



GRANT PROPOSAL GUIDELINES

Dallas Youth Commission

Teens For Dallas

The City of Dallas Youth Commission (“YC”) is pleased to announce the 2021 Teens for Dallas Community Service Grant Initiative! Applicants should consider the information below as a guide to submitting an application and related information to the Dallas Youth Commission. The Dallas Youth Commission will review each application at their scheduled regular meeting and make an informed judgment on which organizations should receive funds.

Eligibility

- Applicants must be a group comprised of individuals age 17 and younger, or a high school organization.
- Must have at least 8 of the participants reside in the City of Dallas.
- Must provide fully completed application submitted on the [Youth Commission website](#).

Application Schedule

All applications are due the week before an evaluation meeting. Completed applications received after the week before deadline (11:59pm Central will not be considered and will be rolled over to the next eligible application period. The current application window closes April 6 at 11:59pm.

Current Evaluation Meeting Dates (subject to change)

- May 11, 2021
- June 8, 2021
- August 10, 2021
- September 14, 2021

Grant Initiative Selection Criteria

- Program participants will be selected by a simple majority approval of the Youth Commission when a quorum is present.
- Applications must be reviewed before a voting meeting by all Youth Commissioners.
- Applications shall be considered on a quarterly basis.
- All eligible organizations, as defined above under “Eligibility”, who have successfully applied over the application period will have an opportunity to attend evaluation meetings to present on their organization.
- If an organization cannot make it to a meeting, they will have an opportunity to submit a presentation to the Youth Commission that will be reviewed during the evaluation meeting.

Submission Format

Eligible applicants should submit their proposals and related information through the Commission’s [online grantee portal](#). They should then be prepared to work closely with YC staff in submitting any

additional documentation requested by the YC Staff. Please note all grant expenses proposed by selected applications will be reimbursed to the successful applicant upon submission of receipts.

Organization and Proposal Contacts

Proposal shall include the following:

- The legal name of the organization applying for the grant.
- The legal name and key organizational contacts for the application, including the primary contact and grant manager (person responsible for serving as your organization liaison and providing reports and receipts to the Dallas Youth Commission)
 - Applicants will also have an opportunity to list all members of the organization and their contact information.

Community Service Activities

All selected applicants will participate in community service projects planned by the Dallas Youth Commission. Upon selection, each successful applicant will receive additional details on their service date, site and project.

Proposal Details

The following questions should be answered directly in the grantee portal.

- What does community service mean to you and in what additional ways do you plan to serve your community this year?
- What do you plan to do with the grant funds if selected by the Dallas Youth Commission?
- Do you have anything additional you would like to share with us regarding your organization and this application? (Feel free to also attach additional supporting documents)

Grant Budget

A simple budget should be completed and submitted within the grantee portal. There should be no expenses surpassing the total max grant amount of \$1,000. The budget should encompass all expenses you plan to cover with the grant funds including the total requested amount. Please note that the amount requested should be in United States Dollar (USD). The City of Dallas makes payment of all awards in USD. If the application is accepted, receipts will be required to be submitted in order to be reimbursed in full.

Example Budget

Group Budget Needs	Amount	Detailed Description
Supplies		
Equipment		
Travel		
Other, etc.		

Other Documents & Information

Incomplete applications will not be accepted. Please contact Taylor Moody, Youth Commission Coordinator, with application questions at taylor.moody@dallascityhall.com.