

Hope for Youth

Application Guidelines

Seattle Parks and Recreation has allocated \$42,000 for the 2019 Hope for Youth fund to increase access to recreational, athletic, and positive youth development activities by providing administrative and scholarship support to youth serving organizations in Seattle. The area of focus is supporting youth sports organizations serving marginalized and economically distressed communities to defray the cost of participation. Of the allocated amount, \$25,000 is specifically for youth sports organizations.

Established youth serving organizations may apply for funding to provide scholarships or to support administrative costs such as league fees, officials' fees, insurance, field fees, membership costs, etc. Funding will not cover staff fees, payroll, office rental space, equipment rental, uniforms, t-shirts, or sports equipment to be used year-to-year cannot be purchased with Hope for Youth funds.

Eligibility

To apply for Hope for Youth funds you must:

- Be a non-profit agency (501c3) or be represented by a fiscal sponsor with non-profit status
- Provide activities or services for youth ages 11-19 that will be completed by 12/1/19
- Be in good fiscal standing with the City of Seattle (no outstanding debts or grants)

Funds Available

- Organizations can apply for up to \$3,500
- This is a reimbursement program, funds will be reimbursed after the completion of the program and submission of all required documentation and invoice.

Process

- Applications can be completed and submitted at seattleparks.gosmart.org
- Applications must be filled out completely
- Applicants must upload an organizational budget for the current fiscal year.
- A panel made up of representatives from Seattle Parks and Recreation and the community will read and rate all proposals
- All applicants will be notified if they will receive funding or not
- Contracts must be completed with the city prior to the start of the program
- Programs must be completed and all documentation submitted prior to December 1, 2019

Application

Information that is requested in the application:

- Organization information
- Organization capacity and background
- Program description and information
- Program Impact
- Community Impact
- Organizational Budget for current fiscal year
- Budget Information

Funding Uses

The intent of the Hope for Youth funding is to provide scholarships for youth or required fees to offset costs to allow youth to participate for free. Below are examples of approved and not allowed funding uses. This is not a complete list. If you have any questions regarding how funding can be used please call or email.

Approved:

- Scholarships for participants in the allowable age range
- League fees and membership costs
- Official fees
- Insurance
- Field Fees

Not Allowed:

- Staff costs
- Office or space rental
- Equipment rental
- Uniforms or T-shirts
- Sports Equipment that is used year-to-year

Rating Criteria

The panel of representatives will evaluate all applications based on the following criteria:

- Description of community impact and increased participation
- Serving correct ages and populations
- Increased participation of youth in the program above the current level
- Identification of the intended results or benefits to participants and explanation of how program staff will know if participants have achieved the results and/or gained these benefits
- An established partnership with another youth service agency or organization that will provide additional resources and/or new opportunities for youth participants
- Increased regular and on-going participation in sports or structured recreation activities
- Eliminates or addresses barriers to participation in sports or structured recreation activities

Required Documentation if Awarded

- Proof of 501c3
- Proof of insurance
- W9
- Proof of background checks

Timeline

- Applications available: Friday, March 1, 2019 at 7:00AM
- Applications Due: Sunday, March 31, 2019 by 11:59PM
- Committee Review: April 1-26, 2019
- Awards Announced: Week of May 6, 2019
- Contracts completed during May & June 2019

Reporting

Organizations awarded Hope for Youth funds must complete and submit:

- Copies of receipts of all paid administrative costs reported for reimbursement and/or documentation of scholarships provided.
- Verification Report is required to receive reimbursement
 - Reports with columns marked “unknown” will not be approved
- Outcome Report describing the benefits and/or results were achieved by participants and how these benefits/results were determined (i.e. youth and/or parent feedback, improved attendance, completion of a project, etc.)
- Invoice that matches the total of the receipts and/or scholarship documentation and does not exceed the awarded amount

All documentation must be submitted along with the invoice to the City of Seattle Parks and Recreation accounting department. Invoices will not be submitted to the accounting department until all documentation has been provided and approved.

Fiscal Agent Responsibilities

The Hope for Youth fund is a reimbursement program. The organization or its sponsor submitting the proposal will be the fiscal agent for the contact. This involves oversight of the program, preparation of any documentation that must be signed, monitoring the budget, approving the expenses and completing all required reporting documentation. Approved grant expenditures will be reimbursed to the grantee or fiscal sponsor after the completion of the program or season with the submission of receipts and/or paperwork.

Contact Information

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