



Proposals Due by:
12:00 Noon
Thursday, May 31, 2007
Grant Awards Announced:
August 2007

YOUTH VOICE Request for Proposals

A Message from Every Voice in Action Foundation

Greetings from the Every Voice in Action Foundation!

In support of our mission "*to ignite and support youth voice, infusing the community with the unique perspectives of young people,*" **Every Voice in Action will award \$85,000 to Youth Voice programs in Tucson/Pima County through this grant round.** Applicants will be able to request up to \$20,000 in support of their Youth Voice program. Most awards will likely fall between \$10,000 - \$20,000, but we welcome smaller requests (e.g., less than \$10,000) as well. We also encourage new and/or small Youth Voice efforts to apply, in addition to well-established programs.

This will be a highly competitive funding process. Before submitting a proposal, we strongly recommend that you closely review *What Youth Voice Means to Us* on pages 2-4, and invite you to attend a Pre-Proposal Information Session (details on page 4).

We look forward to learning much more about the wide variety of programs through which young people have a voice in our community.

Thank you!

What Youth Voice Means to Us

Please read this section very carefully before you determine whether or not your organization will respond to this Request for Proposals.

What We Believe

Our culture tends to treat young people as passive objects - discussing youth issues and developing programs without sufficient input from the young people themselves. Adults also tend to define "youth issues" very narrowly, without respect for the impact that all societal issues have on young people. This can lead to decisions and approaches that have little or no effect, and create even more frustration and alienation on the part of young people. Until all youth are consistently heard and respected, many will choose to disengage from the community - not only as youth, but also as adults. As a result, we believe that whenever decisions are made that affect young people, or society as a whole, youth need to have a voice and take part in the decision-making process. This means the community recognizing youth as important resources, and encouraging them to express their unique perspectives and ideas. It also means supporting their activism and inclusion in social forums that are traditionally dominated by adults.

Youth voice often starts with self-expression and the development of one's personal voice. As they do so, youth are building a foundation from which to make contributions to community dialogue and social change efforts. *It is this community engagement by young people that is at the core of Every Voice in Action Foundation's focus.* We are interested in supporting youth as they communicate their perspectives and ideas, and seek to bring about changes, at a systemic, institutional or societal level.

What We Want to Fund

Through this grant round, Every Voice in Action is interested in funding Youth as Resources, Youth Activism and Youth Media programs in Tucson/Pima County that provide youth with the *skills, opportunities and support* necessary for authentic community voice.

Youth as Resources

Youth as Resources involves young people taking influential leadership roles in traditionally adult-dominated groups, organizations and environments. Working independently or in partnership with adults, youth move from the role of service recipient to the role of service provider. They are fundamentally involved in meaningful tasks that allow them to make important decisions and otherwise influence outcomes. There are a number of different positions that young people can take in order to accomplish this level of involvement, including:

- ✓ Governance roles
- ✓ Advisory capacities
- ✓ Staff members
- ✓ Program designers and implementers
- ✓ Evaluators

- ✓ Facilitators (of youth and adults)
- ✓ Educators and Trainers (of youth and adults)
- ✓ Funders
- ✓ Fundraisers/Proposal writers

When young people have access to these roles, organizations and communities receive a new power and energy, leading to increased innovation and effectiveness. Youth bring a different set of knowledge and expertise to the table - bridging the gap between adult perceptions and actual youth needs, wants and gifts.

Youth Activism

Youth Activism refers to young people engaging in community organizing and advocacy for the purpose of institutional or social change. Youth provide leadership in identifying and researching issues of concern to them. They also design and implement strategic actions to create positive changes in attitudes, behaviors, policies and practices. Youth have a unique power to bring about this change because of their energy, persistence and willingness to question conventional thinking. Activism efforts can include a wide variety of endeavors, including:

- ✓ Education
- ✓ Consciousness-raising
- ✓ Campaign development
- ✓ Program development
- ✓ Advocating with legislative bodies/representatives
- ✓ Calls to action

Youth Media

Every Voice in Action believes it is vital for youth to have a public forum for sharing their experiences, perspectives, ideas and wisdom. *Youth Media* provides young people with a means to educate and inform, mobilize and organize, and weigh in on important issues for the purpose of social change. Youth-run media can be a powerful Youth Activism tool, and moves young people from a position of passive consumer to active communicator. This allows youth to explore stories or issues that they see as important, and communicate their perspective to the community.

