

Guidelines for Submitting Proposals To the Hocking County Youth Board

1. Grants will be awarded to existing youth programs or organizations in Hocking County. Our goal is to provide grants to youth organizations for service-learning projects.
2. Youth must be involved in the leadership/organization of the proposed event, project, or activity (a minimum ratio of two young people to one adult is suggested). Youth are to take the lead in writing, designing and evaluating the project.
3. Preferential consideration will be given to those proposals that are geared toward community service events or service projects intended to have positive social impact. Those that foster a “spirit of community” and that have the potential for positive long-term community impact will also be given preferential consideration.
4. Applicants will be interviewed by the Hocking County Youth Board to answer questions about the proposal. A youth representative must be involved in the presentation of the proposal to the board.
5. Applicants must address the Elements of Thoughtful Service in their proposals. Awards will be based on meeting the guidelines.
6. Applicants are required to administer pre and post surveys to the project participants and a community satisfaction survey to the community organization/groups being served by the project. OSU Extension, Hocking County will help design the survey instruments when requested.
7. Grants will be paid on a reimbursement basis. To be reimbursed, all expenses must be documented with original receipts.
8. The Youth Board and grant recipient will agree upon and set the date when the final grant report, expense report, and receipts for reimbursement will be due.



Hocking County Youth Board

The Elements of Thoughtful Service

Community Service

It is important that the community – meaning those who will receive service, be involved in helping to define the need. Don't sit in a room and decide what needs to be done. Go out into the community and ask nonprofit agency staff and their clients what assistance they need. The adults may be hesitant to believe that a group of young people can help them, but if you prepare yourself and are polite, well informed, and can show that you really want to make a difference, you will get a much better response. You may decide that there is a general area in which you want to work, such as with children, the elderly or the environment. Ask your adult leader to assist you in identifying those people who could best help you understand what service is needed. For example, if you decide to work with senior citizens at a nursing home, you might ask the staff for their ideas about community service projects that would help their residents. You could then write a small survey and give it to the residents to help identify specifically what they might enjoy doing. You may not have this much information to share in your application, but think about how you will make sure that you are providing service that is helpful to those who are receiving that service.

Meaningful Action

A high-quality project will have a long lasting impact on both the recipient and the provider of the service. This means that who or whatever receives service has an important need met. It is also important that the service be something that will help you and the other young people participating in the project learn and grow ... and have fun too! To do this, the best projects will be more than a one-time activity and will occur on a regular basis. For example, the activity may be one time a week for 16 weeks. It will also be important that the service you provide have meaning to you. For example, talking with and playing cards with senior citizens will be more meaningful to you than stuffing envelopes for a fundraising mailing. Sometimes an agency that might really need you to stuff those envelopes or do some other activity that might not seem that exciting to you. If so, try to get that staff of the agency to help you understand how important and helpful it will be to them that you do that task. Also, try to see if you might be able to mix in some more “people-focused” activities.

Orientation and Training

Project participants will have to be provided with information and training that will help them understand why they are doing the project. For example, if you are going to visit senior citizens in a nursing home, it will be important for your group to meet the needs of the residents. Then, if you will be doing arts and crafts or playing games, you will want to make sure everyone in your group knows how to do those things.

Reflection

Reflection means thinking about the service experience and trying to understand what you have learned and how, you personally were impacted by this service activity. There are three ways to reflect on your activity. What? ... So What? ... and Now What? **What** means what did we do and how did it go. **So What** means what has changed and why does it matter? **Now What** means what is next; is there more we can do?

Reflection occurs before, during and after a project. You are participating in reflection by completing this application. Remember in the **Meaningful Action** section you had to think about whether your expectations were correct and how you were affected by what really occurred. You can reflect in a variety of ways. It can be done individually or as a group. You can hold a discussion group or write in a journal. Reflection even occurs as you write the end of the project report, make a video documenting the project or when you make a presentation to a group about your project. Be creative!

Recognition and Celebration

Another important element of a service project is recognition and celebration of your accomplishments. Recognition and celebration can occur in a variety of ways – you can give out thank you cards, hold a pizza party, or give everyone a t-shirt to say thank you! There are many ways to celebrate. Once again, be creative! Don't forget to say thank you to others who may have helped your project be successful. It might be the staff at the agency or a restaurant that donated some food or a store that gave you a great discount. Brainstorm and make sure not to forget anyone! You can spend up to 40% of your budget on recognition if you tell us why these expenses are important to your project.

Evaluation

The final element of any successful project is evaluation, making sure that you did what you set out to do and that you did a good job. Evaluation helps you make changes in the way you do things so that the next time you do a service project, it will be even more successful. When you are thinking about evaluation you want to think about gathering information from the recipients of service and the providers of service. You might also think about other people who may have been affected by your project. Maybe your parents will be affected by the service project by seeing you involved in something so special.

Two of the easiest ways to evaluate are:

1. Simply count how many young people were involved, how many people were served, how many visits, how many trees planted, etc.
2. Give people simple surveys. It is most effective to give a survey before you start the project and then repeat it at the end. That way you can really see if things changed.

If you need help with this, please don't hesitate to call Allen Fawley, OSU Extension, Hocking County at 740-385-3222.

Hocking County Youth Board Grant Application

Name of Organization _____

Title of Grant _____

Amount Requested _____

Grant recipients will administer pre and post surveys to the project participants and a community satisfaction survey to the community organization/groups being served by the project.

Adult Coordinator (over 21)

Printed Name _____ Signature _____

Address _____

Contact Phone Numbers _____

Email Address _____

Youth Coordinator (under 21)

Printed Name _____ Signature _____

Address _____

Contact Phone Numbers _____

Email Address _____

Applicants will be given the date when the following will be due:

- Final grant report
- Expense report
- Receipts

Target Audience

Need/Justification – Include information on Community Voice and Meaningful Action

Timeline – Include dates for orientation, training, actual service-learning project, reflection, recognition and writing the final report

Reflection Activities

Additional Comments:

Detailed Budget

Amount requested for this grant

\$ _____

Itemize specific expenses below and provide dollar amount

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

In-Kind Contributions

Itemize below and estimate dollar amount

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Funding from sources other than this grant

Itemize below and estimate dollar amount

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Total Cost of Project

\$ _____

Provisions for funding if not funded

Return completed application to:

Hocking County Youth Board
Stephanie Blackford, 4-H Youth Development
150 N. Homer Ave
Logan, OH 43138

All expenses must be documented with original receipts. Grant recipients will be given a date when their receipts, expense report and final report are due.

12.03.25