



**REQUEST FOR YOUTH ACTIVITIES GRANTS
Youth Activities Program Fund
RFYAG #025-001**

The City and Borough of Juneau, Youth Activities Board is presenting its Request for Youth Activities Grants (RFYAG) packet for various youth activity programs. This packet defines the program requirements and describes the procedures for Youth Activities Grant preparation and submission.

Forms will be available for pick-up at the Parks and Recreation Office at City Hall. You can request the RFYAG document be e-mailed to you from Dave.Pusich@juneau.gov. Forms will also be available on the CBJ web page at <https://juneau.org/parks-recreation/youth-grants>. You can print these forms if you have Adobe Acrobat Reader, but cannot fill out the RFYAG document on line. All forms available beginning Tuesday, January 2, 2024.

Please be aware that all programs/activities from the Juneau School District are not eligible to apply for funding through this Youth Activity Grant.

Requests for interpretation shall be in writing, delivered or faxed to CBJ at least ten days before Youth Activity Grant proposals are due.

Proposals will be received at:

Juneau Parks and Recreation
Room 218, City Hall
155 Heritage Way
Juneau, Alaska 99801
(907) 586-5226
(907) 586-4589 FAX

Proposals, in 7 copies, **one with original signature in blue pen**, will be received until **4:30 pm local time, Friday, March 1, 2024**. Proposals will not be accepted for any reason unless they are received by 4:30 pm sharp AND they contain a signature on page C-2 of the application.

For document identification, your submittal envelope should identify the Request for Youth Activities Grant number and the name of the submitter.

For information, contact Dave Pusich, Recreation Supervisor, at (907) 586-5226.

Your participation in this Request for Youth Activities Grants process is appreciated.

Sincerely,

Dave Pusich

Recreation Supervisor

REQUESTING PROPOSALS FOR THE DELIVERY OF VARIOUS YOUTH ACTIVITY PROGRAMS

NOTICE IS HEREBY GIVEN that the City & Borough of Juneau (CBJ), Alaska is requesting proposals from interested public or private non-profit organizations to provide youth programs in accordance with priorities established by the City and Borough Assembly and the Youth Advisory Board (YAB).

Interested agencies should contact the CBJ Parks and Recreation Department at (907) 586-5226, or by mail at 155 Heritage Way, Juneau, Alaska 99801, to obtain the request for proposal package for the grant award process. Proposers are advised that specific requirements contained in the request for proposal package must be met by the proposer for a proposal to be responsive.

Attention is called to the fact that the CBJ is an affirmative action employer. Proposers are advised that compliance with equal employment opportunity regulations is required.

Proposals must be received at the office of the CBJ Parks and Recreation Department, Room 218, 155 Heritage Way, Juneau, Alaska 99801, by 4:30 pm, Friday, March 1, 2024. Proposals submitted after this deadline will not be considered for any reason.

Table of Contents

Section A: Grant Information	<u>Page</u>
Purpose and Priorities, Eligibility Requirements, Grant Requirements	A-1
Grant Requirements (Continued)	A-2
Funding.....	A-2
Application Requirements, Submittal of Proposals Directions for Application Completion, Proposal Evaluation Process and Right to Reject Proposals.....	A-3
Sales and Property Taxes, Local Provider Points, Evaluation Requirement.....	A-4
Reminders to this year's Request for Proposals.....	A-4
Definitions.....	A-5
Resolution of CBJ Serial No. 2820.....	A-6
 Section B: Proposal Instructions and Criteria	
Sample Proposal Evaluation Score Sheet	B-1
Proposal Evaluation Criteria	B-3
Appendices	B-7
 Section C: Grant Application (forms to be completed)	
Proposal Check Sheet and Table of Contents.....	C-1
Title Page.....	C-2
Abstract.....	C-3
Required Information.....	C-4
Plan of Operation, Extent of Direct Youth Participation.....	C-5
Adult/Youth Ration, Scholarship & Youth Assistance Information	C-6
Goals/Objectives/Timelines.....	C-7
Program Evaluation Components	C-8
Management Capacity	C-10
Volunteer Support	C-11
Program Budget.....	C-12
Program Budget Narrative.....	C-14
Participant Cost.....	C-15
Organization Support & Program Revenues	C-16
Proposal Presentation.....	C-18
Optional Information.....	C-18
General Comments Regarding Proposal.....	C-18

SECTION A

**FY25
YOUTH ACTIVITIES
GRANT**

GENERAL INFORMATION

PURPOSE AND PRIORITIES

This grant program is designed to encourage local organizations providing or desiring to provide athletic, cultural, artistic or extra-curricular academic activity programs to the youth of Juneau. The Youth Activities Program will only serve Juneau's youth ages 1 to 19 years of age, unless the program is intended for disabled youth in which case, the program may serve youth no older than 20 years of age.

Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors. Any costs for these non-allowable items will be deducted from your total request and the adjusted amount will be used in determining your final award. Funding will be allowed for a special artist, educator or coach offering a program in Juneau. **Special instructors must meet all of the following criteria: not currently on payroll of the organization, the grant funded appointment must be time limited; the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB.** Facility rental for a special program (defined on page A-5) is an allowable expense under the grant. Funds for equipment and travel will also be considered. Highest priority for travel funding is given for youth travel essential to the program, second highest is for special instructors traveling to Juneau for training. If you have questions regarding these policies please call CBJ Parks & Recreation at 586-5226.

ELIGIBILITY REQUIREMENTS

1. Program must be offered by a public or private non-profit organization.
2. All Programs/Activities from the Juneau School District are not eligible to apply for funding under this Request for Proposal.

Special consideration will be given to:

- Organizations that receive no other funding from the CBJ.
- Organizations that provide scholarship funds for youth activity programs out of their own budget (**this does not include scholarships provided with CBJ funds**). Points will be awarded for the scholarship category to organizations that do not charge participants fees.

