

**Suffolk Parks and Recreation  
Youth Enrichment Program Mini - Grant Application**

We thank you for your interest in the City of Suffolk Youth Enrichment Program Mini - Grant Program. Application materials for **2008 - 2009** are provided in with this package. Please review all enclosed information and refer to it when completing the application and associated forms.

For the 2008-2009 Fiscal Year (July 1, 2008 – June 30, 2009), applications are due in this office no later than **August 31, 2008**. Programs must be offered during the **July 1 – June 30, 2008 fiscal year**.

The intent of this mini-grant program is to assist grass root organizations that sponsor viable programs to Suffolk youth whom otherwise would not be able to receive educational, recreational, culturally diverse programs during non-school hours. All organizations that choose to apply for funding must be able to provide all requested information in writing along with supporting documentation and evidence to the City of Suffolk Department of Parks and Recreation within the stated timeframe. **Applications missing any of the mandated documentation will not be reviewed for funding consideration.**

**The following documentation must accompany all applications:**

- Organization's Mission Statement
- Portfolio of previous programs (include pictures if available)
- Program Manual and Parent Handbook
- Physical copies of any state certifications (if applicable)
- Certificate for non-profit status
- Copy of the organization's 2007 audit
- News Releases and/or Flyers advertising the program

If your organization would like assistance in completing the application process, feel free to contact Lakita S. Frazier, Director of Parks and Recreation, at 514-7250 or [lfrazier@city.suffolk.va.us](mailto:lfrazier@city.suffolk.va.us).

**City of Suffolk**  
**Suffolk Parks and Recreation**  
**Youth Enrichment Program Mini - Grant Application**

**Guidelines for Afterschool Funding**

**I. Definition of a Youth Enrichment Program:**

An youth enrichment program is an ongoing structured program that provides students with a fun, safe environment after school hours or summer months and incorporates homework assistance, life skills (conflict resolution, anger management, etc.), and recreational activities such as athletics and/or teambuilding exercises.

**II. Request for Funding**

In an effort to develop a process for allocating City funding that leverage other resources to support non-profit grassroots organizations implementing successful afterschool programs and services for youth in the City of Suffolk, the City administration is proposing the use of an application process for Fiscal Year 2008-2009. It is encouraged that projects requesting funding support the overall goals and priorities adopted by City Council with the primary focus on Quality of Life.

**III. Submission and Approval**

- A. **Distribution** – Application packets will be available in the Department of Parks and Recreation. The deadline for the Grant Application is August 31, 2008. Grant Applications submitted after a deadline will automatically be moved to the next approval cycle. Only one grant will be awarded to an organization during the fiscal year. Organizations that have received funding in the past year from the date of the application will not be considered for funding.
- B. **Staff Consultation** – Pre application consultation is encouraged, and staff members will be available to discuss the application, the application process, and other issues over the phone or in person.

- C. **Budget Summary** – A Budget Summary sheet must be submitted with each request reflecting need and leveraged resources.
- D. Complete and deliver the Afterschool Grant Application to the City of Suffolk;

**Department of Parks and Recreation  
c/o Director  
110 W. Finney Avenue  
Suffolk, VA 23434**

- 1. Applicants will receive an acknowledgment of receipt of their application.
- 2. Notification of either approval or denial of an application will be given within 60 days of the application deadline.

**IV. Any qualified Suffolk based non-profit grassroots organization and/or any City agency may apply for a Grant according to the following guidelines:**

- A. The Applicant Organization must be a City agency or a current qualified non-profit grassroots organization that has been in existence for at least two years and has not received funding within the last year from the date of the application.
- B. The Applicant Organization must be the primary organizer of the afterschool program. Additionally, the Applicant Organization must be the primary financial administrator of the project, although they may partner with other organizations and/or companies in administering, organizing and promoting the afterschool program.
- C. Mini-Grants are for those afterschool programs that clearly display and contain elements that contribute to the Quality of Life for the City of Suffolk children ages 4 – 17 years of age. Proposed projects should include the following elements: Education, Recreation, Safety, Cultural, Health, Wellness, etc.
- D. The factor considered for funding are:
  - 1. Fiscal stability;
  - 2. Previous Funding;

3. Track-record of administering successful youth programs;
  4. Ability to provide and train the anticipated program staff;
  5. Certified Licensed Day Care Facility/Program or the ability to become a Certified Licensed Day Care Facility/Program
  6. Other such factors that provide insight into their ability to effectively administer develop and grow the afterschool program.
- E. No more than 35% of the total funding request may be used for payroll for staff or employees of the organization.
- F. The average amount of any mini-grant in a single City fiscal year is **\$2,500 - \$5,000**. However, grants may be approved for less than the maximum amount requested.
- G. The following items will not be considered for funding:
- Programs outside of the City limits
  - Athletic teams
  - Fundraiser and gala events
  - Advocacy or research groups
- H. Approved Mini-Grant funds will be dispersed directly to the Applicant upon satisfactory completion of these items:
1. The Applicant must meet and adhere to all City and State policies, provisions and regulations related to afterschool programs.
  2. The Applicant must submit a documentation of the organizations non-profit status.
  3. The Applicant must submit a monthly program report which will include copies of receipts for purchases; copies of contracts for services directly involved in implementation of the program; and documentation of student enrollment.

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|---|--------------------------------------|
| <b>City of Suffolk</b>  |                                      |
| <b>APPLICATION FOR FUNDING FOR AFTERSCHOOL PROGRAMS</b>   |                                      |
| <b>2008-2009</b>  |                                      |
| <b>ORGANIZATION INFORMATION</b>   |                                      |
| Organization Name:  |                                      |
| Organization Non-Profit Status Number:  |                                      |
|   |                                      |
| Mailing Address:  | Website Address:                     |
| Executive Director:   | Phone Number:                        |
| Email address:  | Fax:                                 |
|   |                                      |
| <b>PROGRAM SPECIFICS</b>  |                                      |
| Program Goals:  |                                      |
| 1.  |                                      |
| 2.  |                                      |
| 3.  |                                      |
| 4.  |                                      |
| 5.  |                                      |
|   |                                      |
| <b>Target Age of Children Participating:</b>  | <b>Estimated Number of Children:</b> |
| <b>Describe the need for the project in the community and the type of target population(s) that will be served:</b> |                                      |
|   |                                      |
|   |                                      |
|   |                                      |
| <b>Will this program receive funding from any other sources? YES or NO</b>  |                                      |
| <b>If so, please list the organizations and the anticipated amounts.</b>  |                                      |
|   |                                      |
|   |                                      |
|   |                                      |

|                               |  |
|-------------------------------|--|
| <b>Printed Name and Title</b> |  |
| <b>Signature of Applicant</b> |  |

**City of Suffolk**  
**APPLICATION FOR FUNDING FOR YOUTH ENRICHMENT PROGRAMS**  
**2008-2009**

**REQUIRED ATTACHMENTS:**

- A. **ACTIVITY CALENDAR:** Provide a detailed description and calendar of the type of activities and the possible educational topics, field trips, guest speakers, etc. that would be offered along with a draft schedule and the time of day the program would be conducted.
  
- B. **BUDGET:** Provide an itemized budget for the requested funding.
  
- C. **Copy of the organization's 2007 audit.**

