

# Regional Change Agents

## 2009 Girls Grant Application Form

First of all we promise you - you can do this! Remember it will be a group of teenagers like you reading this grant proposal. So don't worry. Just relax and tell us what you are dreaming up. And if we have any questions, we will call you to find out the answer. We want to make this process simple, not intimidating. So before you get started here are some tips:

### TOP 5 TIPS LIST

1. Give yourself time to do this. The deadline is to apply is September 20th. Try not to wait til September 19th to get started! If you can give yourself a few weeks to work on the application with your teammates, you will feel a lot calmer and more confident about the whole thing. Your idea is worth taking the time for!
2. After you have finished the application have someone else - another teen or an adult - read it through and give you some feedback. Maybe they will find something that you could make a little clearer, or they might be able to help you fix some typos. Another set of eyes is always helpful!
3. Write this application in your own voice. Don't feel like you have to sound like an adult or like someone who manages these kinds of programs all day long. You're a teen. We are teens. We don't want you to feel the need to be anything but your fabulous self!
4. Be creative, dream big, challenge yourself and your teammates. Think of a project that has never been done before in our community but is something that you really could do, and that would make a tremendous difference in making our community a better place for young women to succeed. Then write that passion down in the enclosed application and make sure you mail it in to us by the deadline. It's as easy as that!
5. And if you have any questions along the way please feel free to call us at 412-434-4883 or email [changeagents@wgfpa.org](mailto:changeagents@wgfpa.org). When you call ask for Tara Simmons, she is our program manager and she can answer any question you have!

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Part I - Tell us About Your Team

Name/Title of your project:

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Requested Amount from Regional Change Agents:

\$ \_\_\_\_\_

Team Members: To make sure that you have enough people to pull off the project, we suggest your team have 2-6 lead team members. While your project can certainly incorporate many more youth members in making the project happen, you should have 2-6 people in the driver's seat.

Team Member 1: (please give Name, Age, School for each)

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Team Member 2:

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Team Member 3:

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Team Member 4:

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Team Member 5:

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Team Member 6:

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Choose one girl to be the main person we can contact for questions and/or regarding your application.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Adult Advisor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to project:

\_\_\_\_\_

\*Your adult advisor should not be related to any of your team. Is your adult advisor related to ANY team member? \_\_\_Yes \_\_\_No

Remember: you must include a letter of support from your adult advisor

Are you working with a non-profit organization? \_\_\_Yes \_\_\_No

Non-profit organization name: \_\_\_\_\_

Contact name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Part II - Tell us about your project

On a separate piece of paper, please tell us about your project in your own words by answering the following questions:

1. Describe the project in one or two short paragraphs. (Tip: In this section explain how your project works, where it will take place, who will be involved, who it will affect/serve.)
2. What problems, needs, or issues for girls in your community does your project help fix? Tell us how your project is trying to create a solution to a current situation resulting in unfairness for girls. Tell us the problem and how your project makes the situation better - or more fair - for girls.)
3. What are your specific goals? How will you know if the project has worked?
4. Who is the target audience for your project? Who will be helped by your project? (Tip: Be as specific as possible. Will your project serve or reach just girls, girls and boys, girls of a certain age, girls in a certain community?)
5. How will your project make a difference in the lives of girls in your specific county?
6. Where will your project occur? (In what neighborhood(s) and if it is something that happens at a specific place/location what is that place and do you already have permission to do this project there if you get the grant money?)
7. Provide a timeline of all of your planned activities. What will happen when? (Projects should start no earlier than December 2009.)
8. What background or experience does your team have that prepares you to take on this project?

Part III - Tell us how you will spend the money (Tip: Email or call us with any questions about how to fill out this budget. We are here to help - we know this probably is your first time filling out a grant budget so no worries! Just call or email us 412-434-4883 or [changeagents@wgfpa.org](mailto:changeagents@wgfpa.org))

# Part III - Project Budget Sheet

ITEM	QUANTITY	INDIVIDUAL/ TOTAL COST	WHAT WILL ITEM BE USED FOR?
<i>Supplies:</i>			
<i>Transportation:</i>			
<i>Refreshments:</i>			
<i>Marketing:</i>			
<i>Posters/fliers</i>			
<i>Art supplies</i>			
<i>Other Expenses/Miscellaneous</i>			
<i>Consultant</i>			
<i>Training</i>			
<i>Coordinator</i>			

TOTAL COST OF PROJECT \$ \_\_\_\_\_

TOTAL AMOUNT REQUESTED FROM REGIONAL CHANGE AGENTS \$ \_\_\_\_\_

\*\* Please explain how you have determined the cost of larger items such as equipment:

\_\_\_\_\_

\_\_\_\_\_

That's it – you're done!

#### REMEMBER-

When you send in your application, please remember to include:

- ✓ Parts I and II of the completed application form
- ✓ Part III - the completed budget worksheet
- ✓ A letter of support signed by your adult advisor

Let us be the first to congratulate you on taking a giant step towards improving the lives of girls in your county. By completing and sending in this application you're already making - and changing – history! Just imagine what we can do in the future!

Thank you so much for having the guts to share your ideas with us - we're so proud of you!



*2009 Teen Regional Change Agents*