receipt of the proposal.
- If you are including supplemental materials such as DVD's, books, or pictures that you would like to be returned to you, please note this on the material itself.
- If you anticipate or experience leadership or major staffing and programmatic changes after you have submitted your proposal, please inform us immediately. If this information is revealed after your grant has been approved, your grant may be suspended until we have thoroughly reviewed the impact of your changes.

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Check Off  
When Complete

- 1) **APPLICATION COVER SHEET**  
Complete the enclosed form.
- 2) **NARRATIVES**
- A. Organization Summary: A description of the organization's history, mission, objectives, and activities. Give a demographic and geographic description of the population the entire organization serves including the ages and number of children and youth.
- B. Program (or Project) Description:
1. Describe the problem or need for the program.
2. Describe the objectives of the program to address the problem or need.
3. Describe the specific components and activities of the program and how they will be executed.
4. Describe how the specific components and activities of the program will meet the objectives AND help the organization achieve its mission.
5. Describe the ages, ethnicities, and number of children and youth you will be *directly serving* with this program. State the percentage of children and youth who are *underserved and at-risk*.
6. Describe how the program activities will be evaluated to see if the activities have met the objectives and fulfilled the organization's mission. Discuss the program's limitations and the possible factors that may interfere with achieving the desired objectives.
- C. Partnerships: List any organization(s) you are partnering with for this program.
- D. Timetable for implementing the program that shows dates for start, finish, and major phases.
- E. Program Staff: Biographical paragraphs on the key staff who runs the program. Describe their roles and include a job description if you are requesting funds for additional staff.
- F. Governing Board List: A list of the governing board members including their business, professional, and community affiliations. Note how often the board meets and the governing structure.
- 3) **BUDGETS (Projected budgets will be accepted in lieu of approved budgets, but approved budgets must be forwarded to us immediately upon approval)**
- A. Program (or Project) Budget: A detailed line item budget for the program for the year we would fund it.
- B. Other Financial Support: List the names and amounts of other financial support for this program in the year we would fund it. Include amounts approved, amounts pending, and amounts you plan to ask for. These figures should total to approximately your program budget. Explain the plan for this program if all or some of the funding cannot be obtained OR if all of the funding is obtained and the program becomes over-funded.
- C. The Entire Organization's Budget for the Year We Would Fund It: Itemize sources of revenue and expenses for the year that you will be using the requested grant.
- D. The Entire Organization's Budget for the Previous Year: Itemize sources of revenue and expenses.
- 4) **ATTACHMENTS**
- A. Audited Financial Statements: A copy of the current full, certified, and audited financial statement.

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B. Two (2) years of the most recently filed Internal Revenue Service Form 990s including all attachments and schedules.

5) ***OPTIONAL SUPPORTIVE MATERIAL***

*(These are not requirements and including / not including these materials will NOT affect our grant making decision.)*



*A. Letters of intent and support from other organizations. Relevant articles or reviews, brochures, pictures, and research studies about your organization. Limit your selection of materials to those that best represent the achievements of your organization.*

**If any of the required boxes are NOT checked, please explain why this information cannot be provided.**