

2012 Global Youth Service Day Mini-Grant Application Guidelines



The Michigan Community Service Commission and The LEAGUE Michigan, with support from Youth Service America and the Corporation for National and Community Service, are awarding mini-grants to Michigan organizations who wish to host volunteer service projects engaging youth as part of the 2012 Global Youth Service Day (GYSD), April 20-22, 2012.

All proposed events or activities must occur on or around GYSD – Friday, April 6, 2012 through Sunday, April 29, 2012. Preference will be given to events that occur April 20-22, 2012.

Grant Amounts

Grants valued at up to \$500 are available and will be distributed based on the following scale:

\$500- Engage at least 50 volunteers

\$250- Engage at least 25 volunteers

\$150- Engage at least 15 volunteers

Purpose

These grants are intended to encourage volunteer projects that address education, health, clean energy/environmental stewardship, economic opportunity, disaster preparedness, supporting veterans and military families, public safety, or childhood hunger. **Priority will also be given to projects that incorporate youth in the grant writing and project planning process.** *Please note these funds are available solely to engage people in volunteer projects – not community engagement events (i.e. workshops, college tours, etc.).*

Eligible Applicants

National service grantees, volunteer centers, nonprofits (including but not limited to youth groups and youth service organizations), K-12, and higher education institutions are eligible to apply.

Application

Complete the attached application, budget worksheet, and W-9 form in the format requested *see attached documents*). Applicants are encouraged to participate in one of two informational grant webinars occurring on February 7 and February 10. Webinar registration is available at www.michigan.gov/mcsc.

Application Deadline

March 5, 2012.

Reporting Requirements

Grant recipients must provide the Michigan Community Service Commission with a completed Final Report by May 4, 2012 (*see attached final report*).

Other Grant Requirements

The project planning and writing of the application should involve youth who will participate in the implementation of the project. If approved, an individual that is involved in planning and implementing the project will be required to participate in one webinar for 2012 GYSD mini-grant recipients. Available dates include March 22, 2012 or March 27, 2012. Registration information will be provided to selected recipients.

Recipients will also be required to register their project as an official 2012 GYSD project. Visit www.gysd.org to register projects.

Funding Guidelines

Applicants are encouraged to consider the following:

- Funds must be used to support elements of a service project.
- Projects must focus on education, health, clean energy/environmental stewardship, economic opportunity, disaster preparedness, supporting veterans and military families, public safety, or childhood hunger
- Projects should demonstrate collaboration among multiple organizations such as higher education institutions, volunteer centers, youth service organizations, and/or national service programs.
- Projects must demonstrate youth voice throughout all aspects of the planning and implementation of the project.

Notification

All applicants will be notified of their funding status electronically by **March 16, 2012**.

Submit Your Application/Send Questions to:

1048 Pierpont, Suite 4 • Lansing, MI 48917 • Fax: 517-579-5860

Phone: (517) 335-4295 • Email: salasa@michigan.gov





MINI-GRANT APPLICATION
Due by 5:00 p.m. March 5, 2012

Applicant: _____

Are you a 501 c 3? Yes No Employer Identification Number: _____

Contact Person: _____

Organization: (Who the mini-grant check will be made payable to.)

Address: (Please provide the address where the mini-grant check should be mailed to.)

City, State, Zip: _____

Phone: _____

Fax: _____

Email: _____

Organizations Involved with Event: _____

Please note: If your organization is awarded a mini-grant, your check will be made payable to and mailed to the above organization. Checks will only be made payable to the organization, not an individual contact person.

MINI-GRANT APPLICATION

My project addresses one (or more) of the following topics:

- | | |
|--|---|
| <input type="checkbox"/> Education | <input type="checkbox"/> Clean Energy/Environmental Stewardship |
| <input type="checkbox"/> Economic Opportunity | <input type="checkbox"/> Disaster Preparedness |
| <input type="checkbox"/> Supporting Veterans & Military Families | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Health | <input type="checkbox"/> Childhood Hunger |
-
-

1. What is the volunteer project and which specific topic within the identified priority area does the project address?

Provide an overview of the proposed event including its purpose, an agenda, location, date, and time.

2. Who will be your volunteers and how will you recruit them?

(Examples of volunteers: youth, adults, families.)

Please list the number of volunteers you expect to engage at your event and how you will recruit them to volunteer.

2 a. How will youth be involved in this project?

3. Who will the volunteer project serve? *(Examples of those served: veterans, seniors, youth, homeless.)*

Please describe the service recipients of your direct service project and the number you expect to assist.

4. Who will you partner with?

List all community partners and/or collaborations that will be assisting with the volunteer project (including individuals, organizations, businesses.)

5. Budget – How much money will you need for your volunteer project?

Please complete the attached Budget Worksheet including any matching funds or in-kind donations.

BUDGET WORKSHEET

Mini-grant funds may be used for project materials and supplies (i.e. tools, transportation, printing, publicity materials). Funds may not be used for staffing or personnel costs.

Applicant: _____

Funding Category (select one):

- | | |
|--|--|
| <input type="checkbox"/> Education
<input type="checkbox"/> Economic Opportunity
<input type="checkbox"/> Supporting Veterans & Military Families
<input type="checkbox"/> Health | <input type="checkbox"/> Clean Energy/Environmental Stewardship
<input type="checkbox"/> Disaster Preparedness
<input type="checkbox"/> Public Safety
<input type="checkbox"/> Childhood Hunger |
|--|--|

ITEM NEEDED	QUANTITY	PRICE	GYSD MINI-GRANT FUNDS	MATCHING OR IN-KIND FUNDS
<i>Example:</i> Shovels	3	\$20 each	\$60	\$0
Total:				

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
Employer identification number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



**MINI-GRANT FINAL REPORT
DUE BY FRIDAY, MAY 4, 2012**

Applicant: _____

Contact Person: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Email: _____

Organizations Involved with Event: _____

Please provide the following:

- Brief overview of the event. Please include one or two things you did that you felt were very successful.
- Total number of event volunteers/recipients (if applicable) and total number of volunteer hours served.
- Please provide documentation of youth leadership and youth's ability to handle 21st century workforce skills. Were there any youth outcomes from the project?
- Please provide documentation of your event. This could include photos, media clips, videos, list of special guests and/or elected officials, etc.
- "Great Stories," quotes, or other qualitative information about the event.

**Please include pictures of your event that can be used for future publication. Please secure proper permission for sharing the photos. The Michigan Community Service Commission, The LEAGUE Michigan, and their partner organizations may use these photos publicly.*

PLEASE SUBMIT FINAL REPORT TO:
Michigan Community Service Commission
1048 Pierpont, Suite 4 Lansing, Michigan 48917
Phone: (517)335-4295 Fax: (517)579-5860

