



**TORONTO COMMUNITY  
FOUNDATION**

The Art of Wise Giving™

# Vital Youth 2010 Grant Guidelines Request for Submissions

**DEADLINE: Monday, April 19, 2010**

## VITAL YOUTH GRANT PROGRAM:

The Toronto Community Foundation's Vital Youth grant program (formerly Growing Active Kids) supports charitable organizations in the City of Toronto that are working to increase access to high quality recreation activities for youth aged 12-18 years. Funding of up to \$15,000 is available for programs that meet the Vital Youth priorities, are offered to youth over the course of the year, and start in September 2010.

Each year, the Toronto Community Foundation reports on our city's quality of life through our Toronto's Vital Signs® Report<sup>1</sup>. In the 2009 Report, we noted the following interconnected issues that impact on the well-being of our youth:

- The clear link between low income and poor health outcomes underscores inequality in the City;
- Of the 10 Toronto neighbourhoods with the highest diabetes rates, 70% lack access to parks, schoolyards and recreation centres;
- The youth unemployment rate in the Toronto Region surpassed 20% in June 2009, up 5% in just one year and 4% higher than the national rate (at 16%);
- There are twice as many youth gangs as in 2000 - an estimated 100 -160;
- There are fewer full-time librarians and physical education teachers to share knowledge and opportunity with our youth;
- After-school programs make a critical difference in safety and skill development.

Recreation activities for youth have multiple positive impacts beyond health, resulting in a greater sense of belonging and safer communities.

In order to ensure that young people in Toronto can benefit from recreation opportunities regardless of income level, the Toronto Community Foundation, with support from the Province of Ontario, has built a \$2 million endowment to help our city become a place where youth are able to participate in recreation activities as part of their development. Funds generated from this endowment support our Vital Youth grants.

Vital Youth grants support high-quality recreation activities including structured sports, fitness, outdoor education, arts and cultural activities. Priority is given to those programs which increase access, encourage diversity, and develop youth leadership.

---

<sup>1</sup> Toronto's Vital Signs® is a Report which measures quality of life in 11 different issue areas. Published each fall by the Toronto Community Foundation, the Report informs our granting and strengthens our ability to connect issues, convene partners, and address Toronto's most pressing challenges. The 2009 Report can be accessed on our website at [www.tcf.ca](http://www.tcf.ca). The 2010 Report will be released on October 5, 2010.

## VITAL YOUTH GRANTING PRIORITIES:

1. **Increasing Access:** Recreation programs that are year-long and enable participation by youth aged 12-18 years who otherwise might not have access due to cost or other barriers;
2. **Encouraging Diversity:** Organizations that provide inclusive recreation programs and engage different ethno-cultural communities;
3. **Developing Leadership:** Programs that encourage leadership and mentoring of youth by engaging them in program development and/or implementation, and/or provide opportunities for young people to gain paid employment.

Vital Youth grants invest in high-quality recreational programs for young people that help them connect to their community, interact with their peers, and develop their skills and leadership abilities.

## WHO CAN APPLY?

The Vital Youth program is open to any registered charitable organization located in the City of Toronto offering year-long programs that directly benefit youth aged 12 to 18 who are residents of the City (to view a map please go to [www.toronto.ca](http://www.toronto.ca)). Not-for-profit organizations that are not registered charities that wish to submit an application should refer to the "Who Can Apply?" page on our website for additional application requirements (<http://www.tcf.ca/communityorganizations/eligibility.html>).

## WHAT IS THE APPLICATION PROCESS?

The initial submission consists of submitting one signed copy (by your Executive Director or Chair of the Board) of a completed Vital Youth Application Form plus required attachments. Short-listed organizations will be asked to submit further information in early May.

## WHAT IS THE DECISION-MAKING PROCESS?

Staff will review all initial applications. Staff will contact, by phone and e-mail, the short-listed applicants in early May. All other applicants who did not make the short-list will receive email notification that their request for grant funds has been declined. A volunteer Selection Committee will deliberate on the short-listed applications in June and final granting decisions will be made at the end of June. Grants to Vital Youth 2010 grantees will be mailed out in July. Confirmation of the status of declined applications and feedback on proposals will be available in July once all final decisions are made.

## WHAT IS INCLUDED IN THE APPLICATION?

The Vital Youth 2010 Application Form must be complete for consideration along with the attachments as described below. One copy of the complete submission should be delivered in person or by mail to the Community Foundation at the address below. The Vital Youth Application Form must also be e-mailed to [malakkatusery@tcf.ca](mailto:malakkatusery@tcf.ca) and [dkortan@tcf.ca](mailto:dkortan@tcf.ca).