Youth Media can utilize a wide variety of mediums, including:

- ✓ Mass media (radio, television, newspapers, magazines)
- ✓ The arts (performance, visual and literary arts)
- ✓ Quick message media (posters, T-shirts, billboards, legal graffiti)
- ✓ Electronic media (e-mails, listserves, blogs)
- ✓ Newsletters
- ✓ Zines

Every Voice in Action Foundation strongly values, and seeks to incorporate the following into all that we do:

- **Appreciating and utilizing diversity**
- **Building and supporting youth-adult partnerships**
- **Improving the public's perception of youth**

What We DO NOT Want to Fund

We are **NOT** looking to fund the following through this grant round:

- Programs that do not have an *explicit* and *significant* focus on Youth Voice opportunities
- Programs that focus exclusively on self-expression or personal development (e.g., do not provide skills, opportunities or support for the individual to make contributions to *community* dialogue or *social change* efforts)
- Programs that engage youth voice at a superficial or "token" level
- Programs that operate outside of Tucson and Pima County

SPECIAL NOTE: As part of our support for youth-driven activism, Every Voice in Action encourages youth to identify the changes they wish to see in society, educate others about the need for those changes, and in partnership with their allies, work to bring about those changes.

In some instances, this advocacy will take the form of *lobbying* (the attempt to influence specific legislation through communications with legislators/legislative bodies in which a specific view on that legislation is expressed) and/or *grassroots lobbying* (an attempt to influence legislation through a call to action to the general public whereby a specific view is shared on specific legislation and the public is encouraged to communicate this view to legislators/legislative bodies). Although we strongly believe in youth voice being heard at the legislative level, as a private foundation, Every Voice in Action has several specific IRS restrictions related to providing financial support for lobbying or grassroots lobbying efforts.

If your activism efforts will (or might) included lobbying, please call Ed or Lauren at Every Voice before writing your proposal so that we can discuss which elements of your program are eligible for funding.

Organizations can get much more information about the focus and goals for this grant round, as well as discuss the RFP guidelines, by attending one of two Pre-Proposal Information Sessions:

**Tuesday, May 8, 2007 or Monday, May 14, 2007
4:00 - 5:00 pm
at Every Voice in Action Foundation
(2851 N. Country Club Rd., just north of Glenn)**

Please R.S.V.P. (615-2100) if you plan to attend one of these Information Sessions. Although these sessions are not mandatory, Every Voice in Action *strongly* encourages all potential applicants to attend. If a representative from your organization will not be able to attend either session, please call Ed or Lauren at Every Voice in Action to make alternate arrangements.

Guidelines

- Please note that Every Voice in Action only provides funding to programs operating in Tucson/Pima County.
- Through this RFP process, Every Voice in Action will award one-time grants of up to **\$20,000**. Funding decisions will be made by Every Voice's staff and several alumni of our Youth Crew.
- Narrative portions of your proposal and the Program Budget (Form B on Page 10) may be typed or hand-written (please print legibly).
- **One (1) original proposal including all requested attachments AND two (2) additional copies of all forms and narrative responses should be submitted on 8½ x 11 white paper (no extra set of attachments is needed). Please do not bind or staple the pages (paper clips OK).**
- Faxed or e-mailed proposals will **not** be accepted.
- Narrative responses should adhere to the stated page limits (**4 pages**) and use a font that is no smaller than 11 point.
- Please **do not** include attachments (e.g., pictures, videos, newspaper articles, letters of support, etc.) other than those requested.
- Only one (1) proposal will be accepted per organization during this grant round.
- If the organization applying for funding is **not** a 501(c)(3) tax-exempt organization, please contact Every Voice in Action for information regarding eligibility and/or additional attachments required (even if a 501(c)(3) organization is serving as the program's fiscal sponsor).
- Grant funds from Every Voice in Action may not be used to support religious activities.
- Every Voice in Action believes in promoting equity, inclusion and respect for all people. We believe that by honoring the rich diversity of our community, and by valuing and utilizing the unique attributes of all individuals and social groups, we work to build a healthy community. As such, Every Voice in Action has adopted a non-discrimination policy and requires recipients of our funds to adhere to the same standards we have established for ourselves (outlined below):

