



## CITY OF KIRKLAND YOUTH MINI GRANT PROGRAM

The City of Kirkland offers a mini-grant program for teen related programs and services. The purpose of these grants is to provide short-term, limited funding to Kirkland youth and community groups for projects, activities, events, and training. Typical grant awards range from \$200 to \$750\*. Members of the Kirkland Youth Council review grant requests three times every year (around the 15<sup>th</sup> of October, January, and April).

**Please read the information below carefully. Incomplete applications will not be considered.**

### Who Can Apply

Any non-profit organization, school, or individual with a project that benefits Kirkland teens may submit an application for consideration. Each organization/group that submits an application must submit the name of an adult (must be over 18) who will be responsible for any and all paper work. Typical applying groups/organizations include:

- School clubs
- PTSAs
- Community based groups (i.e. Boys & Girls Club, YMCA)

### Eligibility Requirements

- Activities must primarily serve residents of Kirkland.
- Activities must be limited to youth (ages 12-19) participants and/or their parents/guardians with a **minimum of 15** Kirkland residents served.
- Activities must not be used as a means of generating profit for the applicant.
- Activities must comply with all relevant laws and City ordinances and the applicant must be able to secure any permits that may be necessary to undertake the activity.
- Applicants must demonstrate a non-discrimination policy.
- Applicants must adhere to a sound and accepted management, business, and accounting practices.
- Applicants **must** secure and document matching funds equal to or greater than the funds that are requested from the City. Matching funds can be in the form of staff time, other grants, facility use, in-kind donations, etc.
- For school based programs, requests cannot be made to supplement existing academic programs. All programs must be afterschool, club, or special event related activities.
- Each program can receive funding once per calendar year (January – December).

*\*Requests for funds exceeding \$750 can be submitted. These may be awarded should the review committee find the program exceptional and truly in need of the funds.*

### How to Apply

All funding requests must include a completed application form. Please be sure to include the following:

- Amount Requested
- Overview of project/activity
- Number of Kirkland youth served
- Name of individual and associated organization responsible for invoicing and reporting (must be over 18)
- Itemized budget sheet – both expenses and matching funds must be indicated

### Application Review Criteria

Submitted requests will be evaluated by a team of Kirkland Youth Council members. The review committee will consider the following:

- Applications that are thoroughly completed – all responses clearly illustrated
- Program illustrates ability to meet a need of Kirkland teens
- Program meets key eligibility requirements – i.e. number of teens served, non-academic program
- Prudent budget – do the expenses seem reasonable?

### Requirements for Award Recipients

Applicants who receive funding must:

1. Complete a summary report of funded project.
2. Submit appropriate receipts and documentation prior to receiving grant payment (reimbursement basis only).
3. Include the City of Kirkland on all promotional material.
4. Notify the Kirkland Youth Council two weeks in advance of any public events funded by the grant.
5. Receive pre-approval from the City of Kirkland for any changes to the original proposed grant expenses.

All completed applications may be faxed, mailed, emailed, or delivered to:

**Regi Schubiger, Youth Services Coordinator**  
**City of Kirkland Youth Services**  
**505 Market Street, Suite A**  
**Kirkland, WA 98033**  
**FAX 425.587.3303**  
[rschubig@kirklandwa.gov](mailto:rschubig@kirklandwa.gov)

City of Kirkland staff are available to you should you have any questions. Please contact Regi Schubiger, Youth Services Coordinator at (425)587.3323 or [rschubig@kirklandwa.gov](mailto:rschubig@kirklandwa.gov).



**CITY OF KIRKLAND  
YOUTH MINI GRANT APPLICATION**

**APPLICATION NARRATIVE**

Date:	Amount Requested: \$		
Was Program Previously Funded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: Amount: \$
Youth Organization/Community Group Name:			
Address:			
City:	State:	Zip:	
Phone:	Email:		
Primary Youth Contact Name (if applicable):			
Title:	Organization:		
Phone:	Email:		
Primary Adult/Advisor Contact Name:			
Title:	Organization:		
Phone:	Email:		

**1. Please describe the project you are requesting funding for.**

Name of Program:

Date(s) or Program:

Location(s):

Program Narrative:

**2. Estimated number of Kirkland youth (ages 12-19) to be served:**

**3. Who is eligible to participate? How will they be selected?**

**4. How will youth be involved in program development & implementation?**

**5. What is the goal or purpose of your program?**

**6. Briefly describe the benefits participants will gain through this program.**

**7. How will you publicly recognize the City of Kirkland's funding contribution?**

**8. Who will be responsible for handling your invoice and evaluation?**

Name:

Title:

Address:

City:

State:

Zip:

Phone:

Email:

**BUDGET WORKSHEET**  
(Estimated Funds)

<b>Grant Expenses (please indicate what grant funds will be used for)</b>				
Item	Vendor Name	Est. Cost per Item/Unit	# Purchased	Total
<i>EXAMPLE: Pizza</i>	<i>Costco</i>	<i>\$10</i>	<i>10</i>	<i>\$100</i>
1.				
2.				
3.				
4.				
Estimated Total Expenses*				

\* Amount should equal the total grant funds requested.

<b>Matching Funds (donations, in-kind services, etc.)</b>			
Item/Service	Description	Funding Source/Company Donor	Estimated Value
<i>EXAMPLE: Speaker</i>	<i>Keynote Speaker</i>	<i>PTSA</i>	<i>\$200</i>
1.			
2.			
3.			
4.			
Total Matching Funds			

**If no matching funds are indicated, requests cannot be considered.**

Please attach all promotional materials, receipts, invoices, and all pertinent billing information that you may have available.