## HOW TO FILL IN THE VITAL YOUTH APPLICATION FORM

The *Vital Youth 2010 Guidelines* are intended for use with the *Vital Youth 2010 Application Form*, to help you populate your application with information on your group's activities. We encourage you to be as clear (no jargon) and concise as possible. Brevity is key. To this end, in some cases we have limited the number of characters you can populate in sections of your profile. You know your work better than anyone, and we rely on you to articulate your successes so that people who have little or no knowledge about you can learn how you leverage community assets to improve the quality of life of Torontonians.

Below are five sections you will need to complete before submitting your application for review. Please aim to populate each section with accurate and concise information.

### Section A: Cover Sheet and Contact Information

Please complete and have signed and approved by your organization's Executive Director or Chair of the Board with the following information:

- Name of organization (*If your organization is not a registered charity, please provide the name of your charitable partner.*)
- Charitable number
- Name of Vital Youth Program
- Amount requested
- Total program budget
- Lead Contact Name and Title (*Executive Director or Chair/President of the Board*)
- Email address of Lead Contact
- Program Staff Name and Title (*Contact information in case of questions while reviewing the submission*)
- Email address of Program Staff
- Phone numbers (*for both lead contact and program staff*)
- Organization website address

### Section B: About Your Organization

To help us understand how your program fits with the Vital Youth grant priorities and your organization's mission, please provide us with some information on your organization as a whole. Please use plain language, and highlight the potential impact of the program, your organization's history working with youth, and your credibility in the neighbourhood or with other groups.

1. **Organization's mission**
2. **Toronto's Vital Signs® issue area(s) addressed by your organization** (select two from list provided)
  - Our annual Toronto's Vital Signs® Report is a consolidated snapshot of the trends in our city, highlighting progress we should be proud of and challenges that need to be addressed. The Report is compiled from current statistics and special studies which look at eleven different, yet interconnected, issue areas that are critical to the well-being of our city and its residents. The goals of the Toronto's Vital Signs® Report include inspiring civic engagement, providing

focus for public debate, and guiding donors and stakeholders who want to direct their resources to areas of greatest need.

- For more information, and to view electronic copies of the latest Report highlights and Full Report with citations and links to original sources, please visit the [Toronto's Vital Signs® page on our website](#).
- It is quite likely that your organization as a whole works to address more than one of Toronto's Vital Signs® issue areas.

**3. History of organization**

**4. Accolades and accomplishments**

- Provide information on any awards and successes, including how long your organization has been working on these issues and any relevant impact statistics.

**5. Organization's programs and activities**

- Please provide a brief description of your organization's programs and activities.

**6. Populations served by your organization** (please select all populations applicable from the list provided)

**7. Neighbourhoods served by your organization**

- Please refer to our [Neighbourhoods Google Map](#) for an explanation of the city's quadrants. Select the quadrants where you provide your programming. Feel free to select all of them, if your impact is city-wide.

**8. Toronto's Vital Signs® indicator(s) addressed by your organization**

- Please review the Toronto's Vital Signs® Report and find the indicator (statistic) that your program most closely addresses. If you don't see a good fit with the statistics in the newspaper version of the Report, take a look at the Full Report. An example of an indicator from the 2009 Full Report is: "The youth unemployment rate in the Toronto Region surpassed 20% in June 2009, up 5% in just one year and 4% higher than the national rate (at 16%)." Both versions of the Report are available on our website: <http://www.tcf.ca/vitalinitiatives/vitalsigns.html>.

**9. Ongoing volunteering opportunities at your organization**

- Please describe any group or individual volunteering opportunities your organization offers over the year that our stakeholders (i.e. donors and volunteers) may be able to take part in.

## Section C: Vital Youth Program Impact and Quality

- 1. Vital Youth program description:** Please provide the name of the program; a brief description (including how long it has been running, how often it will be offered, where it will take place, how many staff/volunteers currently run the program, and how many youth are currently in the program); how you are addressing gaps in service/needs in your neighbourhood; and how your program uses best practices working with youth. Funded activities should take place between September 2010 and August 2011.
- 2. Target population:** Give us a snap-shot of who you serve in the Vital Youth program:
  - Youth who participate in the program
  - Communities (cultural, ethnic, demographic, etc.), and
  - Specific neighbourhoods served (e.g. Jane/Finch; Malvern; Parkdale; etc.)
- 3. Vital Youth program benefits:** Demonstrate how youth in your program benefit. Provide a description of the program's impact and past successes (use statistics, quotes, and anecdotes to back up your statements).
- 4. Vital Youth program results:** Provide information on the measureable targets reached in the past (if your program is currently running) or will reach if it is a new program (e.g.

number of activities offered, number of youth served, number of youth involved as volunteers/advisors/mentors or employees, how long the same youth stay in the program, etc.)

