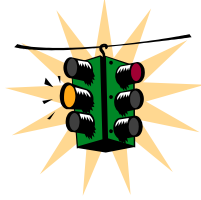


Department of Municipal and Community Affairs Youth Contribution Program



Guidelines and Application

What is the Youth Contribution Program?

The Youth Contribution Program is geared to people 15-25 years of age. It supports initiatives that promote positive lifestyles and improve the quality of life and well being of youth in their communities.

The Youth Contribution Program is managed by the Department of Municipal and Community Affairs on behalf of the Minister Responsible for Youth. The goals of the program are to:

- Support youth related programs regardless of location;
- Encourage youth to take initiatives that lead to positive lifestyle choices;
- Promote traditional Aboriginal youth activities so that they may strengthen northern Aboriginal traditions and culture;
- Acknowledge that youth play vital roles to the success of youth programs; and
- Recognize that community governments play an important role in promoting, developing and delivering activities for youth and should be encouraged and supported to continue these efforts.

Is My Proposal Eligible for Funding?

Applications will be accepted for funding in the following areas:

1. Traditional Aboriginal cultural events
2. School-related extra-curricular activities and trips or youth trips sponsored by other organizations, excluding sporting events
3. Development of youth related organizations, including annual general meetings and conferences as well as the development of plans for those organizations. Core operational funding will not be provided
4. New and innovating projects targeted at improving lifestyle choices

Priority will be given to projects that:

1. Focus on developmental activities and initiatives that create a long-term commitment to positive lifestyle choices for youth
2. Impact five or more youth

Proposals must demonstrate that...

1. Your organization operates on a non-profit basis and works to benefit the residents of your community
2. The applicant is 15-25 years old or is developing a program for youth in that age range.
3. The project supports the Youth Contribution Program goals and priorities
4. Your organization will recognize the Minister Responsible for Youth and the Department of Municipal and Community Affairs, Government of the Northwest Territories as a funding source for activities and materials produced

FUNDING CONDITIONS

- Applicants are eligible for the following amounts*:

	<u>Projects Held in in the NWT**</u>	<u>Projects Held outside the NWT***</u>
Community Projects:	\$3,750	\$2,500

*Please note that these are the maximum amounts and applicants may apply for less than the indicated amount.

** Projects that are hosted in the NWT may claim up to 75% of relevant expenses.

*** Projects that are held outside of the NWT may claim up to 50% of relevant expenses.

- Projects must be submitted 6-weeks **prior** to the project/activity taking place
- An organization is eligible to receive funding once per fiscal year
- Expenses related to the conduct of fundraising events are not eligible

Timelines

Funding is available on a first come, first served basis. It is recommended that potential applicants contact their MACA Regional office prior to developing an application (please see page 3 for contact information).

If you have questions on the program or would like to submit an application please contact the Department at the appropriate regional office below. These staff can also provide advice on preparing an application.

North Slave Region
PO Box 70
Behchoko, NT X0E 0Y0
Phone: 867-392-6328
Fax: 867-392-6312
E-mail: Conan_Donahue@gov.nt.ca

Beaufort Delta Region
Bag Service No. 1
Inuvik, NT X0E 0T0
Phone: 867-777-7312
Fax: 867-777-7352
E-mail: Donald_Kuptana@gov.nt.ca

Sahtu Region
PO Box 70
Norman Wells, NT X0E 0V0
Phone: 867-587-7116
Fax: 867-587-2044
E-mail: Amanda_Feltham@gov.nt.ca

Dehcho Region
Box 240
Fort Simpson, NT X0E 0N0
Phone: 867-695-7224
Fax: 867-695-2029
E-mail: Shane_Thompson@gov.nt.ca

South Slave Region
Box 283
Fort Smith, NT X0E 0P0
Phone: 867-872-6533
Fax: 867-872-3526
E-mail: Colin_Macpherson@gov.nt.ca

Headquarters

Sport, Recreation and Youth
400, 5201-50th Ave.
Yellowknife, NT X1A 3S9
Phone: 867-873-7245
Fax: 867-920-6467
E-mail: Mellissa_Wood@gov.nt.ca

For Your Information

- Keep a copy of the proposal and budget for your files.
- If your project is approved, a contribution agreement will be sent to you for signing. Contribution agreements outline when financial and activity reports are due. If your group wants to make changes to your original budget or project activities, a request to do so should be provided in writing.

If your project is approved, you will also be required to provide the following:

- A. A copy of your certificate of insurance (if applicable).
- B. Final activity and financial report (year-end reporting forms will be sent with contribution agreement).
- C. Photos of project activities.
- D. Total # of participants
- E. A description of the activities completed and the success, or what you learned, from these activities.

Youth Contribution Program Proposal

Step 1 - DESCRIBE YOUR PROJECT AND WHAT YOU WILL DO

Project Title: _____

Please provide an overall summary description of your project:

Refer to [page 1-2](#) of the Youth Contribution Fund Guidelines and Criteria for more information.

Is this a new project (check one): **Yes** **No**

Did you apply for funding last year? **Yes** **No**

1. **Why do you want to do this project?**

2. **What changes do you want to see happen because of your project (goal)?**

Goal: a statement that describes what you want to see happen as a result of your project.

Some examples: Youth developing their skills and confidence, more involvement between Elders and youth, decrease in substance abuse in youth and their families, etc.

Your project goal(s) is:

3. What kinds of objectives will help you reach your goals?

Objective: a statement that describes how your program will achieve your goal.

Some examples: to provide business training, to host a youth conference, to teach youth a new skill, to travel to another community, etc.

Objective 1:

Objective 2 (if applicable):

Objective 3 (if applicable):

(use additional paper if required)

4. Provide a detailed description of your project activities below or attach a

letter: Activity: What will be done to meet your objectives.

5. Evaluation: how will you know if your project is a success - what will you measure to find out, and how will you report on your project:

Describe how you will evaluate your project (contact your Regional Municipal and Community Affairs Staff Person for assistance).

6. Who will coordinate your project?

Some examples: Names of volunteers, staff, youth, contractor, elder, instructor, etc.

7. When will your project start _____ and end _____ ?

8. How often will you have your activities, (e.g. 2hrs/day, once a week, twice a month, other)?

9. List all locations where you will hold your program:

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

10. How many youth will take part in your project activities? _____

11. Groups/Organizations involved - list your supporting partners and the roles they will play:

Who?	What will they do?
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

13. Who will handle the funding, reporting and evaluation requirements?

***** Please provide a detailed budget of your project on the next page. This information will help process your application faster.**



This application form and guidelines has been adapted with permission from the NWT Department of Health and Social Services

Step 2: Youth Contribution Funding Budget

BUDGET (use extra paper/forms if needed)	Youth Contribution Fund	Other Funding Sources	EXPLANATION (describe all costs)
Project Title(s):			
Materials and Supplies	\$	\$	Comments: please specify the kinds of materials your are buying or will be producing as part of your project
	\$	\$	
	\$	\$	
A. Total Material and Supply Costs	\$	\$	
Programming and Coordination Costs	\$	\$	Comments: please specify the programming & coordination costs for your project.
	\$	\$	
	\$	\$	
B. Total Programming & Coordination Costs	\$	\$	
Travel	\$	\$	Comments: please specify the travel costs for your project.
	\$	\$	
C. Total Travel Costs	\$	\$	
Other	\$	\$	Comments: please specify any "other" costs for your project.
	\$	\$	
D. Total Other Costs	\$	\$	
E. <u>TOTAL</u> Funding Required A+B+C+D=E	\$	\$	