**#OYACgivesback/Oakland ReCAST**

**Application Checklist & Coversheet**

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| Project Name:  |
| Youth Co-Lead Name:  | Age:  |
| Phone:  | Email:  |
| Adult Ally:  |
| Phone:  | Email:  |
| Supporting organization (with 501(c)3 status):  |
| Neighborhood/Geographic location in Oakland where project will take place (i.e. West Oakland, East Oakland):  |
| Please summarize your project in 3- 5 sentences including your goal and target audience. |

The following items should be included in a complete application package. Incomplete applications will not be considered for funding.

* **Cover Sheet**
* **General Information Sheet**
* **Project Summary**
* **Project Steps & Timeline**
* **Current Resources & Budget**
* **Submit By Email, Mail or Delivery & Connect**

**Important Dates**

|  |  |
| --- | --- |
| **Information Session and Grant Making session** | **November 15th 5:00 – 6:30** **Location TBD** |
| **Application Deadline** | **December 11th,2018 5PM**  |

**#OYACgivesback Youth-to-Youth Mini-Grant Application:**

**Supporting Community Resiliency and Healing for Oakland**

**CALLING ALL OAKLAND YOUTH!**

**WHO:** Young people between the ages of 13-21 in partnership with at least one adult ally.

**THE OPPORTUNITY:** Apply for **up to $5,000** to fund your project idea that seeks to support community resiliency and healing in Oakland through youth-designed projects.

**TIMELINE:** Applications are **due by December 11th , 2018**. Grants will be issued in late Early January 2019. Project planning and implementation should take place between **January and June 2018.**

**HOW:** Continue reading and follow the steps to apply below!

**Background**

In October 2016, the City of Oakland Human Services Department (HSD) launched Oakland ReCAST, a project focused on resiliency[[1]](#footnote-1), healing and equity for communities that have been impacted by high levels of violence, trauma[[2]](#footnote-2) and civil unrest[[3]](#footnote-3). Oakland ReCAST builds on several HSD programs to increase the use of trauma-informed practices in the systems designed to help these communities. In April 2017, Oakland ReCAST, in partnership with the Oakland Youth Advisory Commission (OYAC) kicked off the first, pilot cycle of the #OYACgivesback Youth-to-Youth Mini-Grant program with a focus on strengthening community and law enforcement relations.

This **third cycle goal** is to fund creative and dynamic projects that support and increase community resiliency and healing for Oakland’s most marginalized communities[[4]](#footnote-4) that have experienced high levels of violence, trauma, and civil unrest, with a particular focus on police and community relationships in communities located in East and West Oakland.

**Suggestions of youth-led community project categories**

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| * Community Service
* Education/awareness campaign
* Healing arts and cultural project
* Restorative practices
* Space for community dialogue
* Opportunities to strengthen youth/community and law enforcement relations

These are some examples of projects. We encourage you to be creative with your project ideas. |

**Minimum Qualifications**

* Project must be created and led by youth ages 13-21 in partnership with an adult ally
* Project team must partner with a community based organization having 501-(c)3 tax status
* Project must serve City of Oakland residents

**HOW TO APPLY**

Complete the forms attached that will capture information in the following categories.

* **General Information**

Assemble a group of youth ages 13-21, and designate at least two youth co-leads and an adult ally (mentor, after school/summer program staff or teacher) with a supporting community based organization (501-(c)3 tax status) to develop a youth-led project that focuses on supporting community resiliency and healing in Oakland.

* **Project Summary**

Provide an overall description of your project making sure to answer all the listed questions (limited to 1000 words)

* **Project Steps & Timeline**

Break your project idea down into steps that show the order of both planning and implementation activities. This will help us see the bigger picture and help you organize and plan your project!

* **Current Resources & Budget**

Let us know how you will spend the funds requested by creating an itemized budget with descriptions.

* **Submission**

Email, mail or deliver your completed application by **5:00pm, December 11th , 2018**

* **Connect**

Like @*oakyac* on [Facebook](https://www.facebook.com/oakyac/) for ALL #OYACgivesback updates. Follow *@oakyac* on [IG](https://www.instagram.com/oakyac/?hl=en) too!

