



## ***Strengthening Our Community Through Asset Development***

### **Mini-Grant Guidelines\***

***BuildingYouth***, an initiative of the **Bernards Township Health Department and *Municipal Alliance***, is pleased to offer Mini-Grants for community organizations, schools, or associations. Groups working in the area of positive youth development may apply for these funds to support activities, programs, or events that support at least one of the assets identified in the 40 *Developmental Assets* framework ([www.search-institute.org](http://www.search-institute.org)). Mini-Grants may be awarded **up to \$500** and are reviewed on a **rolling basis** as long as funds are available and at the discretion of *the Mini-Grant Review Committee*.

In order to be eligible for a Mini-Grant, the group or organization must be based in Bernards Township or clearly affect the youth of Bernards Township. **Mini-Grants are intended to be used as seed money** and cannot be renewed or awarded multiple times with the intent to sustain the same project or event.

The following guidelines have been established to ensure that these funds are used for the intended purposes. Each application must:

- ❑ Include a completed application form (please see below)
- ❑ Provide a *line item budget* detailing how the money will be spent
- ❑ Demonstrate a clear documented link to positive youth development and at least one of the 40 Developmental Assets. (2-3 paragraphs)
- ❑ Clearly outline the assets addressed in the proposal
- ❑ Provide any supporting documentation for the proposal
- ❑ Provide plans to evaluate the proposal

**Please Note:** Funded applicants must provide an evaluation of the progress, and/or outcomes of the Mini-Grant project. This evaluation must be completed within a reasonable timeframe and may vary based on the length of the proposed project. Applicants will be notified of the evaluation deadline and receive evaluation forms upon receipt of their award letter.

If you have any questions, please call 908.204.3068, e-mail [assets@bernards.org](mailto:assets@bernards.org), or visit our website at [www.bernardsassets.org](http://www.bernardsassets.org).

Thank you for supporting our community!

Kathy Kelly  
Community Assets Coordinator

\* *Italicized* words are further defined on the attached *Glossary of Terms* page.



## Mini-Grant Application

Date: \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Are you a non-profit organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please provide the following information:

- PROGRAM DESCRIPTION (2-3 paragraphs)
  - Description of the project/activity
  - Which of the 40 Developmental Assets does the program address?
  - Target population* and the number to be served
  - Implementation plan* including a calendar of implementation
  - Evaluation plan* including your method(s) of assessment
  - Expected outcome(s)*
  
- LINE ITEM BUDGET
  - Total amount requested from BuildingYouth
  - Itemized expenditures* (estimates are acceptable)
  - Source(s) of any matching funds or additional support (if applicable)

Please mail or fax grant applications to:

BuildingYouth  
Bernards Township Health Department  
262 South Finley Avenue  
Basking Ridge, NJ 07920  
FAX: 908.204.3075

*Note: Mini-Grants are reviewed and awarded at the discretion of the Mini-Grant Review Committee on a rolling basis until funds are no longer available. This application is also available at [www.bernardsassets.org/Grants.aspx](http://www.bernardsassets.org/Grants.aspx)*

## Glossary of Terms

BuildingYouth	An initiative of the Bernards Township Health Department and Municipal Alliance Against Drug Abuse which addresses the need for young people to grow up in a caring, concerned, and nurturing community.
Developmental Assets	Developmental Assets are concrete, common sense, positive experiences and qualities essential to raising successful young people. Assets have the power, during critical adolescent years, to influence choices young people make and help them become caring, responsible adults. Information on the 40 Developmental Assets can be found at <a href="http://www.bernardsassets.org">www.bernardsassets.org</a> (click on Developmental Assets).
Equipment	Items funded by a mini-grant may not include equipment or appliances, such as televisions, VCR/DVD players, uniforms, etc.
Evaluation plan	A vehicle for collecting information about the outcome of your program. A completed Evaluation Plan tells you if your program has been successful. What questions will you ask to determine if the desired outcomes have been achieved? Who will you be asking/surveying? When will you be conducting the survey? Will staff/your co-workers give feedback on the process?
Expected outcomes	The desired results from your program (e.g., increased knowledge, behaviors, attendance, etc.).
Implementation plan	This provides an overview of the program. The implementation plan identifies the target audience, who will be involved in conducting the program, what they will do, and how and when they will do it – in essence, what steps will be taken to carry out the program.
Itemized expenditures	A summary of estimated or intended expenditures for the project organized by each item or service cost.
Line item budget	A line-item budget should include all expense associated with the proposed project – including in-kind donations, matching funds, etc.
Mini-Grant Review Committee	Members of the BuildingYouth staff and Municipal Alliance who meet to review Mini-Grant applications. The committee meets on an “as-needed” basis.
Municipal Alliance	A coalition which provides consultation, programs and training and resources to members of the Bernards Township community with the goal of preventing and reducing alcohol, tobacco and other drugs.
Rolling basis	The BuildingYouth grant cycle runs from October 1 <sup>st</sup> through September 30 <sup>th</sup> . Mini-grants will be awarded on a first come-first served basis at the start of the grant year until funds are no longer available.
Seed money	Seed money provides funding for the initial development and growth of a new project.
Target population	The individuals to be served and benefit from the program. Description to include information such as gender, age, grade level, number of individuals, etc.