GRANT REQUIREMENTS

1. The program will only serve Juneau's youth ages 1 to 19 years of age, unless the program is intended for disabled youth in which case the program may serve youth no older than 20 years of age.
2. Program starting date must occur between July 1, 2024 and June 30, 2025.
3. **Programs will not be funded retroactively.**

4. Grants will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a special artist, educator or coach offering a program in Juneau. **Special instructors must meet all of the following criteria: not currently on payroll of the organization, the grant funded appointment must be time limited; the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB.** Facility rental for a special program (defined on page A-5) is allowed.
5. All promotional and/or printed material for any program funded through this grant must include the following statement: "This program is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues." Examples of where this statement will be required includes but is not limited to: performance programs, enrollment and registration materials and forms, posters, advertising, brochures, newsletters, websites, flyers, newspaper articles, radio interviews, etc. A plan outlining how this information will be conveyed must be included in the proposal. Copies of printed and promotional materials will be required as part of the final program evaluation.
6. Grantees shall provide a written evaluation of the project and a final budget within 60 days from the end of the project, or by the end of August 2025. Failure to submit both of these items in a timely manner will render the Grantee ineligible for grant funds from this program during the next applicable funding cycle.
7. Approved funding must be spent as outlined in your Program Budget, or Revised Program Budget, if one is required. Any funding not spent as outlined in the grant proposal, or any remaining funds must be paid back to the CBJ when the final evaluation and budget are submitted. Please consult Dave Pusich, Recreation Supervisor, if you have any questions about approved expenditures or if circumstances change. The YAB encourages organizations to seek donations for their projects. Money returned will be used to fund other youth activities.
8. All programs are subject to City and Borough of Juneau financial audits.

FUNDING

The amount available for Youth Activities Grants for Fiscal Year 2025 will be up to **\$315,875**. Only one proposal is allowed to be submitted when organization is formed under the same board of directors.

The award period for this grant is one year and begins July 1, 2024. Selected Youth Activities Programs will be funded on an annual basis. Successful applicants are in no way guaranteed of funding in subsequent years.

Grantees will be notified of the funding amount by June 1, 2024. Grantees become eligible for funding once a contract is signed. The grant amount will be paid by the date grantees specify as necessary to begin the program, **no earlier than July 15, 2024.**

APPLICATION REQUIREMENTS

Submittal of Proposals

Proposals will be received in the office of the CBJ Parks and Recreation Department, Room 218, City Hall, 155 Heritage Way, Juneau, Alaska 99801, until **4:30 pm, Friday, March 1, 2024**. The proposals will be reviewed and awarded by the Youth Activities Board, which consists of one member from the Parks & Recreation Advisory Committee, one youth member, one member from the Juneau Arts and Humanities Council and six members from the general public.

Clarification or changes to the documents by the CBJ will be in the form of an addendum to the RFYAG and, when issued, will be sent as promptly as is practical to all parties to whom the RFYAG has been issued. All such addenda shall become part of the RFYAG.

Directions for Application Completion

It is the intent of the Youth Activities Board to encourage clarity of proposal, neatness and brevity. You must use the format provided and complete your application within the space allowed in the application packet. Submit seven (7) copies of the proposal, including one with an original signature **in blue pen**. The overall proposal must be typed double-space on one side only of 8 ½ x 11 white paper. Individual sections of the application may specify otherwise. Do not bind the proposals with other than staples or other easily removed devices.

Proposal Evaluation Process

The Youth Activities Board evaluates the proposals. The intent of the CBJ is to make this award based on written proposals following priorities established in Resolution of CBJ, Alaska Serial No. 2820 attached on page A-6. After selection of successful proposals, the Youth Activities Board will determine the funding level for each program and forward their recommendations to the Assembly.

Right-to-Reject Proposals

The CBJ reserves the right to reject any and all proposals and to determine which proposals meet the criteria of the RFYAG. The CBJ further reserves the right to waive any informality or irregularity in the grant requests or grant request process. Grant requests received after the deadline for submittal will not be considered for any reason. If any required portion of the grant proposal is missing, the application will be found non-responsive and will not be considered.

Neither this invitation to submit an application nor any subsequent procedures for selecting a successful applicant to receive funds should be regarded as a municipal procurement. The City and Borough of Juneau retains the right to proceed without further notice or reject any or all applications, to rescind this offer, to modify the criteria set out above, to negotiate with one or more applicants and to in any manner, exercise its authority to determine the best use or combination of uses for the funds being made available.

No compensation will be given for the costs of preparing the application nor shall any application be regarded as confidential or proprietary after all proposals have been reviewed and grants awarded.

Juneau Business Sales and Personal Property Tax

Vendors/merchants conducting business within the City are required by law to register with the City for sales and property taxes. Vendors/merchants must be in good standing for all amounts owed to the City prior to award, but in any event no later than five business days following notification by the City of intent to award.

Local Professional Service Provide Points

All professional services shall be purchased giving Juneau proposers the following consideration, that 2 of the total points possible for each proposal shall be awarded if and only if the proposal is submitted by a Juneau proposer.

Program Evaluation Requirements

Successful applicants will be required to complete a written evaluation of their program within 60 days of the completion of the program, or by the end of August 2025. Applicants will not be considered during the next applicable funding cycle if the evaluation is not received within the time limit. An evaluation form will be provided with the approved contract. Applicants must use the format provided when submitting the final evaluation.

Reminders for 2024

Funding is not allowed for the cost of facilities of an applicant's primary program they seek YAG funds for. Funding will not be awarded for administrative costs, operational costs, capital costs and rental for facilities, or salaries and benefits for coaches or instructors, except for a special artist, educator or coach offering a program in Juneau.

