

Jacki Carter Young People Who Care Award 2018

*Sponsored by the Queen Anne's County Council for Children and Youth
and Community Partnership for Children and Families*

Are you a community change-maker? If you have time, energy and a unique idea that you think would have a positive impact on your community, then apply for the Jacki Carter young People Who Care Award.

Who can apply? Young people who want to create a positive change in their community through volunteer and service projects. We are looking for creative, respectful and caring young people interested in implementing a youth-led project to meet the needs of others. Applications are open to middle and high school students in Queen Anne's County. Two winners will be selected

What is our goal? To recognize young citizens who are and want to be community change-makers and help them in their mission to help others.

What to keep in mind:

- Applicants must be Middle and High School students and no older than 18 years of age at the time of the volunteer project. Applicants younger than 13 must have a parent/guardian or project mentor help them prepare and submit the application.
- Applicants must reside in Queen Anne's County or primarily target Queen Anne's County with their service project.
- Applicants must have a project mentor and a sponsoring organization that will accept the award funds for the applicant and work with them to use the funds. Please contact the Youth Award Committee if assistance is needed in locating a sponsoring organization.
- Applicants may apply for an idea they have for a new project or for funds to enhance a project they have already implemented.
- Applicants may apply for any **amount up to \$500**. Previous applicants and recipients are welcome to apply again.
- Complete a signed parent/guardian permission form, if under 18 years old.
- The volunteer/service project must take place and be completed within 12 months from award.
- Committee mentors will be appointed to each award recipient for guidance and communication during the project timeline.
- We are excited to share your project with media and other organizations.

Application Process:

- A completed application includes the application form, budget, project timeline and signed permission form (if under 18 years old). The application can be found on line at: www.communitypartnerships.info or pick up a paper copy of the application from your school's front office.
- **All forms are due by 4:30 p.m. Friday February 28, 2018.** Department of Community Services, 104 Powell Street, Centreville, MD 21617 attention: Elaine Butler.
- Members of the Jacki Carter Young People who Care Award Committee will meet to review and select recipients. Project leader and project leader's parent/guardian(s) will be notified by March 28, 2018.

For more information, contact a Committee Chair:

Angela Price, co-chair
Angela.price@qaadvocates
443-239-0218

Elaine Butler, co-chair
ebutler@gac.org
410-758-6677

Jacki Carter Young People Who Care Grant Award

2018 Application



Date of Application _____

About the Youth Project Leader

Name _____
Last First MI

Date of Birth _____ GRADE _____

School/Educational Setting _____

Email Address _____ Phone Number _____

About the Project Leader's Parent/Guardian. Please also refer to the Parental Permission Form and Publicity Release.

Name _____
Last First MI

Telephone Number _____ Email _____

About the Project Mentor (if not the Parent/Guardian)

We ask that you find a project mentor (an adult who will help you) who will support you in completing your project. Your project mentor can be anyone who is interested in your project and over the age of 18—a teacher, youth leader, coach, etc. While your mentor will help you and give you advice, please help your mentor understand that YOU are in charge of making all of the important decisions about your project.

Name _____
Last First MI

Telephone Number _____ Email _____

About the Sponsoring Organization or School

We require all applicants to be associated with a partner organization or school who will accept the grant funds for you. Some examples of sponsoring organizations include the Children's Council, an animal shelter, a local food bank, or an environmental organization. If needed, the Youth Award Committee can provide suggestions of possible organizations to contact.

Organization/School Name _____

Street Address _____

City, State, Zip _____

How did you find out about the Queen Anne's County Young People Who Care Award?

- Your School
- Community Organization
- Website
- Newsletter
- Social Media
- Newspaper
- Word of Mouth
- Other:

All About Your Project (Feel Free to Use Another Sheet of Paper if Necessary)

What is your idea for the Queen Anne's County Young People Who Care Project? Look around your community and tell us about a problem or issue that you REALLY care about. What could YOU, together with your friends and your family do to make a BIG difference? How might YOUR project help you make a positive impact in your community? Be creative!

Please note: To be eligible to lead a Queen Anne's County Young People Who Care Project, you must be between the ages of 5-18. Legally, if you are younger than 13, you must have your Parent/Guardian or Project Mentor help you prepare and submit the application.

1. What is the Name of Your Project? _____
2. Briefly describe your Young People Who Care Project. What are you planning to do? Whom will it benefit? Is this a one-time event or will it take place over a period of time? Where will the project take place? This is the most important question of the application. We need to understand exactly what it is you will do!

***Please Attach and Submit a Proposed Timeline for your Project. A sample timeline is included in the end of the application. This can be in bulleted or paragraph form. Please note that the project must be completed within 12 months of start date.

3. Why is your project important to the community? Use details to help us understand. Examples of things to include:
 - a. Why is your project needed?
 - b. Do you have statistics, data, surveys, etc. to support this?
 - c. How will it benefit the community?

4. Why is this issue especially important to you?

If you need help with your project, how will you recruit volunteers to help you?