Every Voice in Action grantees must conduct business activities in a manner that is free from discrimination and provide equal opportunity and treatment for all employees. Grantees must not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, political affiliation, economic circumstances, national origin, ancestry, marital status, age, physical or mental disability, request/denial of Pregnancy Leave, past, or present or future membership in a uniformed service of the United States of America including status as a disabled Vietnam-era veteran.
- **Late and/or incomplete applications will not be considered for funding! Proposals must be at Every Voice in Action's office by 12:00 Noon on Thursday, May 31, 2007. Proposals postmarked by May 31, but not at our office by 12:00 Noon on that day, will not be considered.**

The Checklist: What to Include in Your Proposal

Forms & Narrative Responses (ONE original and TWO copies of each of the following)

- Form A: Cover Page (see Page 7)
- Program Narrative Responses (Questions 1 to 7 on Pages 8 - 9) (No more than 4 pages total)
- Form B: Program Budget (see Page 10) (This budget should cover the period for which funds are being requested)
- Program Budget Notes (See Page 10)

Attachments (ONE copy only)

- IRS Determination Letter regarding 501(c)(3) status
- Most recent independent financial audit, including any Management Letters or formal opinions issued by your auditor (if an audit is not available, please submit your most recent internally-prepared (unaudited) 12-month Income Statement and Balance Sheet)
- Your organization's most recent IRS Tax Form 990 or 990EZ
- Board of Directors list (including names, employers/occupations, length of time on the Board and contact information) - *please highlight any youth members of your Board*

Still Have Questions?: Call Ed Mercurio-Sakwa or Lauren Shebuski at 615-2100 if you have any questions about this RFP or how your program might fit with the focus of this grant round. They are generally available Monday - Thursday from 8:30 a.m. - 5:00 p.m.

Proposals Due By: 12:00 Noon on Thursday, May 31, 2007

Please mail or hand-deliver completed proposals to:
Every Voice in Action Foundation, 2851 N. Country Club Road, Tucson, AZ 85716

If you hand-deliver your proposal, you can find Every Voice in Action
on the west side of Country Club Road just north of Glenn.

Form A: Cover Page

Organization: _____

Executive Director: _____ Phone Number: _____

Program (for which funding is requested): _____

Contact's Name & Title: _____

Contact's Physical Address: _____

Contact's Mailing Address (if different): _____

Contact's Phone Number: _____ Contact's Fax Number: _____

Contact's E-mail Address: _____ Website: _____

Amount Requested: \$ _____

Check the box that best describes the program for which funding is requested:

- Existing Program
- Significant Enhancement to Existing Program
- New Program (Date Program Started/Will Start: _____)

For the period of July 1, 2007 - June 30, 2008, the program will operate for:

- All 12 Months
- A Portion of This 12 Month Period (Dates the Program Will Operate: _____)

Organization's Mission Statement: _____

Signature of Organization's Executive: _____ Date: _____

Your signature here indicates that you, as the organization's chief executive, verify the accuracy of the information contained in this proposal and your organization's adherence to Every Voice in Action's Non-discrimination Policy outlined on Page 5 of this RFP.

Narrative Questions

Please repeat the questions as headings to your responses (paraphrasing for brevity is fine) and number the pages of your response. If a question is not applicable to your program, please provide a brief explanation as to why it is not applicable.

DO NOT EXCEED A TOTAL OF FOUR (4) SINGLE-SIDED PAGES IN RESPONDING TO QUESTIONS 1 - 7.

Before responding to questions below, be sure you have read "A Message from Every Voice in Action Foundation" on the front page and "What Youth Voice Means to Us" on Pages 2-4.