5. **Youth engagement:** Tell us about how your program engages youth beyond program participation (e.g. in program design, program implementation, mentorship roles, leadership roles, etc.). Tell us about other best practices you use.
6. **Diversity and increasing access:** Tell us about the scope of diversity in your community. Demonstrate how you increase access to young people reflective of your community so they participate or will participate in your program?
7. **Belonging:** Demonstrate how you are currently reaching or plan to reach young people in your community who do not necessarily participate in your programs?
8. **Toronto's Vital Signs® issue area(s) addressed by your Vital Youth program:**
  - You previously selected up to two Toronto's Vital Signs® issue areas that best fit with the work your organization does as a whole. Now please select one or two issue areas addressed by the Vital Youth Program. These may or may not be the same as those selected for the organization as a whole.
  - For example - your organization as a whole might be addressing the Gap Between Rich and Poor, but the Vital Youth program works to enhance the natural environment, in which case, you might select Environment as one of your choices.
9. **Neighbourhoods served by your Vital Youth program**
  - Please refer to our [Neighbourhoods Google Map](#) for an explanation of the city's quadrants. Select the quadrants where you provide your programming. Feel free to select all of them, if your impact is city-wide.
10. **Toronto's Vital Signs® indicators addressed by your Vital Youth program**
  - Please review the Toronto's Vital Signs® Report and find the indicator (statistic) that your program most closely addresses. (Please see Section B, #8 of these guidelines for an example of an indicator.) If you don't see a good fit with the statistics in the newspaper version of the Report, take a look at the Full Report. Both are on our website (<http://www.tcf.ca/vitalinitiatives/vitalsigns.html>).
11. **Participant vignette of a youth in your Vital Youth program**
  - Please supply a story or simple description of one person's experience with your program, identifying the issue/challenge they face and how your program has made an impact on their quality of life. Incorporating quotes and the words of those impacted makes your story stronger.

## Section D: Giving Opportunity

1. **Amount requested and activities the Vital Youth grant will support**
  - A brief description of how the funding will be used.
2. **Vital Youth impact statement**
  - A one sentence description of the impact the potential funding will have on the program (e.g.: "With funding to hire a coordinator, organization XYZ will be able to increase access to ABC program to x number of youth in 2010.")
3. **Telling your story of impact**
  - 10%-15% of the grant must be earmarked to tell the story of the impact of your program to your donors and stakeholders as well as the Community Foundation. Please identify a plan that encompasses any of the following: documenting the funded program, collecting and sharing stories of impact (quotes, photos, video, etc.), and increasing your organization's capacity to use these stories to engage in enhanced fundraising or communications activities.

#### 4. Brief budget for the Vital Youth grant.

### Section E: Financial Health and Governance

#### 1. Organization's operating budget for 2010

- Provide the total operating budget for your organization for the last year audited.

*Attachments: Please provide one electronic and hard copy of the following:*

#### 2. Financials

- Provide a PDF of the latest signed audited financial statements, including notes. Maximum file size: 32MB.
- Your charity's most recent audited financial statements. If the lead applicant is a not-for-profit organization, please provide financial statements for both the not-for-profit organization and the charitable partner.

#### 3. Board of Directors

- Provide a PDF that includes the names of your Board of Directors, the terms for each, and the total number required according to your organization's by-laws. You don't need to provide us with your Directors' contact information. Maximum file size: 32MB.

### HOW TO SUBMIT THE APPLICATION:

**By e-mail and in hard-copy:** the application must be received by 5:00 PM on Monday, April 19, 2010 at the Toronto Community Foundation office by e-mail and in hard copy. Submissions will not be accepted by fax.

All applications received by the deadline will be acknowledged by e-mail within two weeks.

#### 1. In Hard-Copy:

One copy of the Application Form in hard-copy must include all the attachments. Please mail or drop off at:

Vital Youth  
Toronto Community Foundation  
33 Bloor Street East, Suite 1603  
Toronto ON M4W 3H1

#### 2. By E-Mail:

Please e-mail one copy of the application without the attachments to both:  
[malakkatusery@tcf.ca](mailto:malakkatusery@tcf.ca) and [dkortan@tcf.ca](mailto:dkortan@tcf.ca).

### FOR MORE INFORMATION:

If you have any questions about the Vital Youth grant program or need advice before applying, please contact Mini Alakkatusery at 416-921-2035 x 205 ([malakkatusery@tcf.ca](mailto:malakkatusery@tcf.ca)).

**DEADLINE IS 5:00 PM, MONDAY APRIL 19, 2010**