

All You Need to Know About Applying for...



**South King County
Community Network
Youth Advisory Grants**

for

**Projects that Address
Dating Violence and
Healthy Relationships**



Don't forget the deadlines!!

Applications are due by noon on
Wednesday, February 4, 2009.



South King County Community Network

232 2nd Ave. S., Suite 103 • Kent, WA 98032 • (253) 850-5927 • skcnetwork@skccn.com

What We're Doing and Who We Are ...

The South King County Community Network (SKCCN) Board is inviting youth in South King County to join us in our efforts to combat dating violence. We need your help to develop new and innovative ways to reach out to your peers to discuss the issue of healthy relationships. Why? Because we believe you know best how to get your friends to listen. We are looking for creative projects and ideas that will give voice to young people. So if you have a creative idea about how to reach out to your friends please let us hear from you. There are hundreds of ways that you could reach out - school assemblies, art, peer-to-peer counseling, music, events, web sites, theater and much more. We believe YOU will know the best way to accomplish the task.

Who are we? The SKCCN is one of 39 Community Networks in Washington State. All Community Networks work through the Washington State Family Policy Council which was formed by the state legislature in 1994. Community Networks are mandated to work on seven problem behaviors that face children, youth and families in local communities:

- Substance Abuse
- Domestic Violence
- School Dropouts
- Teen Pregnancy & Male Parentage
- Child Abuse & Neglect
- Teen Suicide
- Youth Violence

Every two years each community network Board chooses a focus area. The SKCCN Board has chosen to focus on children exposed to domestic violence. It is our belief that by helping children and youth who are struggling with the affects of witnessing violence we will reduce levels of each problem behavior. Helping youth understand healthy relationships and how to overcome dating violence is one way we have chosen to work in the community.

My name is Dianne Heide. I am the Communications & Training Director for the SKCCN and I have been asked by the SKCCN Board to assist you. I can help you think through your ideas, deal with paperwork and help you with unexpected problems. You are embarking on a unique opportunity and I will do everything I can to help you and keep you from getting lost along the way.

1. What is dating violence?

Domestic Violence is a continuing problem for many families in our community and it is not restricted to just adults. When teens are involved we refer to it as teen dating violence. Teen dating violence occurs when one person in a relationship attempts to control the other using physical, sexual and/or emotional violence. Signs of dating violence include:

- Feeling guilty about having your own friends and interests.
- When your boyfriend/girlfriend gets jealous if you talk to friends of the opposite sex.
- Changing your behavior to avoid fighting with your boyfriend/girlfriend.
- Feeling pressured to spend time with your boyfriend/girlfriend when you would rather be doing something else.
- When your boyfriend/girlfriend complains about or tries to control what you wear.
- Feeling that you must keep your opinions to yourself to make things easier in the relationship.
- When your boyfriend/girlfriend calls or texts you excessively.
- Being pushed into doing things you aren't sure you want to do (like sex or drugs).

2. What are the goals for each of us to reach?

As with all projects you will need to have a good plan that we all agree will lead to the following results:

- Your friends will understand what is a good relationship and what is okay in a dating relationship.
- You will be able to measure your success. We need to **KNOW** that your efforts made a difference through a feedback process that measures your friends knowledge before and after implementing your project. You could use a survey or interview your audience before and after they hear from you. This sounds hard but the SKCCN will be there to help with technical assistance if you need help.
- Everyone who participated felt safe and secure. Your plan must show you have considered the safety of every participant. When discussing these issues we often see emotional responses so we encourage you to speak with a domestic violence specialist and can provide you with some contacts.



3. Who may apply?

Individuals and youth groups are welcome to apply. You must be able to show:

- Adult supervision by someone at least 21 years of age
- A connection to a South King County school, church, community center or other community organization.
- Parent approval for your participation in the grant application, project implementation and reporting requirements.

4. How Much Money Is Available?

There are four \$500 mini-grants available. You can use the funds for: program operating costs, materials, facility or equipment rental, transportation, internship or apprentice stipends, awards that are directly related to your project, etc. You cannot use the money to give to private individuals or to purchase large pieces of equipment, like computers.



5. How Do you apply?

It is simple! After coming up with a plan all you have to do is fill out an application and submit a proposed budget. To simplify things, we've attached the application and budget form for you to fill out along with the needed instructions.

6. What Are "Matching Funds" and How Do You Find Them?

We require a 33% "match". All that means is that you, or another group you're working with, has to contribute cash or donate something that equals at least 33% of your total grant award from us. On a \$500 grant you will need \$165 in match. All donations to your project can be counted towards your match. That includes facility use, transportation, materials, etc. You can also figure a match of \$20 per hour for everyone who donates time to your project. That means for every documented hour one of the members of your team volunteers on the project you will get \$20 in match. Believe me, when you get started the volunteer hours add up real fast. If you receive a grant, a simple "match form" will be included for your use. It's not hard.

7. How Do You Report How Well Your Project Does?

Projects must be completed by June 30, 2009. You will have to file an end of project report about your project by July 15, 2009. We need to show our communities that we're being responsible with public dollars and will share your results with the state legislature. (What you do will become part of an official record and could help shape the way services are offered in the future.) We want to be able to collect useful information about what works and what doesn't. Gathering info will help you improve your project. If you get a grant, we will help you figure out how to measure your results with some simple report forms.

