



san francisco youth  
empowerment fund

# Youth Empowerment Fund mini-grants

Money for projects created and led by SF youth

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**Are you a young person?**

**Do you have an idea for a project for and led by SF youth?**

**Do you need money to make it happen?**

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## **Need ideas?**

- Social Justice & community impact projects
- Media, websites & video projects
- Visual and performing arts programs
- Service and volunteer projects
- Survey and research projects
- Youth-led workshops

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

Youth Empowerment Fund | 1426 Fillmore St, Suite 204 | San Francisco CA 94115

## YEF mini-grant cycles:

School Year	Spring	Summer
Projects During October-May	Projects During January-June	Projects During June-August
Grants up to \$10,000	Grants up to \$5,000	Grants up to \$2,500
Application Deadline First Friday of September	Application Deadline First Friday of November	Application Deadline First Friday of May

### All mini-grant projects must...

- Be **created** and **led** by youth under 18
- Have **at least** one adult ally
- Be **financially sponsored** by a community-based nonprofit organization
- Have a budget that **matches the cycle requirements** (see table)
- Be **in San Francisco** and **for San Franciscans**
- Have 1 youth leader & adult ally **attend grantee gatherings**

### Questions we ask to decide if your project is ready for funding...

#### **Does the project meet a youth need?**

For example: youth need a space to talk about being LGBTQ but there is no program like that at their school, so a group of young people apply for money to get snacks and materials to run meetings for LGBTQ students and allies.

#### **Are you asking for a realistic amount of money?**

We want to know that the money we give you is being spent wisely and reaching the most young people possible. If you apply for \$5,000 we understand that your project wouldn't be quite as large as if you're applying for \$10,000. If you apply for \$10,000 we want to see that you're making a real change for a LOT of youth.

#### **Would the project be possible without financial support?**

We know there are a lot of great ideas out there and our grants are just ONE way to make them happen. We want to make sure we are funding programs that really need our money to start or can't take their already great programs to the next level without our money.

## Frequently asked questions:

### What is YEF?

The Youth Empowerment Fund is a part of the San Francisco Department of Children Youth and Families run in partnership with Urban Services YMCA and is proudly funded by the San Francisco Children and Youth Fund. We give out mini-grants to youth-led projects that support youth in SF. We also run youth programs to support the leadership development and community advocacy of SF youth.

### Who do we contact if we have questions?

If you have any questions about how to apply for our mini-grants please contact YEF's Associate Director, Breanne Harris at 415-561-0631 ext. 119 or [breanne@yefsf.org](mailto:breanne@yefsf.org). For general questions about YEF, please contact YEF Director Betty Sells-Asberry at 415-561-0631 ext. 119 or [betty@yefsf.org](mailto:betty@yefsf.org).

### If I'm 18 or older can I apply for a mini-grant?

The two primary youth leaders on the project must be under 18. However, other youth on the project team can be 18 or older.

### When does YEF accept applications for mini-grants?

We accept applications for mini-grants three times a year. Applications are released on our website one month before the final due date. For cycle deadlines see the table on Page 2. ([www.yefsf.org](http://www.yefsf.org))

### When do I find out if my project has been funded?

YEF Community Funders takes about a month to review all applications, hold interviews, and make final funding decisions. Your project will usually be contacted within 2 weeks for an interview. 2 weeks after the interview you will be informed of the status of your application. *Note: this is a rough estimate; depending on the amount of applications received the process may be longer.*

### Where else can I get funding for my youth-led project?

B.L.I.N.G. out of the Youth Leadership Institute and Youth Funding Youth Ideas (YFYI) out of CHALK are two other groups that give grants to youth-led projects. Youth Funding Youth Ideas: [www.yfyi.org](http://www.yfyi.org) | B.L.I.N.G. <http://yli.org/youth-space/>

### How do I turn in my application?

Submit applications electronically to [info@yefsf.org](mailto:info@yefsf.org). Or, we accept paper applications in person on FRIDAYS at 1426 Fillmore Street, Suite 204. DO NOT DROP OFF OR SEND APPLICATIONS TO THE DEPARTMENT OF CHILDREN YOUTH & THEIR FAMILIES.

### Is there anything YEF cannot fund?

Yes, YEF money cannot go to adult staff wages/salaries, administrative fees and overhead costs, any expenses outside of San Francisco, bottled water, or tip/gratuity.