- 1) Provide a *very brief* overview of your organization, including the scope of programs offered. Please also tell us a little about the history of your organization including the program for which funding is being requested.
- 2) Describe the Youth Voice activities offered through the program for which funding is being requested. **HINT: This question is critical to our understanding of what you do - specific details help!**

Be sure to address:

- a) the Youth Voice skills, opportunities and/or support provided through the program,
 - b) the method or structure used to provide each activity and why that particular method/structure is used,
 - c) how your program fits with one or more of Every Voice's definitions of Youth as Resources, Youth Activism and/or Youth Media (see Pages 2-3), and
 - d) the role that adults play in the program activities and in supporting Youth Voice.
- 3) How does the program support the youth participants in ensuring their voices are heard in the community?
 - 4) Please provide the following additional details about your program:
HINT: Answers to each of these questions can be brief.
 - a) Who does your program seek to serve (be specific) and how do you go about recruiting program participants?
 - b) What is the geographic area served by the program?
 - c) How many youth participate in your program annually?
 - d) Where are the program's activities held?
 - e) Tell us about the qualifications/experience of your program staff and volunteers.
 - f) What is the typical length of participation in the program?
 - g) Is there any cost for youth to participate in your program?
 - h) How do you ensure that your program is accessible and appealing to youth, both in terms of the location and the environment?

(Continues on following page...)

- 5) What *type* of community/social change does the program intend to bring about through Youth Voice (e.g., awareness levels, changes in policies or practices, behavioral shifts, etc.)? If your program focuses on bringing about change related to a particular topic or issue, please describe that topic. If your program participants address a variety of topics, please describe some of the topics they have focused on in the past.
- 6) To help us understand your program's impact, please answer the following:
- a) What process is used to evaluate your program's impact and effectiveness?
 - b) How does your program impact or benefit its participants - *as reported by the participants?*
 - c) How does your program impact or benefit the community? Specifically, tell us about any successes the program has had in bringing about community change through Youth Voice.
 - d) How are your program evaluation results used to support program development?

Note: If your program is new, please discuss the process you plan to use and the impact you anticipate having with participants (and why you expect to have that type or level of impact).

- 7) Every Voice in Action strongly encourages nonprofits to engage youth as resources and decision-makers (e.g., board members, program designers and implementers, fund-raisers, etc.). What leadership roles do youth play within your organization and/or the program for which you are requesting funding?

Form B: Program Budget*

*This budget should be specific to the program/project for which Every Voice in Action's funds are being sought, and should cover the one year time period for which funding is sought. The organization's budget should only be used if the funding request is for the organization's general operating expenses.

Organization/Program Name: _____

Organization's Fiscal Year: _____ Period Covered by this Budget: _____

INCOME

Revenue & Support Sources	Total Budget	Amount Secured
Every Voice in Action Grant Request	\$	
Other Foundation Grants	\$	\$
Government Grants/Contracts	\$	\$
United Way	\$	\$
Contributions from Individuals	\$	\$
Fundraising Special Events	\$	\$
Earned Income (e.g., program fees)	\$	\$
In-kind Support	\$	\$
Other (specify)	\$	\$
TOTAL INCOME:	\$	\$

EXPENSES

Item	Total Budget	% FT or PT
Salaries and Wages (please list positions):		
	\$	
	\$	
	\$	
	\$	
	\$	
Salaries/Wages Subtotal	\$	
Facilities (rent/mortgage, utilities, maintenance)	\$	
Program Supplies/Materials	\$	
Training	\$	
Promotions/Public Relations/Outreach	\$	
Misc. Office Expenses (office supplies, printing, postage, copying, etc.)	\$	
Professional Services (legal, accounting, etc.)	\$	
Insurance	\$	
"Indirect" or Administrative Overhead (please explain what expenses are included in this figure)	\$	
Other (specify)	\$	
Other (specify)	\$	
TOTAL EXPENSES:	\$	
DIFFERENCE (income less expenses):	\$	

TOTAL ANNUAL ORGANIZATION BUDGET:

\$ _____

Program Budget Notes

On a separate sheet, please provide budget notes that give details or explanations regarding any budget line items that might not be totally clear to someone outside of your organization.