Budget

Expenses that this grant WILL fund:

1. Recognition items (such as t-shirts, certificates, plaques, etc) and snacks/refreshments.
2. Materials you need to complete your service project (art supplies, seeds to plant, baskets to transport meals, etc.)
3. Local transportation for youth involved in service.
4. Postage, copying, and limited printing directly related to your project.
5. Reimbursement for direct expenses for a speaker, DJ, etc.

Expenses that this grand WILL NOT fund

1. Expensive equipment that will only be used once, like GPS or other technology. If the equipment will be used many times in the future, please be sure to explain that in your budget.
2. Direct payment to people, like hiring a DJ or paying someone to speak at or attend your event.
3. Any "miscellaneous expenses" that are not fully explained.
4. Any expenses not directly related to your project.

Making a budget is easy! Just follow these directions:

- a. Refer to attached sample budget to use as a guideline.
- b. On the second chart that says "Your Budget" input your budget expenses. Make sure that all of your expenses are things that this grant will fund (see above).
- c. Be sure that your budget does not exceed \$500.
- d. Save the document.
- e. Include budget with application.

You are ready to submit your application! Please be sure that you have all of the following before submitting:

1. Parent/Guardian Permission Form
2. This application.
3. Proposed Timeline
4. Proposed Budget

Sample Budget

Line Item Description	Number of Items	Cost Per Item	Total Cost of Line Item	Total Donated or In-Kind	Total Request from Grant
Event signs	4	\$ 8.00	\$ 32.00		\$ 32.00
Disposable gloves (per pair)	50	\$ 1.00	\$ 50.00		\$ 50.00
Hazardous Waster Containers	2	\$ 5.00	\$ 10.00		\$ 10.00
Garbage bags/30 per box	4	\$ 15.00	\$ 60.00		\$ 60.00
Containers to collect recyclables	5	\$ 15.00	\$ 75.00		\$ 75.00
Sugar for Lemonade (bag)	1	\$ 2.00	\$ 2.00	\$ 2.00	\$ -
Lemons for Lemonade	2	\$ 8.00	\$ 16.00	\$ 16.00	\$ -
Ice (bags)	6	\$ 3.00	\$ 18.00	\$ 18.00	\$ -
Totals			\$ 263.00	\$ 36.00	\$ 227.00

Your Budget

Line Item Description	Number of Items	Cost Per Item	Total Cost of Line Item	Total Donated or In-Kind	Total Request from Grant
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
Totals			\$ -	\$ -	\$ -

Timeline

You will need to create a timeline to help you move through the process of completing your community project. The list below may help you decide what to include in your timeline. Some of the jobs listed may not apply to you and your specific project, and you may want to add other jobs to your timeline. We are happy to help you create a timeline if you need it.

Sample timeline for award recipients:

JOB

DATE(S) COMPLETED

	<p>(List the dates when you make contact with your organization) Proposed completion dates</p>
<p>Meet with your sponsoring organization throughout your project.</p> <p>If necessary, round up volunteers to help you with your community project.</p>	<p>(List the date when you have your group of volunteers ready to help you) Be sure to keep the names and contact info. of each volunteer.</p> <ol style="list-style-type: none"> Jake Green, can help on Saturday mornings, 410-222-2222 Molly Brown, can help on Saturday mornings, and Sunday afternoons, 410-777-7878
<p>Gather the materials you will need for your project.</p>	<p>(List the date when you have gathered all your materials) Be sure to keep receipts for any materials you purchase.</p>
<p>Check in with your mentors.</p>	<p>(List dates when you make contact with your mentors) Proposed completion dates</p>
<p>Check in with your Children's Council representative.</p>	<p>(List the dates when you contact your representative) Proposed completion dates</p>
<p>Make all necessary phone calls and/or contacts.</p>	<p>(List the dates and calls you make during your project)</p> <ol style="list-style-type: none"> I called my neighbor to ask if I could borrow his wheelbarrow on (date) I asked my principal for permission to leave school early on (date) so I could meet with my sponsoring organization. I went to Ace Hardware and spoke to the manager asking for a donation of one box of nails for my project. (date)
<p>Project must be completed within 12 months from start date.</p>	<p>(List the date you complete your project)</p>
<p>* Attend the County Commissioners meeting on April 24, 2018.</p>	<p>If you are chosen as an award recipient, you will be recognized at this meeting.</p>



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Permission Form

Date:

Youth Name: (Print) _____ (Signature)

Parent/Guardian Name: (Print) _____ (Signature)

I, as the parent/guardian, give permission for _____ to create and/or implement a community service project to benefit Queen Anne's County citizens. I also give permission for _____ to participate in media outreach on his/her project as well as in publication and marketing strategies by Council for Children and Youth and Community Partnerships for Children and Families.

I and the minor child named herein do hereby release, waive and quit-claim any and all claims, demands or demands or or causes of action arising from or incident to the participation of the named participant in the activities above described with the intent to formally release and exonerate the Queen Anne's County Council for Children and Youth and the Community Partnerships for children and Families and its agents, employees, volunteers and officers from any and all such claims.