A "Special Event" is an event that is offered on a one-time basis to an annual program that provides a unique opportunity which enhances program goals and the participants are not required to pay a fee to attend.

If you have questions please contact Dave Pusich at [907-586-5226](tel:907-586-5226) or Dave.Pusich@juneau.gov before submitting your YAG application.

Definitions:

CBJ	City and Borough of Juneau
Special Instructor	Must meet all of the following criteria: not currently on staff of the organization, time limited, must work directly with youth, and must have special qualifications for the program. Final determination will be made by the YAB.
Special Event	<u>A special event is an event that is offered on a one-time basis to an annual program that provides a unique opportunity which enhances program goals and the participants are not required to pay a fee to attend.</u> <i>An example of a special event is a goalie clinic conducted by a professional hockey player brought to Juneau to conduct a goalie clinic for participants in the youth hockey program.</i>
Special Event Rental	Rental for a venue where regular activities are not scheduled or where an event is offered on a one-time basis or when a special instructor is brought in for an event.
YAB	Youth Activity Board
YAG	Youth Activity Grant
YAP	Youth Activity Program
FY	Fiscal Year. For the purposes of this grant the CBJ fiscal year is July 1, 2024 through June 30, 2025.
In-Kind	The value of budget items for the project which are provided to applicant by outside parties at no cash cost to applicant. Examples of this might be tangible costs such as the donation of transportation, printing costs, free use of a facility, etc. Please do not include "volunteer time" as in-kind services.

Presented by: The Manager
Introduced: 03/05/2018
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2820

**A Resolution Reestablishing the Youth Activities Board, and
Repealing Resolution 2761.**

WHEREAS, the Assembly wishes to acknowledge the continuing support of CBJ voters for youth programs through voter approval of sales tax levies; and

WHEREAS, it is the Assembly's policy to expend a portion of sales tax funds each year to provide supplementary funding for youth activities in the community, including artistic, cultural, athletic, and other extra-curricular academic pursuits; and

WHEREAS, the Assembly intends that these funds be distributed among various community organizations which sponsor youth activities in a manner that best serves our youth; and

WHEREAS, the Assembly believes the most appropriate way to allocate these funds among various community groups is to maintain a citizen board to accept and evaluate proposals; and

WHEREAS, the Assembly first implemented these policies by adopting Resolution No. 1804 establishing the Youth Activities Board, Resolution No. 2033 amending its membership, Resolution No. 2071 extending the Board sunset date, Resolution 2410 repealing the sunset date entirely and providing for the indefinite continuation of the Board, and Resolution 2761 setting criteria for allocation of funds for youth activity programs.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Youth Activities Board Reestablished. There is hereby reestablished the Youth Activities Board.

Section 2. Youth Activities Board Membership.

(a) The Board shall consist of nine members who shall serve without compensation. The Board membership shall consist of:

- (1) One member from the Parks and Recreation Advisory Committee, nominated by the Committee;
- (2) One member 18 years old or younger;
- (3) One member from the Juneau Arts and Humanities Council, nominated by the Council; and
- (4) Six members of the general public.

(b) Board members serving at the time of the adoption of this resolution shall serve out their terms. Nominations for appointment shall be made by the Assembly Human Resources Committee. To the extent practicable, general public nominees should not be employees or board members of organizations which exist for the purpose of providing athletic, artistic, cultural, or extra-curricular academic pursuits intended primarily for youths.

(c) Nominations pursuant to (a)(1)-(4) shall be submitted to the Assembly Human Resources Committee and forwarded to the Assembly for approval.

(d) The Board shall be organized as follows:

- (1) The Board shall elect annually from its members a chair and vice-chair and such other officers as it deems necessary. The Board may establish such committees as it deems necessary.
- (2) A vacancy on the Board shall exist:
 - (A) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
 - (B) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
 - (C) If a member submits his or her resignation to the Assembly;
 - (D) If a member is physically unable to attend Board and standing committee meetings for a period of more than 90 days; or
 - (E) If a member misses more than 40 percent of the Board and standing committee meetings in a 12-month period.
- (3) The chair of the Board shall notify the Assembly of any vacancy on the Board. Upon notification, the Assembly shall appoint a new member for the unexpired term.

- (4) The Board shall meet as necessary to carry out the business of the Board but no fewer than four times per year.
- (5) Any member of the Board who participates in or volunteers for, or who has an immediate family member who participates in or volunteers for a program applying for funds shall declare a conflict of interest. A Board member who has declared a conflict may not evaluate or participate in any discussion regarding that program. Immediate family includes the person's spouse, minor child, dependent, or regular member of the person's household.

Section 3. Youth Activities Board Purposes. The purposes of the Board are as follows:

(a) To prepare a Request for Proposals annually for the purpose of soliciting proposals for providing youth activities of an athletic, cultural, artistic, or academic nature. The amount of funding available will be determined by the Assembly annually as part of the adoption of the City and Borough budget.

(b) To adopt procedures for evaluating proposals received for providing youth activities.

(c) Subject to the limitations established in Section 4, to make recommendations to the Assembly in April of each year for allocating funds among proposals selected by the Board. Recommendations should reflect the intrinsically equal value to youth of athletic, cultural, artistic and academic types of activities, and reflect the range of needs identified by the qualified proposals submitted.

(d) With the assistance of staff as assigned by the Manager, to evaluate the use of the funds by each organization and to report annually to the Assembly on the expenditure of those funds.

Section 4. Criteria for Decisions. The Board shall use the following criteria when considering the allocation of funds among youth activity programs:

(a) Programs shall serve the needs of minors no older than 19 years of age, provided that programs intended for disabled youth may serve minors no older than 20 years of age.

