

PAY IT FORWARD MINI-GRANT APPLICATION GUIDELINES

Funding provided by the Pay It Forward Foundation and its contributors

APPLICATION GUIDELINES

The Pay It Forward Foundation administers a mini-grant program for Pay It Forward activities designed by and involving youth in service to their school, neighborhood or the greater community. Mini-grants up to \$500 are available to schools, churches and community-based groups of youth for service activities of all types.

A Pay It Forward project is defined as one or more service activities that benefit a school, a neighborhood or the greater community, and that include learning goals for the youth participants. **Only projects that clearly contain a “pay it forward” focus – that is, projects on the concept of one person doing a favor for others, who in turn do favors for others, with the results growing exponentially – are given consideration in the grant making process.**

Applicants are encouraged to include preparation activities that teach youth needed skills or knowledge to implement the Pay It Forward project, and to plan the project with input from the clients, organizations, or community that will benefit from the project in order to ensure that the project is needy and timely.

Funds may be used for supplies, materials, equipment or transportation to a service site. Funds may not be used to pay for personnel, to replace state or local school funds, or for celebration food and drinks.

Applications for mini-grants may be submitted any time. Applicants will be notified about the status of their mini-grants within 60 days of each deadline.

The Pay It Forward Foundation requests that a final report on the results of the project be submitted to the Foundation within 30 days of completion of the project.

WHO MAY APPLY

Schools, churches and community youth groups (with an adult sponsor) may apply for funding. Youths or adults may write the application. Groups whose members are all over the age of 18 must include work with youth under the age of 18 as part of their projects.

APPLICATION PROCESS

To apply, complete the following application and submit it to the Pay It Forward Foundation by e-mail. (See guidelines below) **Please write or type your responses directly onto the form.** Provide sufficient information to enable the Pay It Forward Foundation Selection Committee to have a clear understanding of your project (when applications are written by youth, the age of the authors will be taken into consideration).

Address questions to info@payitforwardfoundation.org.

Some suggestions:

- ◆ Provide all information requested, including your Federal Tax ID Number.
- ◆ “Youth Representative(s)” are the names of one or more young people who are class, organization, or project leaders.
- ◆ To prepare the itemized budget, “shop ahead” to identify costs and indicate quantity and price for each item. Add tax and then total your budget, rounding to the nearest dollar to reach the amount you are requesting. Here’s a sample:

<i>Quantity</i>	<i>Item</i>	<i>Unit Cost</i>	<i>Total Cost</i>
40	Framed Canvas 12x16	\$5.00	\$200.00
7	Pack of 6 Picture Hangers	1.20	8.40
250	Printed Cards		90.00
2	Rolls Film and Developing	11.00	22.00
			\$320.40
	<u>Tax</u>		<u>23.23</u>
	SUBTOTAL		\$343.63
	 <u>Bus for Transportation</u>		 <u>150.00</u>
	TOTAL		\$493.63

TOTAL REQUESTED: \$494.00

SUBMITTING AN APPLICATION

Please read and follow all guidelines below.

Proposals, including application and budget, must not exceed three pages. Limit one application per project. Applicants will be notified of a decision within 60 days of application deadlines. If approved, applicants should receive funds within 30 days.

- **After completing the application, please e-mail it to: grants@payitforwardfoundation.com**
- **Applications will only be accepted by e-mail. Do not mail. They will be returned unopened. Please make sure your email address is on the application itself. Submit in 1 file only.**

PAY IT FORWARD MINI-GRANT APPLICATION
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Date _____

Organization _____

School District (if applicable) _____

Grade(s) _____ Principal _____

Federal Tax ID# _____

Address _____

City _____ State _____ Zip _____

Phone(s) _____ Fax _____

Name of Project _____

Contact Name _____

E-mail _____

Youth Representative(s) _____

Number of young people involved in project serving and learning _____

List any unique characteristics of youth involved _____

Approximate date(s) and/or timespan of project _____

Total Cost of Project _____ Total PIF Mini-Grant Amount Requested _____

Attach up to two pages including project description and budget.

Project Description: Describe the young people involved in your project, the benefits of the project to your school, neighborhood or the greater community, and the learning goals for youth participants. Provide sufficient information to enable the Pay It Forward Foundation Selection Committee to have a clear understanding of your project (when applications are written by youth, the age of the authors will be taken into consideration). Specifically address the “pay it forward” focus of your project – the concept of one person doing a favor for others, who in turn do favors for others, with the results growing exponentially.

Budget: Provide a budget for your project, including materials, supplies, equipment and/or transportation costs and listing quantity, unit costs and taxes. Show the total budget for your project as well as the specific amount you are requesting from the Pay It Forward Foundation.