## Need support or still have questions?

 Email: [info@yefsf.org](mailto:info@yefsf.org)

 Call: 415 561 0631 ext. 119

 Tweet: @yef\_sf

 Like us: [www.facebook.com/YouthEmpowermentFund](https://www.facebook.com/YouthEmpowermentFund)

 Visit: [www.yefsf.org](http://www.yefsf.org)

## Glossary: a definition of terms used in this application

**Adult Ally:** An adult with the skills and commitment to support you through your project. This person usually works at the organization that is your fiscal sponsor but does not always have to.

**Community:** We mean this as whatever community you are a part of, where you live, where you go to school, your club or after-school program.

**Fiscal Sponsor:** The non-profit organization that will be giving you the money for your project up front. YEF only reimburses money that has already been spent. Your fiscal sponsor pays for your project's expenses and we pay them back at the end of every month. *Note: This organization must be a tax-exempt non-profit organization (501c3).*

**Impact:** The effect you will have on the community. For example, creating a tech program for girls will impact the girls in the program because they will learn important skills and it will impact the wider community because more women will work at tech companies.

**Longevity:** The ability for your project to continue on after your funding cycle is over. Have you created a project that will last, or a short-term project that will end once the cycle is over?

**Mini-Grant:** A small amount of money given to a youth-led project that does not need to be paid back.

**Need:** Something that there isn't enough of or something that's missing. For example, a community need for the SOMA neighborhood is more green space. There are so many buildings and streets and not enough trees or parks for youth to enjoy nature and play.

**Project:** The program, workshop or events your team needs money to do. The project should happen during the entire 6 month funding cycle.

**Youth Leader:** The person or people in charge of the project. This is who will be running the whole project, paying attention to the budget and communicating to YEF to tell us how the project is going.

# YEF mini-grant application

Applying for (choose one):  School Year  Spring  Summer

## Project team

Your project team is made up of all the youth on the project that are helping make it happen and the adult allies that will support you.

### Youth leaders (2 required)

#### Youth Leader 1:

Name:

Age:

Date of birth:

*\*Must be under 18 at time of application*

Address:

Street

City

State

Zip

Gender:

Languages spoken:

Race and/or Ethnicity:

Email address:

Cell phone:

Home phone:

School you attend:

Current grade level:

What is your role in the project? What will you be in charge of?

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I agree to be a youth leader for the duration of the project. I will be responsible for the monthly reporting and attending Grantee Gatherings.

Signature:

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## Adult support

This section should be filled out by the project's Adult Ally and Fiscal Sponsor.

### Adult Ally

Name:

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Phone number:

Email address:

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Organization affiliation and title:

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Relationship to Youth Leader(s):

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### Fiscal Sponsor (must be a 501C3 Non-Profit)

Name of non-profit org:

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Address:

Street

City

State

Zip

Executive Director:

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Phone number:

Email address:

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## Important information for adult allies and fiscal sponsor organizations:

- The Youth Empowerment Fund can only grant funds for youth-led project expenses. **Funds cannot augment existing program budgets.** Funds will only be provided for new or additional programming that is led by youth.
- **Fiscal sponsor fees or adult wages (for fiscal sponsor staff or adult allies) for any support given to youth are not approved expenses.** All support from adult allies and fiscal sponsor organizations is on a voluntary basis and cannot be financially compensated through YEF grant funds.
- Adult allies are required to **accompany at least 1 youth leader to grantee gatherings** throughout the project cycle.
- YEF mini-grants are disbursed as **reimbursements** of paid project expenses. Your organization will be reimbursed monthly after approval of an invoice including detailed receipts and documentation.
- YEF does not reimburse for adult staff wages/salaries, administrative fees and overhead costs, ANY expenses outside San Francisco, bottled water, or tip/gratuity.
- **FULL REIMBURSEMENTS ARE CONTINGENT ON THE COMPLETION AND APPROVAL OF REIMBURSEMENT PACKETS.**

I, \_\_\_\_\_, have read the requirements, and understand that should this project receive funding, I will abide by these regulations.

Adult Ally Signature:

Fiscal Sponsor Signature:

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**Are you re-applying for a project you've already received funding for?**

**Yes**       **No**

*If you answered "No," skip this section and continue on to the next page.*

**Where did you get your previous grant for this project? (select one)**

**YEF**     **BLING**     **YFYI**     **Other, Specify:** \_\_\_\_\_

*\*\*\* Please attach the grant application of your previously funded project\*\*\**

**What additions are you making to the original project to take it to the next level?**

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**What were the successes of the project?**

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**What were some challenges of the project & how did your team face them?**

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## Tell us about your community!

