



[www.thegyvac.org](http://www.thegyvac.org)

## **GulfSouth Youth Action Fund**

*A program of Operation REACH, Inc.*

---

*"As young leaders and philanthropists, we are united through a common cause—to make a difference in our community."*

### **General Overview**

The **GulfSouth Youth Action Fund (GYAF)** is a youth-led philanthropy initiative developed in 2007 by Operation REACH, Inc., in conjunction with the Greater New Orleans Foundation (GNOF), and made possible through generous support from GNOF, the W.K. Kellogg Foundation, the Louisiana Disaster Recovery Foundation, the Foundation for the Mid South, FedEx Corporation, State Farm Insurance Companies, Interfaith Works and Rebuilding Our Community, Inc. The GYAF engages, empowers and inspires youth with resources to make strategic investments in creating youth-driven change in their community.

The GulfSouth Youth Action Fund's Youth Advisory Board supports **progressive, youth-led and youth-driven** initiatives that demonstrate the power of youth motivated to create change in their community. Grant awards range from \$500 to \$5,000.

We encourage youth to submit well-written and carefully thought out concepts for our funding consideration. It is important for youth to be involved in the creation of this proposal.

### **How to Apply for the Money**

1. Review the eligibility requirements to ensure you are eligible to apply.
2. Submit a one-page **Letter of Intent**. Letters of Intent will be accepted on a rolling basis. Potential applicants are encouraged to submit a Letter of Intent by **Friday, November 20, 2009**. See attached instructions regarding Letters of Intent (Attachment A).
3. Attend a **Technical Assistance Workshop** led by the GYAF Youth Advisory Board on **Wednesday, December 2, 2009**, at 6 p.m. The workshop will take place at Operation REACH's national headquarters, located at 2115 Carondelet Street, New Orleans, LA 70130.
4. Read the "Writing your Proposal" section carefully.
5. In your proposal, tell us about your project idea, why you want to do it and how you will make it happen.
6. Prepare a budget. A budget tells us what you will spend the money on and how much everything will cost. This document should include the expenses you anticipate to incur for a specified period of time, as well as earned income that will be generated during the course of the project or program. Attached to this form is a budget template. Please complete it in its entirety and feel free to add budget line items as necessary, along with a corresponding justification of resources.
7. Get your proposal to us by **Friday, December 11, 2009**. If you are mailing it, do so early enough so that we receive it on or before the deadline. **LATE PROPOSALS WILL NOT BE CONSIDERED**. Mail all proposals to: Operation REACH, Inc., Attention: GYAF RFP Response, 2115 Carondelet Street, New Orleans, LA 70130.
8. A complete proposal will consist of :
  - Proposal Cover Sheet (Attachment B)
  - Narrative (no more than three pages)
  - Budget Sheet (Attachment C)
  - Organizational Assessment Form (Attachment D)
  - Proof of your 501(c)3 designation or one from your fiscal sponsor

9. Members of the Gulfsouth Youth Action Fund's Youth Advisory Board will read your proposal and make the final funding decision.

### **Eligibility**

- The following entities are eligible to submit funding requests to the Gulfsouth Youth Action Fund's Youth Advisory Board:
  - Individual youth\*
  - Unincorporated youth groups\*
  - 501(c)3 organizations
  - Faith-based organizations

*\*Note: These entities are required to have a fiscal agent/sponsor for submission of the proposal.*
- To be considered for funding, the entity must be a youth-serving organization that is **progressive, youth-led** and **youth-driven**.
  - *Progressive* organizations philosophically believe in youth engagement rather than “youth under surveillance” and see youth as leaders of TODAY.
  - *Youth-led* and *youth-driven* organizations engage young people directly from start to finish in the formulation and implementation of projects and programs.
- Entities submitting grant proposals should have “shovel-ready” projects/programs, with a significant portion of the funded initiative running sometime between January and June 2010.

