

Youth Climate Action Fund Micro-Grant

Getting Started Guide for Youth

This document was created to support youth-led groups to prepare for and apply for the Youth Climate Action Fund. Follow these four easy steps to learn how to apply.

After following these steps, you will have:

- A project plan
- A proposed budget
- A fiscal sponsor to assist and support the project

Step 1: Review

Review the grant guidelines available at guelph.ca/ycaf to get a good understanding of the overall Youth Climate Action Fund opportunity and how it can benefit your project. Remember, the deadline to apply is July 5, 2024 at 4 p.m. (EST). All funds must be used by December 30, 2024.

Step 2: Plan

Now it's time to sketch out your project plan. Write a one-page summary that answers the questions what, why, who, when, and where. Based on your plan, put together a draft budget using the budget template available [here](#). Remember, projects must be a minimum of \$1,500 and a maximum of \$6,500.

WHAT

- What tasks does your project include?
- What are your goals?
- What would success look like at the end of the project?

WHY

- Why is this project needed? How does it help meet the City of Guelph's strategic goals?
- What are the gaps and opportunities that you can address by doing this project?

WHO

- Who are the youth who are involved in the planning and delivery of the project?
- What are their roles?
- Who are the adults (teachers, administrators, parents, volunteers, etc.) that are involved and what role would they have?
- If you need a fiscal sponsor, what school or organization will that be and what would be their role?

WHEN

- What are the important dates (milestones) for your project?

Remember, applications are due July 5, 2024. If successful, you would receive your grant funds in September, and the funds must be used by December 30, 2024.

WHERE

- ❑ Where will your project tasks happen?

Consider team meetings, community events, or celebrations. Think of this as your wish list but reach out to the venues to find out about any costs or restrictions for using a specific space (you'll need this for your budget).

BUDGET

Using the budget template available [here](#), put together a list of your expenses. Typical expenses can include supplies (refreshments, paint brushes, markers, poster boards, wheelbarrow, garden gloves, etc.), rentals and fees (tables, chairs, small equipment, etc.), raw materials (wood, soil, plants, compost, etc.), workshop costs (speaker fee, space rental fees, permit fees, food, etc.), professional fees (design consultant, translator, contractor, etc.). Other items not listed here can still be eligible costs, and if you are unsure, contact community investment at the City of Guelph by emailing communityinvestment@guelph.ca.

Step 3: Connect

Now it's time to make the connection with a school or organization that can manage the funds on your behalf. Remember, youth-led applications must be submitted by a fiscal sponsor.

What is a fiscal sponsor?

- A not-for-profit organization or charitable organization that works with you during your project to help manage the project financials.
- You need to agree with your fiscal sponsor about any additional role they might have such as coaching, staff support, or access to their physical space.
- Their main role is to:
 - Be accountable for the finances of the project (check with your fiscal sponsor in advance how they want you to handle making payments for your expenses)
 - Provide insurance coverage for the project
- Fiscal sponsors are able to charge up to 20% of the total budget for their fee to support the project. For example, if all your expenses add up to \$2,000, you can add another \$400 (maximum) for the fiscal sponsor fee. Remember to include this fee as a line in your budget.

To have your school, neighbourhood group, or organization be your fiscal sponsor you'll need to reach out to ask them. You can use the template below to reach out by email or you can personalize it. You should also attach your draft project plan and cc other youth you are working with for your project. The organization may need to go to their board or leadership team to get approval to support your so you should plan for at least two weeks to get approval from a fiscal sponsor.

Having trouble finding a fiscal sponsor? Use the email template below to reach out to a person or organization who you think might be a good sponsor and start the conversation.

Email template

Hello [add name of contact person or organization],

My name is [your name] and I am reaching out to you today on behalf of a group of Guelph youth to support the [insert name of project] project. We are looking for a fiscal sponsor to help us submit an application for the City of Guelph's Youth Climate Action Fund. We have attached a copy of our project summary and draft budget for your review. As a next step, we would be happy to set up a meeting with you or someone from your organization to introduce our group and provide you with more information about our plans. We hope that together you can help us make our climate action vision a reality.

Thank you for your consideration,

[insert name]

Still having trouble finding a fiscal sponsor? We can help! Reach out to Community Investment at the City of Guelph by emailing communityinvestment@guelph.ca

Step 4: Apply

Once you and your fiscal sponsor have reviewed and agreed on the plan and budget, you're ready to submit an application! To prepare to submit your application, use a Microsoft Word version of the application questions available [here](#). This word document is just for you to prepare your application. All applications MUST BE submitted using the online form available at guelph.ca/ycaf. Use your summary document to help you complete the application.

Confirm with your fiscal sponsor if they will submit the application on your behalf, or not. Either the fiscal sponsor or the youth-led group can apply but just make sure only one application is submitted for your project.

Start your application early and leave plenty of time for creating your unique login information, inputting responses into the online application, and reviewing your application.

Finally, submit your application! Remember, applications are due July 5, 2024 before 4:00 pm EST.

Next, a review team made up of staff and youth will read and score all applications. All applicants will be notified about whether or not they will be receiving the Youth Climate Action Fund micro-grant in early September 2024.

For any questions, email communityinvestment@guelph.ca