**Remember: the project must be in San Francisco and for San Franciscans**

**What neighborhood are you from? Check all that apply.**

- Richmond (District 1)
- Marina (District 2)
- North Beach/Telegraph Hill/Chinatown (District 3)
- Sunset (District 4)
- Haight/Western Addition (District 5)
- South of Market/Embarcadero/Tenderloin (District 6)
- Park Merced/West Twin Peaks (District 7)
- Noe Valley/Castro (District 8)
- Mission/Bernal Heights (District 9)
- Bayview/Hunters Point/Vis Valley/Portrero Hill (District 10)
- Excelsior/Ocean View/Merced/Ingleside (District 11)

**What is the ethnic breakdown of your community?**

- Asian \_\_\_\_\_ % of population
- Black/African American \_\_\_\_\_% of population
- Latino/Hispanic \_\_\_\_\_% of population
- Native American \_\_\_\_\_% of population
- Pacific Islander \_\_\_\_\_% of population
- White \_\_\_\_\_% of population
- Multiethnic/Multiracial \_\_\_\_\_% of population

**What is the average income of your community? Check one.**

- 0-\$24,999
- \$25,000-\$49,999
- \$50,000-\$99,999
- \$100,000 or more

**What ages will be participating in the project? Check all that apply.**

- 10-13
- 14-17
- 18+

## The project

We want to know all the details of your amazing project! Answer the following essay questions as best you can and make sure to answer all guiding questions in each section.

Total funding requested:

Project name:

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**Answers must be submitted with your application in a Microsoft Word document, PDF file, or included with your paper application turned in in person or mailed to YEF.**

### 1. Describe your project.

*Guiding questions: What is the project? What will you do? Who is it for? Why are you doing it?*

### 2. Explain why there is a need for this project?

*Guiding Questions: Is there something missing from your community? Is there a program that youth really want but isn't available? Do you need money for equipment to get a project started or take it to the next level? Is this project a way to address a social issue?*

### 3. Why is the project important?

*Guiding Questions: Why is it important to you? How is it significant for your life and the life of your team? How is it significant for SF youth? Does the project create change?*

### 4. What are the project goals & what activities will help achieve your goals?

*Guiding Questions: What do you want to accomplish at the end of the project? What are the steps you will take to accomplish those things? How will your team work together to make it happen?*

### 5. What kind of impact will your project have on the community?

*Guiding Questions: Who/what will benefit from your project? What will youth gain from the project? How will the community as a whole benefit from your project? If you decide to continue the project how will you keep it going after the 6-month funding period has ended?*

## How will you make your project happen?

If your project gets funded we want to know you have a solid plan to put it into action. Tell us about what you'll be doing during the funding period. How many times will you meet to plan with your team, what activities and events will you have going on during the project?

**\*\*Only list activities for the months you are applying for funding\*\***

	Month	Planning meetings & location	Project activities & events
	<i>Example</i>	<i>Every Monday at United Playaz</i>	<i>Dance practice twice a week &amp; Valentine's Day Dance Performance</i>
School Year	Oct		
	Nov		
	Dec		
	Jan		
Spring Funding	Feb		
	Mar		
	Apr		
	May		
Summer Funding	Jun		
	Jul		
	Aug		

## Budget

This is where you tell us how much money you need to make your project a reality! We want to know the details, so make sure to tell us exactly what you need and how much it's going to cost.

**Remember to ask yourself: “does the amount of money I’m asking for match the amount of change or impact I’m making for youth in SF?”**

For groups applying for larger grants (\$8,000-\$10,000), YEF will prioritize funding to project that show they are long-term, sustainable and have a strong impact.