8. How Do You Get Help?



We want you to be successful in applying for funding and completing your project. I want you to give me a call (Dianne Heide at 253/850-5927 or dheide@skccn.com) if you have any questions anywhere along the way. Once you have filled out the application and budget forms, send them in. Give me a call if you've got questions. I am often out of the office so leave me a message about the best time to reach you and I will call you back.

9. Who handles the money?

Because these are government funds, you have to have a nonprofit organization handle the money. That can be a school, church, a service club (like Lions or Rotary), a youth organization (like Camp Fire USA), or a service provider organization (like a local community center). Feel free to give us a call if you need our assistance to find an appropriate partner.

10. What happens after you turn in your grant application?

Step 1: We will confirm that it was in our offices by February 4, 2009 at noon. If you are late your application will not be accepted.

Step 2: A committee will meet on February 7, 2009 and review the applications we receive. We will form opinions about each project based on the main points listed under Part II of your application. Pay attention to those points and make sure you put complete

information on your forms. It doesn't have to be fancy, just complete. The biggest mistake would be not telling us enough so please answer each question fully. A written application is a

must but if you have a visual to provide we would be glad to look at your power point, DVD, photos, or other media you think will help detail your idea.

Step 3: After discussion, we'll make a decision about which projects to recommend to the SKCCN Board for funding. The Board meets on February 11, 2009. You will receive a notice if your project is to be discussed at the meeting and will be welcome to attend.

Step 4: If your project is funded we will call you on February 12, 2009 to let you know. We will also contact each of those that were not selected to explain the reasons we did not select your idea.



Some very, very important information about Deadlines:

I know we keep repeating it but the deadline is critical - you must turn in your application by noon on Wednesday, February 4, 2009.

Absolutely Final Instructions:

Rip off these first couple of pages of instructions and keep them for your own reference. We don't need copies of these instructions back.

Turn in only Part I, Part II, and your Budget sheet - one signed hard copy and one electronic copy are requested (we accept CD-ROM or email for the electronic copy). Additional copies of the grant application file is available on our web site at www.skccn.com.

Turn them in to:

South King County Community Network
232 2nd Ave. S., Suite 103 (A drop box is available on the door.)
Kent, Washington 98032
Fax: 253/850-1389
Email: dheide@skccn.com

Many thanks for all of your effort in filling out the concept paper and for helping make our community a better place to live.

**Lastly,
Good
Luck!**





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Youth Grant Application

Part I

1. Who are you?

Name of group (or project): _____

YOUTH REPRESENTATIVE:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ E-mail address: _____

ADULT SUPERVISOR:

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ E-mail address: _____

2. What is your group all about?

Give us a brief description of yourself or your group. If possible, please attach a roster of your members or key leaders that includes their contact information.

Part II

Please answer all these questions. Please don't worry. They're not that hard. You can use a computer or write things legibly by hand. Please, please, please number your answers like the questions. Thanks.

P.S. Call me, Dianne Heide, at 253/850-5927 or email dheide@skccn.com. Call if you need help with your application.

1. What is it that you are wanting to do? Be creative and innovative! You could do an art project, organize a school assembly, write and produce a play, create a web site, create a system for peer-to-peer support, produce a brochure, etc.
2. How do you think your project will help your friends understand healthy relationships and dating violence? Please be specific. Say something like, "my friends will understand that it is not okay for their boyfriend/girlfriend to make demands about personal choices" Or "there are supportive services available in my school, church, community for my friends to get help and advice."
3. What are you specifically going to do? E.g. Where will you implement your project? How will people learn about your project? How often will the service be available? What activities do you plan to provide? Who will deliver the services (what kind of staff or volunteers?) Who will supervise the project?
4. Why do you think that this project will work? (This could be because you have a lot of local support OR because there aren't any similar programs in your area OR because your friends have said that they will participate or need this help.) Providing information that supports your assumptions is always helpful - try Googling "Teen Dating Violence" or give me a call for some web addresses.
5. What will change in the lives of people who participate?
6. Will this project be a one time event or do you have a plan for continuation after SKCCN funding has been used?
7. Who are your community partners?

South King County Community Network

Our Goal:

**"Healthy Families in
Caring Communities"**



Part III - Budget Worksheet

Project Name:

	TOTAL BUDGET AMOUNT REQUESTED FROM SKCCN	PROJECTED MATCH	TOTAL PROJECT BUDGET FROM ALL SOURCES
STAFF COSTS	\$	\$	\$
MATERIALS/SUPPLIES			
Program Supplies	\$	\$	\$
Office Supplies	\$	\$	\$
Food/Refreshments	\$	\$	\$
Equipment	\$	\$	\$
COMMUNICATIONS			
Postage	\$	\$	\$
Phone	\$	\$	\$
Printing/Copying	\$	\$	\$
Internet/Online	\$	\$	\$
Advertising	\$	\$	\$
OVERHEAD			
Facility Rental	\$	\$	\$
Insurance	\$	\$	\$
Legal/Accounting	\$	\$	\$
TRANSPORTATION	\$	\$	\$
TOTALS	\$	\$	\$

A 33% match is required for all funding.