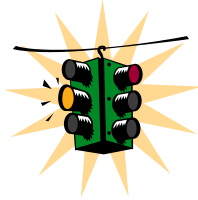


## The Youth Secretariat's Youth Contribution Program



### Criteria and Guidelines

#### What is the Youth Contribution Program?

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

*The Youth Contributions Fund is run by the Youth Secretariat and the Department of Municipal and Community Affairs. The goals of the program are to:*

- Support youth related programs;
- 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;
- 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.

**The following criteria must be met:**

- A. Focus on developmental activities and initiatives that create a long-term commitment to positive lifestyle choices for youth.
- B. Provide positive benefits to five (5) or more youth.

**Proposals must demonstrate that...**

- √ Your organization operates on a non-profit basis and works to benefit the residents of your community.
- √ The applicant is developing a program for youth in under the age of 25 years.
- √ The project supports the Youth Contribution goals and priorities.
- √ An organization may receive funding once throughout the fiscal year.
- √ Expenses related to the conduct of fundraising events are not eligible
- √ Your organization will recognize the Youth Secretariat, Municipal and Community Affairs, Government of the NWT as a funding source for activities and materials produced.

**FUNDING PARAMETERS**

- Applicants are eligible for the following amounts\*:

<u>Projects Held in the NWT**</u>	<u>Projects Held outside the NWT***</u>
\$5,000	\$4,000

\*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.

**Timelines**

Funding is available on a first come, first serve basis. It is therefore strongly recommended you contact your MACA Regional Staff Person as soon as possible.

## For Your Information

- Keep a copy of the proposal and budget for your files.
- As soon as 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.

## YOU WILL BE REQUIRED TO PROVIDE THE FOLLOWING:

- A. A copy of your certificate of insurance.
- 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.

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 1320  
Yellowknife, NT X1A 2L9  
Phone: 867-392-6328  
Fax: 867-392-6312  
E-mail: [Conan\\_Donahue@gov.nt.ca](mailto: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: [kefin\\_floyd@gov.nt.ca](mailto:kefin_floyd@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](mailto:Amanda_Feltham@gov.nt.ca)

Dehcho Region  
Box 240  
Fort Simpson, NT X0E 0N0  
Phone: 867-695-7224  
Fax: 867-695-2029  
E-mail: [colinda\\_blondin@gov.nt.ca](mailto:colinda_blondin@gov.nt.ca)

South Slave Region  
Box 127  
Fort Smith, NT X0E 0P0  
Phone: 867-872-6533  
Fax: 867-872-3526  
E-mail: [Colin\\_Macpherson@gov.nt.ca](mailto:Colin_Macpherson@gov.nt.ca)

**Headquarters**  
Sport, Recreation and Youth  
600, 5201-50th Ave.  
Yellowknife, NT X1A 3S9  
Phone: 867-873-7329  
E-mail: [Dawn\\_Moses@gov.nt.ca](mailto:Dawn_Moses@gov.nt.ca)

## YOUTH CONTRIBUTION FUND COVER PAGE

Submit to your Region MACA Staff Person

Organization Name:	
Description of organization:	
Project Title:	
Contact Name:	
Mailing Address:	
Telephone:	Fax: Email:
<b>Brief Description of Program:</b>	
How much funding do you need to run your project?  \$ _____	How much are you requesting from the Youth Contribution Fund?*  \$ _____ <small>* Please refer to page 2 for funding parameters.</small>
<b>Checklist. Have you (please check)</b> <input type="checkbox"/> Attached your proposal? <input type="checkbox"/> Attached your budget? <input type="checkbox"/> Reviewed your proposal/budget with your Regional MACA Staff Person and your sponsoring organization? <input type="checkbox"/> Kept a copy for your files?	
<b>Date:</b> _____	<b>Name</b> _____ <b>(Printed):</b> _____
<b>Signature:</b> _____	

# Youth Contribution Fund Proposal

## Step 1 - DESCRIBE YOUR PROJECT AND WHAT YOU WILL DO

Project Title: \_\_\_\_\_

Please provide an overall summary description of your project:

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

Is this a new project (check one):       Yes

Did you apply for funding last year?       Yes       No

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

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**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:

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**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:*

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*Objective 2 (if applicable):*

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*Objective 3 (if applicable):*

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(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.

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**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 MACA Staff Person for assistance).

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**6. Who will coordinate your project?**

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

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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)?

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**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?

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**\* Please provide a detailed budget of your project. This information will help process your application faster.**

**Step 2: Youth Contribution Funding Budget**

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