(b) The Board shall annually place in a contingency account a sum equal to five percent of the total youth activity grant funding allocated by the Assembly. The purpose of the contingency account shall be to fund unanticipated events, purchases, or travel for youth who qualify by competition to attend advanced level competition before the end of the fiscal year. In the last six months of the fiscal year, the Board may allocate unexpended contingency funds to a qualifying community organization

in accordance with this section. At the end of each fiscal year any funds remaining in the contingency fund shall revert to the general fund.

(c) All proposals considered by the Board under this program shall include a proposed method for evaluating the effectiveness of the activity. The Board, in evaluating effectiveness, may apply additional methods related to these criteria.

(d) All proposals must meet the following requirements:

- (1) The program starting date must occur prior to June 30 of the fiscal year for which funding is provided.
- (2) Programs may not be funded retroactively.
- (3) Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a guest artist, educator, or coach offering a special program in Juneau. Facility rental for a special program is allowed.
- (4) All promotional or printed material must include the following statement: "This program is partially funded by the Citizens of the City and Borough of Juneau through sales tax revenues."
- (5) All programs are subject to City and Borough financial audits.

(e) The Board shall evaluate proposals through a scoring method applying the following factors in order of importance:

- (1) Number of hours of participation per youth.
- (2) Low program cost per participant hour.
- (3) Number of youth actively participating in the program.
- (4) Instructor or coach's relevant experience in providing the youth program.
- (5) High adult per youth ratio to support the program.
- (6) Organization's past history of providing successful youth programs.
- (7) Financial management of organization as indicated by overall budget.
- (8) Amount of the direct and indirect support provided to the organization from other CBJ funding sources.

- (9) Amount of volunteer support for the program.
- (10) Existence of scholarship fund for qualified youth within the program.
- (11) Provision of transportation, equipment, and other practical assistance to youth in need.
- (12) Cooperative efforts with other local youth organizations.
- (13) Proposals for or evidence of or acknowledgment of the CBJ grant funded from CBJ voter-approved sales tax.

Section 5. Rules for Procedure. The Rules of Procedure for Assembly Advisory Boards reestablished by Resolution No. 2686, as amended from time to time, shall govern the conduct of business by the Board.

Section 6. Administrative Support. Staff support shall be provided by the recreation superintendent or alternate designee of the Manager.

Section 7. Repeal of Resolution. Resolution 2761 is repealed.

Section 8. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 5th day of March, 2018.


Kendell D. Koelsch, Mayor

Attest:


Laurie J. Sica, Municipal Clerk *Clerk*

SECTION B

**FY25
YOUTH ACTIVITIES
GRANT**

**PROPOSAL INSTRUCTIONS
AND CRITERIA**

PROPOSAL EVALUATION SCORING SHEET:

Organization: _____ FY25 Request _____

Program: _____

Rater: _____ Date: _____

I. Required Information Possible Pts/Score

- | | | |
|----|----------------------------|--------|
| A) | Proof of non-profit status | Yes/No |
| B) | Proof of legal status | Yes/No |

II. Plan of Operation

- | | | |
|----|------------------------------------------|-------------------|
| A) | Extent of Youth Participation | |
| | 1. (a) Direct hours per youth | 16 _____ CBJ (1)* |
| | (b) Total number of direct participation | 14 _____ CBJ (3) |
| | 2. Number of youth | 12 _____ CBJ (5) |
| | 3. Adult to youth ratio | 7 _____ CBJ(10) |
| | 4. Existence of scholarship fund | 6 _____ CBJ(11) |
| | 5. Practical assistance to youth in need | 6 _____ |
| B) | Goals/Objectives/Timelines | 4 _____ |
| C) | Program Evaluation Requirements | _____ |

Section II Total Points 65 _____

III. Management Capacity

- | | | |
|----|--------------------------------------|-----------------|
| A) | Past History | 11 _____ CBJ(6) |
| B) | Instructor/Coach Relevant Experience | 13 _____ CBJ(4) |
| C) | Volunteer Support | 8 _____ CBJ(9) |
| D) | Cooperative Efforts | 5 _____ CBJ(12) |
| E) | Participant Safety/Security | 6 _____ |

Section III Total Points 43 _____

Sub-total Points (Page B-1) 108 _____

- * Indicates number of "importance factor" listed in CBJ Resolution 2820

		<u>Possible Pts/Score</u>
IV. <u>Program Budget/Organization Support</u>		
A)	Program Expenditures	
	1. Program Budget Attachment	
	2. Program Budget Narrative.....	10 <u> </u> CBJ(7)
	3. a) Total program cost per participant hour	
	b) Proposal request cost per participant hour.....	15 <u> </u> CBJ(2)
B)	Organization Support and Program Revenues	9 <u> </u> CBJ(8)
	1. Amount of direct CBJ Support	
	2. Indirect CBJ support	
	3. List of program revenues	
Section IV Total Points		34 <u> </u>
V.	<u>Proposal Presentation</u> Section V Points	4 <u> </u> CBJ(13)
VI. <u>Optional Information</u>		
A)	Letters of support (maximum of 2)	2 <u> </u>
Sub-total Points (Page B-2)		<u>40</u> <u> </u>

	Sub-total Points Page B-1	<u>108</u>	<u> </u>
	Sub-total Points Page B-2	<u>40</u>	<u> </u>
<u>Local Proposer 2</u>		<u>2</u>	<u> </u>
TOTAL POSSIBLE POINTS		<u>150</u>	<u> </u>

PROPOSAL EVALUATION CRITERIA:

Each request is rated on a point system with 150 points possible. Maximum point value will be awarded to programs with the greatest value for the calculated categories: Plan of Operation: Direct Youth Participation and Number of Youth Participation. Maximum point value will be awarded to programs with the *lowest calculated cost* for: Program Budget/Organization Support # 4 - Proposal request cost per participant hour. For all remaining categories (except for local proposer) a sliding scale from zero (missing data) to full value (optimum effort or conditions) will be awarded. Full point values will be given only where all criteria listed in the Proposal Instructions and Criteria (Section B) narratives are addressed and written on the application. Additional relevant information will also be considered. NOTE: programs with similar responses may receive the same score. Category point values are prioritized by following guidance outlined in CBJ Resolution 2820.

