

WANTED



Young Environmental Champions

EnviroGuard Youth Mini-grant
Sponsored by the City of Boise, Public Works Department



You are creative, you care about the environment, and you want to improve your community. *We want to help.*



Boise Public Works Department is offering mini-grants to youth leaders, community groups, service organizations, schools, and nonprofits for hands-on environmental projects that empower young people.

Mini-grants: Up to \$500

Purpose:

Grants will assist young leaders to make a difference in our community. Through this program, you will get involved in environmentally-beneficial projects, learn about leadership and team work, and experience environmental careers. You will gain self-esteem and confidence by designing and completing a project, and Boise citizens will enjoy the results of your community service.

What you will accomplish:

- ◆ Serve the community through your volunteer work;
- ◆ Enhance and protect the local environment;
- ◆ Teach friends, neighbors, and classmates about the importance of environmental protection, community service, and leadership;
- ◆ Share your accomplishments with the public and encourage and inspire others to get involved!

Eligibility:

- ◆ Youth up to age 18 years old.
- ◆ Your project must take place within the Boise City limits.
- ◆ Any organizations (community groups, service groups, schools, or nonprofits) that help you with your project must be open to the public and must serve the Boise City community.

To apply for a mini-grant, fill out the application and return it by mail, fax, or hand-deliver.

MAIL Boise Public Works Department -ENV
PO Box 500
Boise, Idaho 83701-0500

FAX 433-5650

DELIVER City Hall #1, 150 N. Capitol Blvd., fourth floor.

Fill out the application on the following pages. If you have questions or need help with the application, call 384-3901 or email solidwaste@cityofboise.org.

If you are awarded a grant for your project, we will ask you to:

- ◆ Submit invoices and receipts for reimbursement on a regular basis.
***Note:** No applicant will be denied access to these funds because s/he cannot cover expenses. Talk with staff about your situation.*
- ◆ Acknowledge Boise Public Works Department in any promotional materials (flyers, posters, presentations).
- ◆ Submit a summary report at the end of your project. In the report, describe your project, what you learned, and how your project benefits the environment and your community. Include before/during/after photos and feedback received from others.
- ◆ Write an article about your project and submit it to the Idaho Statesman for publication on the Youth Page.

Boise Public Works Department
Environmental Division
PO Box 500
Boise, ID 83701-0500
Project Coordinators: Megan Kershner & Pamela Williams
Office (208) 384-3901
Fax (208) 433-5650
solidwaste@cityofboise.org



EnviroGuard Youth Mini-Grant

Application Page 1

Applicant Information

Your Name _____ Age _____

Street Address _____ City & Zip Code _____ Phone Number _____

Parent or Guardian Name _____

Name of Adult Mentor _____

Street Address _____ City & Zip Code _____ Email Address _____

Phone Number (Day) _____ Phone Number (Eve) _____ Cell Number _____

Name of Organization/Community Group (if any) _____

Street Address _____ City & Zip Code _____ Phone Number _____

Project Information

Grant Amount Requested: _____ (maximum is \$500)

EnviroGuard Youth Mini-Grant

Application Page 2

Project Description

Please respond to the application questions on a separate sheet of paper. Please make sure all answers are complete. Incomplete or illegible applications will not be considered.

Project Name: _____

1. **Describe your service project.** *What will the youth do? Describe all phases of the project. Please give as much detail as possible.*
2. **What environmental issue or theme will your project address?** *(Ex. waste reduction and recycling, energy or water conservation, transportation, etc.)*
3. **When AND where will your project take place?**
When: _____ Where: _____
(Ex. All Saturdays in July; Downtown Farmer's Market)
4. **How many volunteers do you expect to participate in your project? How many of these volunteers will be age 18 and under?**
5. **Explain why our community needs your project and who will benefit.** *Provide research, facts, data, or testimonials to support that there is indeed a problem. How will your project help, and who will it help? (Ex. A staff member from Idaho Fish & Game talked to our biology class. She said that housing developments are gobbling up open land, leaving fewer places for wood ducks to nest. Our partnership with the Idaho Botanical Garden will preserve a nesting area, and we'll design it with appropriate plant cover and edibles).*
6. **How will the project be maintained? Who will maintain this project over the long-term?** *(Ex. Elm School will assume ownership and maintenance of the butterfly garden.)*
7. **How will this project affect the youth volunteers?** *How will it contribute to youth development (leadership, competence, confidence, character, caring, and contribution)? How will it contribute to volunteers' academic and social development skills?*
8. **How will youth participants and volunteers be acknowledged or celebrated?**

EnviroGuard Youth Mini-Grant

Application Page 3

9. **How will you recruit a diverse group of youth volunteers?**
10. **What adults will help with the project and how will they help? What other organizations, schools, and clubs are partnering or supporting your service project?** *(Ex. Boy Scout leaders will provide transportation; 4 teachers will allow class time to work on the project; Lowe's will provide tools and volunteers to plant the garden)*
11. **List both the names and titles of elected officials, community leaders and special guests that you will invite to participate in your project** *(Ex. Mayor Smith, Commissioner Jones)*

What will you have them do? *(Ex. Mayor Smith will give opening remarks and Commissioner Jones will cut the ribbon)*
12. **How will you get media coverage (television, radio, newspaper)?**
13. **Create a project budget (sample provided).** Describe the things that you will need to buy and how much each item costs. Include the total amount you are requesting. If your budget is more than the amount of this grant (up to \$500), please explain how you will raise the rest of the money.

EnviroGuard Youth Mini-Grant

Project Name: _____

BUDGET

ITEM	VENDOR	COST PER ITEM	TOTAL COST
<i>EXAMPLE: 10 t-shirts</i>	<i>Costco</i>	<i>\$5.00 each</i>	<i>\$50.00</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL			\$ _____

EnviroGuard Youth Mini-Grant

Application Page 5

Statement of Agreement

If I receive a Boise Public Works Department (BPWD) mini-grant, I understand that the funds will be made payable to me upon receipt of invoices and receipts for purchased materials and are strictly for the use agreed upon with BPWD. I further understand that BPWD retains the authority to make and award grants at its sole discretion. I am aware of the obligations expected of grantees (as described in the application). I am prepared to see that I fulfill these requirements. Except where prohibited by law, I grant permission to BPWD to use my name or my organization's name, project, and/or project photographs for related publicity. If I receive funds, and the proposed project cannot be completed for any reason, I agree to return all of the grant funds to BPWD unless otherwise agreed to by BPWD.

Print Applicant Name

Signed Applicant

Date

Print Parent/Guardian Name

Signed Parent/Guardian

Date

Checklist

- _____ Completed application
- _____ Completed project description (answered all 13 questions)
- _____ Completed budget
- _____ Signed and dated Statement of Agreement (by youth and adult)
- _____ Make a copy of application for your records