## Guidelines

- ✓ Remember that the total requested funds must be in line with the cycle awards  
(*School-Year: Up to \$10k, Spring: Up to \$5k, Summer: Up to \$2,500*)
- ✓ Put items in their correct budget category.  
**Read the description of each category to know where each expense should be listed.**
- ✓ Where possible, please provide proof of estimates for the items you list within the budget.
- ✓ The total amounts for each budget category listed in the worksheets should equal what is listed in the total budget worksheet on the previous page.
- ✗ Expenses that cannot be funded by YEF mini-grants include:
  - **Adult staff wages/salaries**
  - **Administrative fees and overhead costs**
  - **Travel expenses outside of San Francisco**
  - Bottled water
  - Tip/gratuity
  - Any expenses prohibited for grants with the City and County of San Francisco

## Budget worksheets

Please provide a detailed breakdown of project expenses and explain the need for each item. **Explain why each item on your budget is important to the project. Only** fill out the sections where you need funding and double-check the math. **Remember to add up your totals and enter them into the total budget worksheet on page 17.**

### Youth Wages (any money given to youth for participation in the project)

Youth leader name and title	Pay rate	Length of work	Total
<i>Example: Jimmy Rodriguez, Organizer</i>	<i>\$100 entire project</i>	<i>6 months</i>	<i>\$100</i>
<b>Total youth wages:</b>			
<b>Explanation:</b>			

### Materials & Supplies (items needed to complete your project like office supplies, decorations, equipment, copies of flyers and handouts)

Description	Quantity	Rate	Total
<i>Example: Pens</i>	<i>10</i>	<i>\$0.10 each</i>	<i>\$1.00</i>
<b>Total Materials &amp; Supplies:</b>			
<b>Explanation:</b>			

### Facilities (any money paid to rent/use a space for project events or meetings)

Description	Rate	Length of time	Total
<i>Example: High school green room</i>	<i>\$50/hour</i>	<i>4 hours</i>	<i>\$200</i>
<b>Total Facilities:</b>			
<b>Explanation:</b>			

### Honorarium (any money paid to an adult speaker, performer, or trainer)

Description	Pay rate	Length of work	Total
<i>Example: Guest speaker</i>	<i>\$50</i>	<i>4 hours</i>	<i>\$50</i>
<b>Total Honorarium:</b>			
<b>Explanation:</b>			

**Food & Beverage (any money spent on food and drink for the project)**

Description	Quantity	Rate	Total
<i>Example: Pizza</i>	4	\$25	\$100
<b>Total Food &amp; Beverage:</b>			
<b>Explanation:</b>			

**Other Expenses (any money spent on things that do not fit into other categories, such as transportation, gift cards, entry fees, etc.)**

Description	Quantity	Rate	Total
<i>Example: Jamba Juice gift cards</i>	10	\$5 per card	\$50
<b>Total Other Expenses:</b>			
<b>Explanation:</b>			



## Total budget worksheet

Reminder that total amount requested cannot be more than:  
 School Year, Up to \$10k | Spring, Up to \$5k | Summer, Up to \$2,500

Line Item	Priority (1 being highest)	Amount requested from YEF mini-grants
<i>Example</i>	<i>1</i>	<i>\$100.00</i>
<b>Youth Wages</b>		
<b>Materials &amp; Supplies</b>		
<b>Facilities</b>		
<b>Honorarium</b>		
<b>Food &amp; Beverage</b>		
<b>Other</b>		
<b>Total:</b>		

*Note: Remember to list the priority (most important to least) line items in your budget. We can't always give you all the money you're asking for so we need to know what is most important to you.*

**Are you seeking additional funding? (Example: applying for other grants, fundraising, etc.)**

**Yes**       **No**

**If yes, what are those sources & how much money do you expect to get from them?**

## Final application checklist:

### Before you submit...Did you do the following?

- Spell-check and grammar-check for typos
- Have a trusted peer and your adult ally review and give feedback on your application
- Fill out all contact information (youth leaders, adult allies, and sponsor organization)
- Complete all sections
- Itemize and prioritize your budget and attach supporting documentation

Please **email** completed applications to [info@yefsf.org](mailto:info@yefsf.org)

Applications can also be turned in by hand on **Fridays only** or mailed to:

Urban Services YMCA  
1426 Fillmore St, Suite 204

*Directions:* On Fillmore between O'Farrell St. & Ellis St.

*Closest Bus Lines:* 22 Fillmore, 38 Geary, 31 Balboa

Applications will be reviewed by the YEF Community Funders and YEF adult staff. With questions or for assistance, please call 415 561 0631 ext. 119 or email [info@yefsf.org](mailto:info@yefsf.org).



**Supporting youth  
leadership**



**Amplifying  
youth voices**



**Activating  
youth-led change**



**Strengthening  
our communities**

## Need support or still have questions?



Email: [info@yefsf.org](mailto:info@yefsf.org)



Call: 415 561 0631 ext. 119



Tweet: @yef\_sf



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Visit: [www.yefsf.org](http://www.yefsf.org)