Use whole numbers when reporting hours please.

I. Required Information

This information must be included in the application.

- A. Please include proof of non-profit status. *
- B. Please include proof of legal status (articles of incorporation, etc.) *

*If your organization has applied for and received a Youth Activity Grant previously, and there has been no change in your non-profit or legal status, you may check the applicable box in the application and will not be required to re-submit this information. Any difference requires that you re-submit proof. If you do not provide the required information OR do not check the applicable box **YOUR APPLICATION WILL NOT BE EVALUATED.**

II. Plan of Operation

(65 maximum points possible)

A. Extent of Direct Youth Participation (55 points possible)

16 pts

1. (a) Identification and description of the total number of direct hours of participation per youth. Please be as specific as possible and break numbers into age groups, skill levels and/or activity groups if hours of participation will vary. (ie: Mighty Mites-30 hrs; Jrs (Middle School)-303 hrs; Jrs (High School)-480 hrs). Please include only youth who participate directly in activities in the program. Do not include youth who only attend to observe a special event hosted by an organization. (e.g. audience members) Do not include travel hours to and from competition.

(b) Identification and description of the total number of hours of direct participation by all program participants. Please document how you determine the total number. (ie: 56 Mighty Mites x 30 hrs = 1680 hrs; 20 Jrs (Middle School) x 303 hrs = 6060 hrs, etc.) Do not include youth who only attend to observe a special event hosted by an organization.

14 pts

2. Identification of the total number of youth expected to enroll and directly participate in the majority of the program activities.

- 12 pts 3. Identification of the specific adult to youth ratio to support the program. If the ratio differs among age groups or by activity, please list specific numbers. Include only persons who are actively working with youth during activities. Volunteers not involved directly with youth will be enumerated under the Volunteer Support category (see page B-5)
- 7 pts 4. Describe the existence of scholarships funding provided for qualified youth within the program. Please describe your process in detail and include a copy of the scholarship form and/or copy of your scholarship. How are participants made aware that scholarship funding is available such as type of application, availability on a website, etc. Also include, statistics on how many scholarships and the dollar amount awarded during your last season of operations (do not include scholarships provided with CBJ funding). If no fee is required for youth to participate and therefore no scholarship is required, please give details so points can be awarded for this category.
- 6 pts 5. Provide information (brochure or flyer if applicable) on assistance provided to youth in need such as provision of transportation, equipment and other practical assistance. Do not include scholarships.

B. Goals/Objectives/Timelines (6 points possible)

Provide a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the YAG goal of providing athletic, cultural, artistic or extra-curricular academic experiences for youth and should be explained clearly and concisely. Objectives and activities should be **measurable**, feasible, have time limits and describe specific accomplishments. There should be at least one goal for each program component that furthers the overall goal of YAG program. Goals should focus on youth activities or skills and not on the organization's administrative goals.

Examples: See Appendices, Pages B-7 and B-8

C. Program Evaluation Components (4 points possible)

An outline and description of plans to evaluate the program's objectives and expected outcomes throughout the year. Describe how they will be measured and how the evaluations will be used.

III. Management Capacity (43 maximum points possible)

A discussion of how your group plans to assure accountability and the group's management capabilities to administer the grant.

A. Past History (11 points possible)

1. A description of the organization's past history of providing successful youth programs, evaluations and reporting to the Youth Activity Board. (6 points)

2. Include a current organizational chart with names of staff positions filled in on it. (2 points)
3. Include current resumes of top administrative personnel and specialized instructors. (3 points)

Note: It is important to include both of these items and that they include current information on both those who will administer the program, and those that will lead the program. This will help reviewers to have a complete understanding of your organization's management structure and capabilities.

B. Instructor/Coach Relevant Experience (13 points possible)
A description of the instructor or coach's relevant experience in providing the youth program.

C. Volunteer Support (8 points possible)
A description of the type and amount of volunteer support there will be for the program. Include all chaperones, board members and others who assist the program.

D. Cooperative Efforts (5 points possible)
A description of cooperative efforts with other local youth organizations and the extent of their involvement in planning for the proposed program. This includes such things as coordination of field trips with other youth organizations. Efforts with other community organizations may be included.

E. Safety/Security (6 points possible)
Describe how you assure the safety/security of your participants.

IV. Program Budget/Organization Support (34 maximum points possible)

Cost effectiveness and cost efficiency will be considered in evaluating this section.

- Please include your organization's prior fiscal year financial statement and a listing of current and anticipated funding sources for your organization, if available. If not available, please explain why.

A. Program Expenditures (25 points possible)

10 pts 1. Please submit a program budget attachment using format found on page C-12 and C-13.

2. Please provide a budget narrative that gives a description of major items listed in the budget by cost category. Also, a description of its function in the program.

15 pts 3. (a) An explanation of the total program cost per participant hour. Please use the following formula to calculate the program cost per participant. **Total program cost divided by total participant hours equals program cost per participant hour.** (*This information will not be directly used for scoring*)

(b) An explanation of the proposal request cost per participant hour. Please use the following formula to calculate the proposal request cost per participant hour. **Proposal request amount divided by total participant hours equals the proposal request cost.**

B. Organization Support & Program Revenues (9 points possible)

1. Please provide an explanation of the amount of direct support provided to the organization from other CBJ funding sources.