### **Proposal Instructions**

- Type and single-space all proposals (12 point Times New Roman font with 1-inch margins).
- The narrative should be a maximum of three pages, not including summary page and attachments.
- Provide all information in the order listed.
- Please answer all questions completely. Be brief and honest.
- Do not submit any materials other than those specifically requested.
- Submit one original proposal and five additional copies, for a total of six copies. **Clearly mark your original.**
- Do not staple copies. Place them in a single folder and, using paper clips, fasten them individually.
- E-mail an electronic copy to [gyafproposal@thegyac.org](mailto:gyafproposal@thegyac.org).
- PLEASE BE MINDFUL OF TECHNICAL LANGUAGE AND JARGON; THESE PROPOSALS WILL BE READ AND REVIEWED BY YOUTH!

### **Writing Your Proposal**

#### **A. Complete the proposal cover sheet.**

#### **B. Narrative:** In three pages or less, write a proposal that answers the following questions:

- We want to know about your group or organization. Tell us your mission and how long you have been in existence.
- What population will be served by this project? (i.e. number of people served, age group, etc.)
- What need will the project address?
- Where will the project take place?
- When will the project begin? How long will it take to complete the project?
- How are young people involved in the development, implementation and evaluation of this project? What are their specific roles?
- What other organizations, if any, are you collaborating with to complete this project?
- Have you had previous experience with this project? If so, what did you learn and what would you do differently?
- Will this program continue in the future? If so, how will it be funded?
- Would your organization be able to complete this project without the full amount of funding requested from this initiative or with less than what is requested? Explain.
- If your project is funded by the Gulfsouth Youth Action Fund's Youth Advisory Board, how will you promote this partnership?

**Contact Cynthia Okechukwu at (504) 529-1922 ext. 106 or via e-mail at [cokechukwu@operationreach.org](mailto:cokechukwu@operationreach.org) with any questions you may have regarding this proposal.**



**GulfSouth Youth Action Fund**  
*A program of Operation REACH, Inc.*

**Attachment A**

**Letters of Intent:**

The GulfSouth Youth Action Fund is seeking to resource youth-led programs/projects that allow youth significant opportunities to become leaders of change. To apply to the GulfSouth Youth Action Fund, eligible organizations should forward letters of intent. Potential applicants are encouraged to submit letters of intent by **Friday, November 20, 2009**.

Letters of intent should be no more than 1-page in length, single-spaced and created in 12-point font. Additionally:

- Briefly, describe the project/program, and explain how youth will provide leadership to the project/program, from proposing the idea to owning the outcomes they produce.
- Include contact information

**Eligibility:** Individual youth, unincorporated youth groups, 501(c)3 organizations and faith-based organizations may apply to this Fund.

Youth panelists will review letters of intent and invite full proposals for promising projects/programs. Grant awards will range from \$500 to \$5,000. All letters of intent should be addressed to:

Operation REACH, Inc.  
Attn: GYAF RFP – Letter of Intent  
2115 Carondelet Street  
New Orleans, LA 70130

Electronic submissions of the Letter of Intent may be sent to [gyafproposal@theyyac.org](mailto:gyafproposal@theyyac.org).

Individuals and organizations who submit a Letter of Intent will be invited to a Technical Assistance workshop hosted by the GulfSouth Youth Action Fund Youth Advisory Board in December.



**GulfSouth Youth Action Fund**  
*A program of Operation REACH, Inc.*

**Attachment B**

***PROPOSAL COVER SHEET***

1. Name of organization/school/group: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City/State/Zip

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name of project/idea: \_\_\_\_\_

3. Amount of money you are requesting from us: \$ \_\_\_\_\_

4. Provide a one or two sentence summary of what you want to do.  
\_\_\_\_\_  
\_\_\_\_\_

5. Name of youth contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City/State/Zip

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

6. Name of adult helper or ally: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City/State/Zip

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

7. In the space provided below, list the names and amounts of other funding sources solicited for this project.

	<b>Organization</b>	<b>Amount</b>
--	---------------------	---------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Certifying Signatures:

_____	_____	_____	_____
Signature of Board Chair	Date	Print Name	Date

_____	_____	_____	_____
Signature of Youth (1)	Date	Print Name	Date

_____	_____	_____	_____
Signature of Youth (2)	Date	Print Name	Date



**GulfSouth Youth Action Fund**  
*A program of Operation REACH, Inc.*

**Attachment C**

Name: \_\_\_\_\_

Line Item Description	Requested Amount	In-Kind Contributions*	Other Sources
Stipends			
Supplies			
Awards			
Transportation			
Conferences, Meetings and Trainings			
Equipment			
Printing/Publications			
Rental/Lease Fees			
Other Expenses Not Stated Above			
<b>TOTAL</b>			

\*Organizations are encouraged to solicit in-kind contributions from their collaborating partners.

