



Please complete **Parts I and III** then attach them to your written proposal which you have prepared as outlined in **Part II**. Your grant application cannot be considered if all parts are not completed.

Part I – General Information

Date: _____

Organization Name: _____

Organization Address: _____

Organization Phone Number: _____

Executive Officer: _____

Contact Person for this Grant: _____

Address and Phone Number of Contact Person: _____

Email address if available: _____

Would you classify your organization as primarily: ___ Civic, ___ Community/Economic Development, ___ Cultural, ___ Educational, or ___ Fraternal.

Define your organization's mission, goals, and/or objectives:

Does your organization have 501 (c)(3) status? ___

Does your organization have 501 (c)(10) status? ___

List other sources of funding for this grant _____

Part II – Outline for preparing Grant Proposal

Please follow this outline and respond to each item in the order listed and title each section. Only one copy should be submitted, without binders. Applicants may be requested to provide additional materials.

A. NARRATIVE :

- 1) Program Plan to include –
 - a. Description of event and activity to be funded
 - b. Explanation of why the program is needed
Description of individuals to be served by the event and estimated number
(include if the target audience is adults or youth and why they could be interested).
 - c. What do you expect to accomplish? (What are your objectives for the event?)
Describe the actions or behaviors you expect to change. Hopefully some will include changes the participants expect to implement.
 - d. How will you know you have succeeded?
 - e. Description of interaction with other organizations, if any.
 - f. Dates(s) of the event, the number of hours, and where the event will take place.
- 2) Program Implementation –
 - a. Description of who will conduct the training/conference/ event
 - b. Describe the training methods and materials to be used,
- 3) Evaluation –
 - a. Using the description of the expected results of the event as stated in 1 C. above, explain what methods you expect to use to evaluate whether you made progress toward your objectives? Naturally some will be just positive feedback about the event, but hopefully some will include questions about what changes the participants expect to implement.
 - b. Do the evaluations indicate a need for further education? Just briefly indicate what would your next step be.

HINTS

The Foundation's purposes state in part that it funds programs that "teach youth to make responsible choices, develop leadership skills and inculcate high moral and ethical values." Most applications address primarily the points of "leadership skills" which we agree are fundamental to the purposes of youth groups, but are quite difficult to define, albeit measure. However, the points of making responsible choices and inculcating high moral and ethical values are rarely addressed. Including some focus on those points within the program content will be highly regarded in the application review by the Grant Committee. The Foundation's link with the Character Counts! activities is a valuable resource for applicants and could be noted in the application.

The Board of Directors believes that those who have submitted a fee for the registration of the event, even a small amount, results in better attendance and does provide some income. That fee charged should be noted on **Part III the Event Cost Sheet** on the following page.

IF FUNDED, THE FOLLOWING WILL BE REQUESTED

A poster which we ask you to post during the event will let the participants know of our support and encouragement. You will also be provided some brochures and a couple appeal envelopes for your convenience.

With your approval letter you will be provided the Foundation's Grant Evaluation form which we ask you complete and return it to Betty Klotz within four (4) months of this program. The return of that form is necessary should you wish to ask for another grant.

If pictures are taken and with the assurance that the necessary releases are held by you, we would appreciate copies that may be used for promotional purposes. We are continually updating our Power Point presentation

And lastly, while it is quite unlikely, should any grant funds not be used we would ask that they be returned so that we can fund other worthy programs.

Should you have any questions in completing this application, please feel free to contact Betty Klotz - by phone at 707-542-4156 or Janine Coley at jacoley@wi.rr.com . We look forward to having the opportunity to fund educational programs.

PART III - Event Cost Sheet

PERSONNEL (Who will conduct the sessions)	COSTS Amount requested	COSTS Funded by Others
TRAINING MATERIALS (The name of the items, the number to be purchased and the cost of each. Note which are take-home items.)		
TRAVEL DIRECTLY RELATED TO EVENT (List those to be reimbursed, the number of miles and reimbursement per mile)		
TOTAL COSTS (Those requested and total for event)		

IOJD World Youth Foundation Mission

The IOJD World Youth Foundation is organized to develop funding resources; to fund educational programs which teach youth to make responsible choices, develop leadership skills and inculcate high moral and ethical values; to underwrite leadership experiences; to improve public awareness of the Foundation and Job's Daughters; to conduct charitable work as an organization within the meaning of Section 509(a)(1) or Section 509(a)(2) of the Internal Revenue Code of 1954, and to accept gifts, grants, and contributions to carry out such purposes.

Mail by Regular US mail to:

**World Youth Foundation, Inc.
Mrs. Betty Klotz
1228 Moss Rock Court
Santa Rosa, CA 95404-2532**