Explanations should include:

- (a) Total amount of direct CBJ funding received by your organization
- (b) Total organization budget
- (c) Percentage of CBJ income of total budget:
("a" divided by "b" equals "c")
- (d) A description of where the direct support is coming from.

2. Description of CBJ indirect support provided to your organization.

3. List all estimated sources of revenue for the proposed program.

V. Proposal Presentation (4 maximum points possible)

A. Quality of Document

1. Please include all requested information in grant application and in the correct location.

2. Include a plan for the type of materials for which the organization plans to display the following information: **"This program is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues."**

3. Please use the format requested; Typed, double-spaced on one side of 8 1/2" x 11" white paper, unless specifically directed otherwise. Do not exceed the space allotted.

4. Please provide the most current information regarding participation numbers, financial information, resumes, organizational charts, etc.

VI. Optional Information (2 points possible)

A. Submittal of letters of support (maximum of 2)

Two points will be awarded to all local proposers

Appendices

The following are abbreviated **examples** of Goals and Objectives that have been submitted in the past that meet the requirements of Section II. B. Goals/Objectives/Timelines. Other examples are available upon request.

Overall Goal of Program: Provide opportunities for youth to explore the arts through educational hands-on activities. Activities are designed to stimulate individual creativity, contribute to positive self-esteem, provide a setting for learning and practicing a variety of communication skills, and develop a lifelong appreciation of museums.

Objectives	Plan: Activities used to achieve objectives. Person(s) responsible, timeline
Recognize artistic traditions and rituals of the Alutiig culture. Learn and apply effective elements of speaking. Refine artistic skills through practice and revision. Learn speaking techniques that inform, persuade, entertain and describe. Explore similarities and differences in the oral traditions of specific cultures.	Alutiig Oral Traditions: A unique, temporary exhibit, "Looking For Ways" provides an unusual opportunity for students to listen to the voices of Alutiig Elders, study their oral traditions and practice the art of storytelling. Students will demonstrate what they learn in a public performance at the museum. Their creations will be recorded on videotape for each to take home. Three 2-hour sessions will be held during two parent-teacher conference days, along with one Saturday afternoon performance. (30 students, grades 3-8) Guest storytellers: Florence Pesterkoff or Sven Haakanson and Brett Dillingham. Video taping and production by Tony Criss. Completion by December.

Overall Goal of Program: Outdoor Explorer kids gain a deeper and richer appreciation of the natural environment around Juneau, and they develop a positive image of themselves as participants in our natural and social community.

Objectives	Plan: Activities used to achieve objectives. Person(s) responsible, timeline
Participants will explore the variety of natural habitats found in Southeast Alaska. Youth can describe several different natural communities found in the Juneau area.	Instructor/naturalists will lead, with agency assistance, ½-day to full-day learning activities during each week. 1. The natural history activities may include: Concept Days: ecological concepts and mysteries each day; Sensory Stations: (sound maps, blindfold walks, human camera, territory scents); Natural Communities Exploration: glacial, old growth forest, muskeg, alpine, stream/riparian, intertidal; Ecosystem scavenger hunts; Wild Edibles Feast

Appendices

Examples of Goals and Objectives (cont.)

Overall Goal of Program: To provide Juneau high school-age boys a program of volleyball skills training and competitive team experiences. The JBVC’s goals/objectives are as follows: (1) to learn the individual athletic skills needed to play at a high level in competitive volleyball; (2) to teach individual players goal-setting and goal-attainment skills for their own play and for the team’s play; (3) to learn the team skills needed to play competitive volleyball through exposure to adult league play and same-age tournament competition; (4) to learn personal skills in adult interaction; (5) to instill other life skills having to do with respect to others, cooperative “team” play, emotional control and self-discipline that the boys can use on the volleyball court and in their daily lives; and (6) to provide a program for exercise and improved health and stamina.

SAMPLE

Objectives	Plan: Activities used to achieve objectives. Person(s) responsible, timelines
To teach individual players <u>personal goal-setting and goal attainment skills</u> for their own play and for the team	Activities: Individual conferences with each player and the coaches during practice sessions throughout the season are where individual goals are set and evaluated. Besides setting goals for learning volleyball skills boys will also be involved in fund-raising activities for the team. <u>Persons Responsible:</u> All coaches. <u>Timeline:</u> Throughout the August-November season.

Program Title: **Museum Youth Program: Exploring the Arts FY 2024**

1. Program Budget Narrative:

A. In- Kind Personnel Services:

1. **Eight guest artists for instruction at the museum for a total of 60 hours = \$2500**
2. **Two museum personnel to assist with grant writing and evaluation for a total of 80 hours = \$3000**
3. **Museum Volunteers:** Ratio 1 volunteer to each 10 youth for a total 24 hours
4. **FASM Youth Program Coordinator: 70 hours \$3500**
5. **Interpreter for the hearing impaired, SAIL employee:** FASM will pay for this service if participants need an interpreter. \$75.00/hr X 25 session hours = \$1,875.00
\$100.00
6. **Interpreter for the hearing impaired, SAIL employee:** FASM will pay for this service if participants need an interpreter. \$75.00/hr X 25 session hours = \$1,875.00

B. Travel

15. **Airfare:** Alaska Airlines ticket, discounted, advance fare, round-trip. Sitka – Juneau for Arctic Native Games coach and 2 Native Youth Olympic athletes from Mt. Edgecombe high School = estimate= \$592.50

C. Facilities

16. **Alaska State Museum gallery use:** facility use fee and janitorial services, \$200.00 per day X 7 event days, fees waived for this free, public event = \$1,400.00