**Timeline Snapshot**

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| --- | --- |
| **Application Release** | **November 9th 2018** |
| **Information Session and Grant writing Workshop**In the 1.5 hours, you will have the opportunity to get your questions answered about the #OYACgivesback application process. Bring your application ideas for an opportunity to receive guidance on completing the application. If you are considering applying, we encourage your team to attend. **Location:** TBD | **November 15th, 2018****5:00- 6:00.** |
| **Application Deadline** | **December 11th, 2018** |
| **Grantees Selected** | **Week of January 11th, 2018** |
| **Kick-off Event**  | **January TBD, 4:30 to 8PM** |
| **Final Presentation Event** | **Week of June 7th, 2018** |

**GENERAL INFORMATION**

Assemble a group of youth ages 13-21, and designate at least two youth co-leads, to develop a youth-led project with a goal to support community resiliency and healing; partner with at least one adult ally (mentor, after school/summer program staff or teacher); and, partner with a supporting organization with 501(c)(3) status.

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| --- | --- |
| Project Name |  |
| Name of Youth Group |  |
| Grant Request (up to $5,000) |  |

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| --- | --- |
| 501(c)(3) OrganizationFiscal Sponsoring School |  |
| Address |  |

|  |  |
| --- | --- |
| Adult Ally: Name, Org & Position*This person will be our main person of contact and should be readily accessible.*  |  |
| Address |  |
| Email and Phone |  |
| Role: how will this person support the team/project? |  |

|  |  |
| --- | --- |
| Alternate Adult Ally: Name, Org & Position |  |
| Address |  |
| Email and Phone |  |
| Role: how will this person support the team/project? |  |

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| --- | --- |
| Youth Team Co-Lead |  |
| Age |  |
| Neighborhood |  |
| Email and Phone |  |

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| --- | --- |
| Youth Team Co-Lead |  |
| Age |  |
| Neighborhood |  |
| Email and Phone |  |

Other Team Members

Name Age Role on the team

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Group Information

1. **Tell us about your group?**
2. **When was your group established?**
3. **Does your team group meet on an ongoing basis? YES or NO**

1. **How many hours does your group meet per week?**
2. **Do you meet during the school year or do you also meet during summer?**

**PROJECT SUMMARY**

The project summary describes your overall idea of your project and how you will implement the project (not to exceed 1000 words). The foundation of your project is the project goal, which should be S.M.A.R.T. (specific, measurable, achievable, results-focused, and timebound). Projects that identify potential collaborative partnerships are encouraged. Please answer the following questions:

1. **What is your project, (i.e. service, event, campaign, etc.) and the goal? How will it address community resiliency and healing for Oakland’s most marginalized communities?**
2. **What is the impact you hope to have?**
3. **Why did you choose this project and why is it important to your team?**
4. **Who is your target population?**
5. **What neighborhood/s will your project be carried out (West Oakland, East Oakland, Fruitvale)?**
6. **Are you working or collaborating with another group or organization on this project?**

**YES or NO. If yes, please list the group/s or organization/s and their role in the collaboration.**

1. **If your project is focused on building positive relationships between law enforcement, community and youth through engagement activities, please let us know if you have current connections or partnerships with local law enforcement?**

**YES or NO. If yes, who is your contact/s:**

1. **Please explain how you will measure the success of your project, (i.e. surveys, listening sessions, etc.)? How will you monitor or track the outcomes of your project?**

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| *Please feel free to use additional space* |

**PROJECT PLANNING AND IMPLEMENTATION TIMELINE**

Break your project idea down into steps that show the order of proposed activities or tasks that will lead to your project goal from start to end date. We understand your activities and timeline may change, but this will help us see the bigger picture and help you organize and plan your project. Please feel free to add on more boxes.

