

PAY IT FORWARD FOUNDATION

MINI-GRANT APPLICATION GUIDELINES

Funding provided by the Savannah's Pay it Forward Foundation and its contributors

APPLICATION GUIDELINES

The Savannah's Pay it Forward Foundation administers a mini-grant program for Pay It Forward activities designed by and involving youth in service to their school, neighborhood or the greater community. Mini-grants up to \$500 are available to schools, churches and community-based youth organizations of all types.

A Pay It Forward project is defined as one or more service activities that benefit a school, a neighborhood or the greater community, and that include learning goals for the youth participants. **Only projects that clearly contain a "pay it forward" focus ; projects on the concept of one person doing a favor for others, who in turn do favors for others, with the results growing exponentially – are given consideration in the grant making process.**

Applicants are encouraged to include preparation activities that teach youth needed skills or knowledge to implement the Pay It Forward project, and to plan the project with input from the clients, organizations, or community that will benefit from the project in order to ensure that the project is needy and timely.

Funds may be used for supplies, material, equipment or transportation to a service site. Fund may not be used to pay for personnel, to replace state or local school funds, or for celebration of food and drinks.

Applications for mini-grants may be submitted any time. Applicants will be notified about the status of their mini-grant within 30 days of each deadline.

The Savannah's Pay It Forward Foundation does request that a final report on the results of the project be submitted to the Foundation within 30 days of completion of the project.

All applications received by **September 1ST** will be considered for first semester funding on or about October 1st of each school year. Those received by **January 15th** will be considered for our second semester on or about March 1st. Summer applications can be submitted at any time throughout the year but must be received by **June 1st** for summer school, camps & youth organizations.

WHO MAY APPLY

Schools, churches and community youth groups (with an adult sponsor) may apply for funding. Youths or adults may write the application. Groups whose members are all over the age of 18 must include work with youth under the age of 18 as part of their project.

APPLICATION PROCESS

To apply, complete the following application and submit it to the Savannah's Pay It Forward Foundation by mail. (See guidelines below) **Please write or type your responses directly onto the form.** Provide sufficient information to enable the selection committee to have a clear understanding of your project. Address any questions to: lovesavannah@charter.net

Some suggestions:

- Provide all information requested, including your Federal Tax ID Number.
- "Youth Representatives(s)" are the names of one or more young people who are class, Organization, or project leaders.
- To prepare the itemized budget, "shop ahead" to identify costs and indicate quantity and price for each item. Add tax (if Applicable) and then total your budget, rounding to the nearest dollar to reach the amount you are requesting.

SUBMITTING AN APPLICATION

Please read and follow all guidelines below.

Proposals, including application and budget, must not exceed three pages. Limit one application per project. Applicants will be notified of a decision within 30 days of application deadlines. If approved, applicants should receive funds within 30 days or before the corresponding semester dates listed above.

- **After completing the application, mail it to:**
- **S.P.I.F.F**
PO BOX 95
ST. NAZIANZ, WI 54232
- **Applications will be accepted by mail or E-mail: lovesavannah@charter.net**
- **Please make sure your email address is on the application itself. Your e-mail will be used to contact you with any questions our selection committee may have. If your project is selected for a grant you will be notified by e-mail and/or telephone.**

PAY IT FORWARD MINI-GRANT APPLICATION

Date _____

Organization/School _____

Grade(s) _____ Principal _____

Federal Tax ID # _____

Address _____

City _____ State _____ Zip _____

Phone(s) _____ Fax _____

Name of Project _____

Contact Name(s) _____

E-Mail _____

Youth Representative(s) _____

Number of young people involved in project serving and learning _____

List any unique characteristics of youth involved _____

Approximate date(s) and/or time span of project _____

Total Cost of Project _____ Total SPIFF Mini-Grant Amount Requested _____

Attach up to two pages including project description and budget.

Project Description: Describe the young people involved in your project, the benefits of the project to your school, neighborhood or the greater community, and the learning goals for youth participants. Provide sufficient information to enable the Savannah's Pay it Forward Foundation selection committee to have a clear understanding of your project (when applications are written by youth, the age of the authors will be taken into consideration). Specifically address the "pay it forward" focus of your project – the concept of one person doing a favor for others, who in turn do favors for others, with the results growing exponentially.

Budget: Provide a budget for your project, including materials, supplies, equipment and/or transportation costs and listing quantity, unit costs and taxes (if applicable). Show the total budget for you project as well as the specific amount you are requesting from the Savannah's Pay it Forward Foundation.