Remember: Please include a detailed budget narrative with your project budget.



**GulfSouth Youth Action Fund**  
A program of Operation REACH, Inc.

**Attachment D**

**Organizational Assessment Form**

This Organizational Assessment Form is a required part of your GulfSouth Youth Action Fund grant proposal. We encourage you to answer honestly as the information you provide on this form will help Operation REACH to better tailor the training and technical assistance we provide to grant applicants. Attach this completed form to your grant proposal, which is due by **Friday, December 11, 2009**. *Your responses on this form will have no bearing on the GulfSouth Youth Action Fund's proposal review process or funding decisions.*

Name of Organization \_\_\_\_\_

1. Is the organization's address listed on the proposal cover page an office space that your organization rents or owns?     Yes  No

If you answered NO, is it:

an adult ally's home     a youth participant's home     a school     a community center  
 another nonprofit organization's office     Other (please specify) \_\_\_\_\_

2. Number of youth served annually \_\_\_\_\_

3. Is your organization incorporated in the State of Louisiana?     Yes  No

- If yes, date of incorporation \_\_\_\_\_
- If no, are you currently in the process of/planning to incorporate?     Yes  No

4. Has your organization applied for federal tax exempt status?     Yes  No

- If yes, date of IRS determination letter \_\_\_\_\_
- If no, do you have a fiscal agent?     Yes  No
- Are you in the process of/planning to apply for tax exempt status?     Yes  No

5. Total operating budget for current fiscal year \_\_\_\_\_

6. When does your organization's current fiscal year end? \_\_\_\_\_

7. Number of paid staff    Full time: \_\_\_\_\_ Part time: \_\_\_\_\_

8. Number of volunteers    Full time: \_\_\_\_\_ Part time: \_\_\_\_\_

9. Number of board members \_\_\_\_\_    How many of these are youth (under age 25)? \_\_\_\_\_

10. My organization needs assistance in the area of **board governance or executive leadership**.  
 Strongly Agree     Agree     Neither Agree nor Disagree     Disagree     Strongly Disagree

11. My organization needs assistance in the area of **strategic or operations planning**.  
 Strongly Agree     Agree     Neither Agree nor Disagree     Disagree     Strongly Disagree

12. My organization needs assistance in the area of **financial management**.  
\_\_ Strongly Agree \_\_ Agree \_\_ Neither Agree nor Disagree \_\_ Disagree \_\_ Strongly Disagree
13. My organization needs assistance in the area of **fundraising and resource development**.  
\_\_ Strongly Agree \_\_ Agree \_\_ Neither Agree nor Disagree \_\_ Disagree \_\_ Strongly Disagree
14. My organization needs assistance in the area of **human resources**.  
\_\_ Strongly Agree \_\_ Agree \_\_ Neither Agree nor Disagree \_\_ Disagree \_\_ Strongly Disagree
15. My organization needs assistance in the area of **program planning, data collection and evaluation**.  
\_\_ Strongly Agree \_\_ Agree \_\_ Neither Agree nor Disagree \_\_ Disagree \_\_ Strongly Disagree
16. My organization's office space and other facilities are adequate for its administrative and program needs.  
\_\_ Strongly Agree \_\_ Agree \_\_ Neither Agree nor Disagree \_\_ Disagree \_\_ Strongly Disagree
17. My organization needs assistance in the area of **information technology and facilities**.  
\_\_ Strongly Agree \_\_ Agree \_\_ Neither Agree nor Disagree \_\_ Disagree \_\_ Strongly Disagree
18. My organization needs assistance in the area of **communications, marketing, outreach and public relations**.  
\_\_ Strongly Agree \_\_ Agree \_\_ Neither Agree nor Disagree \_\_ Disagree \_\_ Strongly Disagree
19. If you disagree or strongly disagree with any of the above statements, please elaborate:

---

---

---

---

---

---

---

---

---

---

---