



CommunityGives Youth Service Program - Grant Process

The CommunityGives Youth Grant Program is sponsored by Dow Inc. and the Midland Area Community Foundation.

Grant Amount - **\$500 or \$1,000**

1. Review the CommunityGives Youth Service Program Guidelines to verify that your group meets the program requirements
2. Contact a charitable organization with which your youth group would like to volunteer its time and make tentative plans. You are encouraged to find a project that will give each participant about 3 hours of volunteer time each. If you'd like help planning, e-mail Sara JacobsCarter (sjacobscarter@midlandfoundation.org), Youth Impact Coordinator
3. As you apply, please be as specific as possible about what your group will be doing: dates, times, charitable organization with whom you'll be working, how many hours the volunteer job is expected to take, and how many young people you expect will attend the volunteer job.
4. Complete and submit the CommunityGives Application **via the midlandfoundation.org website**, at least one week prior to the volunteer project.
5. CommunityGives Administrator will review and evaluate all requests within 3 business days of the submission and contact the applicant with the approval to go forward with the project as detailed in the application, suggest any changes, or inform the applicant of denial.
6. Grantee completes the service project as detailed in the application.
7. Grantee completes and submits the Final Activity Report **within two weeks of the completion of the project**. Three high quality photographs should also be submitted – it will be assumed that permission to share has been obtained from any pictured child's parent or guardian.
8. CommunityGives Youth Service Program Administrator will review final report and contact grantee with any questions. If there are none, the grant will be approved for payment. Projects with 5-9 youth participating will be granted \$500. Projects with 10 or more youth volunteers will be granted \$1,000. Payment is generally received within two weeks of the submission of an approved Final Activity Report.
9. Funds will be disbursed in the order they are received – according to satisfactory Final Reports submitted after the approved projects – for as long as funds are available starting in January of each year. Funds will be used to remove barriers to participation, to foster inclusion, and to support organization goals for participants. Funds not used as proposed in the application must be returned to the Foundation.