D. Supplies

17. **Art and craft supplies** – Grant request total art and craft supplies = \$888.00
#1 Painting-watercolor paper, sketch book, brushes: 50 participants X \$3.50/participant = \$175.00
#2 Whales-pencils, paper, photography paper, erasers, sketchbooks: 40 participants x \$3.50/participant = \$140.00
#3 Clay – Crayola clay, paints, aluminum foil, craft items: 50 participants X \$3.50/participant = \$140.00
#4 Ivory objects: Crayola clay, paints, aluminum foil, craft items: 50 participants X \$1.50/participant = \$75.00
#5 Color: pastels, paper, pencils. 20 participants x \$3.50/participant = \$70.00
#6 Arctic Winter Games – awards, game paraphernalia, printed directions, participation card = 60 participants X \$3/participant = \$180.00
#7 Murder Mystery - awards, game paraphernalia, printed directions, participation card = 60 participants X \$3/participant = \$180.00
Donations: matt board, staplers, notions, scissors, newsprint = \$200.00
18. **Hardware/Cleanup Supplies:** duct tape, baby wipes, tarps, gaffer's tape, masking tape = \$25.00
19. **Office Supplies:** Name badges used by the participants - \$20
Donations: copy toner and ink, staples, pencils, pens, markers, copy paper = \$75.00

E. Equipment

20. **ASM equipment and tool use** – ladders, extension cords, hand carts, hammers, tape measures, folding tables, benches, digital camera, stock frames, display cases, table skirting. In-kind donation = \$300.00

F. Other Operating

21. **Printing** clue booklets for the Murder Mystery 72 booklets x \$1.00 = \$72.00
22. **City bus passes** for youth in need of transportation: estimate 10 students X \$2.50 roundtrip fare, FASM purchase \$25.00
23. **Princess bus transportation** youth to travel from museum to marine environment to participate in the Whale activity – 1 bus X \$97.00 round trip fare + youth to travel from middle schools to the museum and back for the Murder Mystery activity, 2 buses X 97.00 round trip fare = \$291.00 (total for 3 buses)

SECTION C

**FY25
YOUTH ACTIVITIES
GRANT**

GRANT APPLICATION

PROPOSAL CHECK SHEET AND TABLE OF CONTENTS:

Program Title: _____

Organization: _____

CBJ Program Request: **\$** _____ (This amount must match the total amount of request listed on page C-13).

Arrange your proposal according to the table of contents below. Number your pages in the order indicated. **Attach this sheet to the front of your proposal.**

	<u>Page</u>
Title page and authorized signature _____	C-2
Abstract _____	C-3
I. <u>Required Information</u> _____	C-4
A. Proof of Non-Profit Status _____	C-4
B. Proof of Legal Status _____	C-4
II. <u>Plan of Operation</u> _____	C-5
A. Extent of Youth Participation _____	C-5
B. Goals and Objectives _____	C-7
C. Program Evaluation Components _____	C-8-9
III. <u>Management Capacity</u> _____	C-10
A. Past History _____	C-10
B. Instructor/Coach Relevant Experience _____	C-10
C. Volunteer Support _____	C-11
D. Cooperative Efforts _____	C-11
E. Participant Safety/Security _____	C-11
IV. <u>Program Budget</u> _____	C-12
A. Program Expenditures _____	C-12
B. Program Revenues _____	C-17
V. <u>Proposal Presentation</u> _____	C-18
VI. <u>Optional Information</u> _____	C-18
A. Letters of Support (Maximum of 2) _____	C-18

TITLE PAGE:

Program title: _____

Program beginning date: _____

Program ending date: _____

Date that funding needs to be received: _____

Legal name, address, phone, FAX number, & e-mail of organization submitting proposal:

Type of Organization: _____ Corporation _____ Partnership
_____ Sole Proprietorship
_____ Other: (Please describe)

Name of contact person: _____

Contact Address: _____

Phone number: Day _____ Evening _____ Fax number: _____

E-mail address: _____

Does this person have authority to authorize changes to a contract if your group receives one?

_____ Yes _____ No

Authorized Signature (**Person Who Will Sign the Contract**)

Printed Name of Authorized Signature

Title/Position in Organization

YOUTH ACTIVITIES PROGRAM FUNDS

Program Title: _____

ABSTRACT:

Complete an abstract of your proposal. (Single spacing allowed on the abstract - maximum of two pages)

Program Title: _____

I. REQUIRED INFORMATION

Attach this information:

A. Proof of non-profit status

1. Attach a copy of your Federal IRS exemption letter or other information proving your tax-exempt status.*

B. Proof of legal status

1. Attach a copy of your articles of incorporation, or other document that attests to your organization's legal status.*

*** If you have received a Youth Activity Grant and are not providing A or B above you MUST mark the following boxes in lieu of providing proof.**

- We have received a Youth Activity Grant before and verify that the organization's tax-exempt status has not changed since that time.
- We have received a Youth Activity Grant before and verify that the organization's legal status has not changed since that time.

Program Title: _____

II. PLAN OF OPERATION (65 Points)

**A. EXTENT OF DIRECT YOUTH PARTICIPATION (Refer to Page B-3 Section II, A):
(55 points)**

1. (a) Identify and describe how many hours each individual youth enrolled in your program will participate. Break down by age group, skill levels, and/or activity groups if hours of participation will vary. Travel hours to and from competition are not allowed.

(b) Identify and describe the total number of hours of participation by all youth enrolled in your program. Break down by age group, skill levels, or activity groups if hours of participation will vary. Travel hours to and from competition are not allowed to be calculated in the active participation tally.

2. How many youth will actively participate in the program?

Program Title: _____

B. GOALS/OBJECTIVES/TIMELINES (Refer to Page B-4, Section II, B): (6 points)

This section should include a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the YAB goal of providing athletic, cultural, artistic or extra-curricular academic experiences for youth. Objectives should be **measurable**, feasible, have time limits and **relate to the more general goal**. Objectives and activities should describe specific accomplishments. Goals and objectives should be clear and concise. There should be at least one goal for each program component that furthers the overall goal of the Youth Activities Program.