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| ***EXAMPLE*** |
| Task or Activity |  |  Date |
| First planning meeting to discuss goals, roles of group members and a weekly standing meeting time. |  |  |

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| Task or Activity |  | Date |
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| Task or Activity |  | Date |
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| Task or Activity |  | Date |
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| --- | --- | --- |
| Task or Activity |  |  Date |
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| --- | --- | --- |
| Task or Activity |  | Date |
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| **Project Launch** |  | Date |
|  |  |  |

**CURRENT RESOURCES**

Before you create your budget with details about what you will use the requested funding for, we’d like your team to reflect collectively on what resources you already have access to that can assist with planning and completing your project! Please list existing resources that you can use for your project like:

* space for an event
* meeting equipment and/or supplies
* volunteers
* guest speakers
* meeting facilitators
* snacks/food
* etc.

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| ***Existing Resources***  |
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**BUDGET**

The budget lets us know the specifics of how you will spend your requested funds for your project and how much each item will cost. Please list all costs that are directly associated with the project using #OYACgivesback funds. For example, if you are requesting $5,000 then all items listed should equal the requested amount. For each line item, please also provide a narrative or explanation of what the item is and how it will be spent. Please follow the format of the examples below.

*#OYACgivesback cannot fund adult staff wages. However, we will fund up to 12% of requested grant amount for administrative overhead costs (i.e. utilities, rent, insurance, accounting, etc.) of the supporting organization. We completely understand the need for administrative overhead funding in some cases. At the same time, we’d prefer to see those funds go toward youth participant stipends/incentives and other project costs.*

Grant amount requested: $\_\_\_\_\_\_\_\_\_\_\_\_(not to exceed $5,000)

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| **Item and explanation** (marketing materials, supplies, youth stipends, facilities, food, administrative overhead, trainings, meeting space, travel, other) | **How Item Breaks Down** | **Total Item Cost** |
| ***Example*** *Marketing materials:* *Flyers and postcards for series of three block parties in the San Antonio District* ***Example****Event space:**Rental of event space for a town hall meeting with Oakland youth and Oakland Police Department at Sole Space****Example****Food and Drinks:**Finger food, cookies, coffee, tea and lemonade from Specialty’s that will be served at the Oakland youth healing art exhibit reception at Oakland Impact Hub* | *$.25 x 300 flyers=$75.00* *$.75 x 100 postcards=$75.00* *$80/ hour for 2 hours=$160.00* *$105/ snack and beverage platter x 2 platters= $210* | *$150.00**$160.00**$210.00* |
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|  | *GRAND TOTAL* *(Must = amount requested)* |  |

**SUBMISSION**

1. Use the **cover page checklist** to make sure you’ve completed all sections of the application!
2. **Save your entire application in PDF form and title** your email and completed PDF application as follows:

*Name of supporting agency - #OYACgivesback Cycle 2 Application*

1. **Submit** your completed application by **5pm, December 11th, 2018 Email:** smontgomery@oaklandca.gov by 5pm.

**Mail or Delivery:** Oakland Human Services Department

Attn: Oakland Youth Advisory Commission

150 Frank H. Ogawa Plaza, 4th Floor, Oakland, CA 94612

1. **Stay tuned** to OYAC’s [Facebook](https://www.facebook.com/oakyac/l) page for all #OYACgivesback updates!
2. Any remaining questions after the Information Session on January 8 can be emailed to smontgomery@oaklandca.gov

*Big thanks to the* ***Youth Leadership Institute*** *for their support in developing this application!*



1. **Resilience**- An individual or community’s ability to recover or “bounce back” from a difficult situation or experience. [↑](#footnote-ref-1)
2. **Trauma**- Results from an event or series of events, or set of circumstances that is experienced by an individual or community as physically or emotionally harmful that has lasting effects. [↑](#footnote-ref-2)
3. **Civil Unrest**- Demonstrations of mass protest, civil disobedience, community harm, and/ or disruption through violence which often clashes with law enforcement. [↑](#footnote-ref-3)
4. **Marginalized Communities**- Communities of people who are often excluded, ignored, underservice or relegated to the outer edge of a group/society/community, i.e. immigrants, refugees, communities of color, LGBTQIA, people of lower socio-economic, homeless. [↑](#footnote-ref-4)