

GRANT APPLICATION GUIDELINES

Youth Microgrant Program Grant Guidelines	
What will I need for this grant?	<ol style="list-style-type: none"> 1. One PDF copy of the application (View the 2016 application here). 2. A girl who is working on a service project in the community. 3. 30-45 minutes to complete the application.
Who should fill out this grant?	<ul style="list-style-type: none"> • The girl and one of her parents/guardians can fill out this grant and send it to you for revisions, approval, and submission. • If the girl and her parent/guardian are uncomfortable filling out the application on their own, you can sit down with them and help them.
What are the different parts of this grant?	<ol style="list-style-type: none"> 1. Applicant Information: Information about the girl applying 2. Parent/Guardian Information: Information and signature of parent/guardian if girl is under 18 years of age. 3. Sponsoring School/Organization: The name of your troop and leader contact information. 4. Project Information: 5. Information about what the project will be, when it will occur and finish, and how the success will be measured. 6. Budget information about how much funding you are requesting (up to \$1,000) and how it will be used. 7. Parent/Guardian's Signature
Dos and Don'ts for the Project Information Section	<p>DO: write a good sized paragraph (100-150 words) explaining (<u>from the girl's perspective</u>) why this project is important to her and what she wants to do. Explain why the project is needed, when it will be done, and how you will determine its effect.</p>

	<p>DON'T: write one or two sentences vaguely describing the project.</p> <p>Paste-able language:</p> <ul style="list-style-type: none"> • X is a cause important to me because...and that is why I would like to do this project to benefit X. • This project will (explain what project will do). This is important to me and my community because... • I plan this project over (insert time period) by (explain plan) and determine it is successful by (explain evaluation).
<p>Dos and Don'ts for the Budget Section</p>	<p>DO: clearly state how much money you are asking for and how you got to that total. Explain what supplies you will buy, the estimated cost of them, and how that factors into your budget.</p> <p>DON'T: ask for more than \$1,000 and write about how badly you need the money to buy supplies for this project.</p> <p>Paste-able Language:</p> <ul style="list-style-type: none"> • We are requesting a grant of \$x in order to pay for the following supplies: supply 1 (\$x for x amount), supply 2 (\$x for x amount), supply 3 (\$x for x amount), etc. • These supplies will be used for...
<p>How do I submit this grant?</p>	<p>This grant can be submitted via email or mail. Via email, send completed PDF to: info@karmaforcara.org. Via mail, print completed PDF and mail to: Living Classrooms Foundation Attn: Karma for Cara Microgrant Application 1417 Thames Street Baltimore, MD 21231</p>
<p>When are the deadlines for this grant?</p>	<p>July 1, October 1, January 1, April 1</p>