



**YOUTH ACTIVITIES BOARD
CONTINGENCY FUND APPLICATION**

(Please see reverse side for instructions and funding criteria)

Date Filing Application: _____

Amount Requested: _____

Agency or Individual Name: _____

Address: _____

Type of Agency: Individual, Corporation, Partnership, Joint Venture, Association or Other _____
(Circle one)

Name of Event Requesting Funds For: _____

1. Please explain your need for contingency funds and what makes this an unanticipated event. Attach pages as needed.

2. Attach proof of qualification for the event. Attach a flyer/brochure or web address for the event.

3. Groups only: How many youth will it serve?

4. Dates of travel, event, etc: _____

5. Please attach the program budget defining/outlining how the requested funding will be used.

Name of contact person: _____

(Person who will be primary contact for all information about the project and will attend meeting)

Address: _____

Day Phone: _____ FAX: _____

E-mail address: _____

Name and Title of person authorized to sign contingency contract:

You will be notified when the YAB will be meeting to review your request. Can you have a representative attend this meeting? Yes___ No___

YAB Review Date: _____ Amount Approved: _____

Conditions of Award:



Youth Activity Board CONTINGENCY APPLICATION INSTRUCTIONS

Criteria for funding

1. Funds are available for unanticipated events, purchases, or travel for youth that qualify by competition to attend advanced level competition. School District teams and programs that are funded by the School District's activity funds cannot qualify for funding.
2. **Applications must be submitted prior to event, purchase, or travel.**
3. Funding will not cover expenses for adults. Youth individuals or programs that were allocated funding in their original grant proposal are still eligible for contingency funds if event was unanticipated and criteria for qualification was met by the youth activities board approval.

Application

1. Complete application form and attach a program budget. Incomplete applications will not be accepted.
2. Submit completed applications to Dave Pusich, Youth Activity Board Liaison, Juneau Parks and Recreation Department, 155 S. Seward, Juneau, AK 99801.
3. **Application must be received in the Parks and Recreation office prior to event, purchase, or travel.** The only exception to this rule is when an individual or team is out of town attending a competition and qualifies to continue on to the next level of competition, without a return to Juneau. Under those circumstances an application must be submitted **within one week** (7 days) of when travel from one venue to the next begins.
4. The Youth Activities Board (YAB) meets on the second Tuesday of the month. Applications must be received **1 week prior** to the regular scheduled (YAB) meeting to be considered for the meeting.
5. **Within thirty days** of completion of the event, purchase, or travel, actual receipts showing that the funding was spent on the approved items must be submitted to Parks and Recreation.

Processing

1. The YAB liaisons review applications and requests additional information as needed. Applications are added to the agenda for the next applicable meeting.
2. The YAB reviews applications at the meeting and makes recommendations for funding.
3. If approved for funding, staff prepares a grant agreement for signature by the applicant and Department. Upon signature, a check request will be submitted. It takes 2-3 weeks for a check to be processed.