



YOUTH ACTIVITIES BOARD CONTINGENCY APPLICATION INSTRUCTIONS

Criteria for funding

1. Funds are available for unanticipated events, purchases, or travel for youth that qualify by competition or are formally invited to attend advanced level competition or event. School District teams and programs that are funded by the School District's activity funds cannot qualify for funding. Final determination is at the discretion of the Youth Activities Board.
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.