<p>Overall Goal of Program:</p>

Objectives (measurable) Prioritize in order of importance	Plan: Activities used to achieve objectives. Person(s) responsible and Timeline.

Attach additional pages as needed.

Program Title: _____

C. PROGRAM EVALUATION COMPONENTS (Refer to Page B-4, Section II, C): (4 points)

Evaluation: How will achievement of this goal be measured?	Timeframe: Schedule for Implementation

Attach additional pages as needed...

Program Title: _____

Evaluation: How will achievement of this goal be measured?	Timeframe: Schedule for Implementation

Attach additional pages as needed

Program Title: _____

III. MANAGEMENT CAPACITY (Refer to Page B-4, Section III): (43 points)

A. PAST HISTORY & ORGANIZATIONAL CAPACITY (11 points)

1. Describe the organization's past history of providing successful youth programs. Please include your history of YAG management accountability regarding program funding, reporting, and submission of a timely program evaluation. (6 points)

2. Attach current organizational chart with name of staff positions. (2 points)
3. Attach current resumes of top personnel within the organization and any special instructors if possible. (3 points)

Note: It is important to include both of these items to ensure that reviewers have a complete understanding of your organization's management structure and capabilities.

B. INSTRUCTOR/COACH RELEVANT EXPERIENCE (13 points)

1. Describe the instructors or coach's relevant experience in providing your youth program.

Program Title: _____

C. VOLUNTEER SUPPORT (8 points)

1. Explain the amount of volunteer support there will be for the program.

(a) How many volunteers will be helping you?

(b) How many total hours of volunteer support do you anticipate?

(c) What will the volunteers be doing?

(d) If applicable, please identify your volunteer fundraising goals, objectives, and desired results.

D. COOPERATIVE EFFORTS (5 points)

1. Describe cooperative efforts with other local youth organizations and the extent of their involvement in planning for the proposed program.

E. Safety/Security (6 points)

1. Describe how you assure the safety/security of your participants.

Program Title: _____

IV. PROGRAM BUDGET/ORGANIZATION SUPPORT: (34 points)

- Include a prior fiscal year financial statement and listing of current and anticipated funding sources for your organization. If not available, please explain why.

A. PROGRAM EXPENDITURES (Refer to Page B-5, Section IV, A1) (25 points possible)

1. Arrange in the following format:

<u>PROJECT REQUEST</u>	+	<u>OTHER INCOME</u>	+	<u>IN-KIND</u>	=	<u>PROJECT TOTAL</u>
----------------------------	---	-------------------------	---	----------------	---	--------------------------

A. Personnel Services:

(List persons involved
In project)

Subtotal Personnel Services

B. Travel

(Who, where, number of trips, cost)

Subtotal Travel

PROJECT REQUEST + **OTHER INCOME** + **IN-KIND** = **PROJECT TOTAL**

C. Facility
(Itemize)

Subtotal Facility

D. Supplies/Materials

(Itemize in general categories)

Subtotal Supplies

E. Equipment

(Itemize rentals, lease purchase
Agreements, etc.)

Subtotal Equipment

F. Other Operating
(Itemize)

Subtotal Other Operating

G. Total

(Total the subtotal of A through F)

(This amount must match the total amount requested on page C-1)

Program Title: _____

2. Program Budget Narrative (Refer to Page B-5, Section IV, A2)
(Must not exceed two pages)

Program Title: _____

3. (a) Explain the total program cost per participant hour. **(Total program cost divided by total participant hours equals total program cost per participant hour.)** This information will be used for YAB information only and will not be used for scoring.

(b) Explain the proposal request cost per participant hour. **(The proposal request amount divided by total participant hours equals the proposal request cost.)**

(c) List any cost or fees charged to participants. (Including purchase of equipment, travel, etc.) This information is for YAB committee information only and will not be used in scoring.

Program Title: _____

(d) ORGANIZATION SUPPORT & PROGRAM REVENUES (Refer to Page B-6, Section IV, B): (9 points possible)

a. Explain the amount of direct support provided or anticipated to the organization from other CBJ funding sources. **(Do not include previous or anticipated YAB grant funds)**

i. Total amount of direct CBJ funding received by your organization: ____

ii. Total organization budget: _____

iii. Percentage of CBJ income of total budget

(“a” divided by “b” equals “c”): _____

iv. Where is the CBJ funding coming from?

b. Description of CBJ indirect support provided to your organization.

Program Title: _____

c. List all estimated sources of revenue for this program

Admissions	\$ _____
Number of participants X amount	
Memberships	
Ticket Sales	
Corporate Support (Itemize source and amount)	\$ _____
Foundation Support (Itemize source and amount)	\$ _____
Other Private Support (Itemize source and amount)	\$ _____
Governmental Support (Indicate specific organization or source) (Do not include YAB funding)	\$ _____
Federal Support (Indicate specific organization or source)	\$ _____
Local Support (Itemize source and amount)	\$ _____
Other Revenue (Itemize source and amount)	\$ _____
Total Projected Revenue for this project:	\$ _____

Program Title: _____

V. PROPOSAL PRESENTATION (4 points possible)

- A.** Submit all information requested, in the correct order, and in the format specified.
- B.** Submit only current information regarding your participation numbers, financial information, resumes of personnel, organizational charts, etc.
- C.** Submit plan for the type of materials for which the organization plans to display the following information: **“This program is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues.”**

VI. OPTIONAL INFORMATION (2 points possible)

- A.** Submit a maximum of two letters of support.

General Comments about the Request for Youth Activities Grant (RFYAG) application packet:
