

Teen Enhancement 2019

Fund & Application Guidelines

Seattle Parks and Recreation is offering its annual Teen Enhancement Fund for 2019. This fund supports programs for youth ages 11-24 that contributes to Seattle Parks and Recreation's outcomes of Healthy People, Healthy Environments, and Strong Communities. The 2019 application opens November 19, 2018 and closes December 18, 2018.

Guidelines

Guideline documents are written to provide critical information to the applicant and to support them in developing their program and application to have the best chance for being awarded funding. Please read through the guidelines carefully.

Award Amount

Funds will be awarded to programs between the amount of \$3,000 and \$10,000. Applicants will need to identify and request a specific dollar amount in their application.

Eligibility

All applications must include the following to be eligible for funding:

- Be submitted by a City of Seattle Parks & Recreation staff member
- Proposed program must plan to serve youth ages 11-24 within the City of Seattle
- Proposed program must be completed by the end of 2019
- Clearly align with one or more of the department outcomes; Healthy People, Strong Communities, & Healthy Environment
- A completed Logic Model (see page 9)
- A signed Supervisor Support Form showing your supervisors support for the project (see page 10)
- Applicant must attend the mandatory training at least once in 2018.

Ages Served

Research has shown that adolescence continues beyond 19 years of age. Many of our programs 19 years of age are serving youth and young adults combined. To align with the research and to serve youth of all ages we have broadened the age range for the Teen Enhancement Grant to 24 years old. If you are planning on serving ages older than that and want to include them in the grant application an explanation of why it is appropriate will be expected.

Professional Development

All applicants **MUST** participate in a mandatory professional development session to apply for the funds. If a group of people are applying as a team please ensure that at least one individual from the team attends the training. The sign in sheet from the workshops will be compared to the applications to ensure that the application is eligible. *If you participated in the mandatory training in the March of 2018 you are waived from having to attend this fall.* It is recommended that you confirm that there is a record of your attendance at that training before you decide not to attend.

MANDATORY Training

Youth Programs that Get Results: YPQ and Logic Model Development

Friday, November 9, 2018; 11:30AM-1:30PM

Van Asselt Community Center

Kiesha Cannon & Justin Hellier

Thursday, November 15, 2018; 11:30AM-1:30PM

Montlake Community Center

Kiesha Cannon & Justin Hellier

An optional, professional development opportunity is also being provided. Grant Writing & Development will be offered to support your program development and the process of writing the application.

Optional Training

Grant Writing & Development

Montlake Community Center

Thursday, November 8, 2018; 11:00AM-1:00PM

Kathleen Gantz

Registration for the trainings can be completed in Cornerstone.

Editing Events

Editing is a critical element when writing a grant application. Editing is not only to ensure proper spelling, punctuation, and grammar but also to make sure that the ideas and concepts in the application are clear to others. To provide staff with editing support there will be two Editing Events in December. People will be available to read applications and provide feedback. This can always be done with colleagues but often having a dedicated time, space, and support helps with follow through. Remember that outside members of the community and teens from many of our programs will also be reading the applications. We want to put our best foot forward.

Editing Events

Tuesday, December 11, 2018 from 11:00AM-3:00PM; Rainier Community Center Computer Lab

Friday, December 14, 2018 from 1:00-5:00PM; Rainier Community Center Computer Lab

Application Due Date

All applications must be submitted online. Applications will open on Monday, November 19, 2018 at 7:00AM and must be **submitted by Tuesday, December 18, 2018 by 11:59PM**. Do NOT wait until the last minute to start the application process. Writing the application will take more time than expected. Be sure to leave enough time for the editing process. Applications can be accessed at Seattlepark.gosmart.org.

Online Application System

Applications must be completed at Seattlepark.gosmart.org. The landing page is where applicants will either login to the account that was created last spring or where development of a new account begins for individuals new to the system. Please do not create a new account if you already have one.

Seattle
Parks & Recreation
healthy people healthy environment strong communities

Home Hope For Youth Teen Enhancement Fund Get Moving Fund Guidelines & Eligibility Recreation for All Fund Login

Successful Log Out

Login

User Name:

Password:

Login

Forgot your Username?

Enter your email address:

Remind me!

Forgot your Password?

Enter your email address:

Enter your username:

Reset Password

New to the site? [Click Here to create a new profile.](#)

Returning applicants should have an account and will need to login using the same information as last year. The system provides the opportunity to recover forgotten usernames and passwords if needed.

User Name:

Password:

Login

Forgot your Username?

Enter your email address:

Remind me!

Forgot your Password?

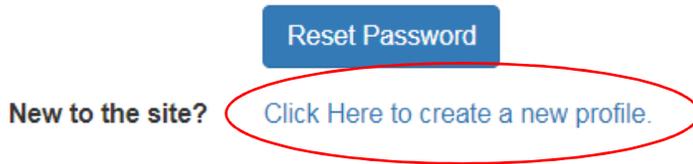
Enter your email address:

Enter your username:

Reset Password

New to the site? [Click Here to create a new profile.](#)

New applicants must develop a profile to access the system. Scroll to the bottom of the page and “Click here to create a new profile.”



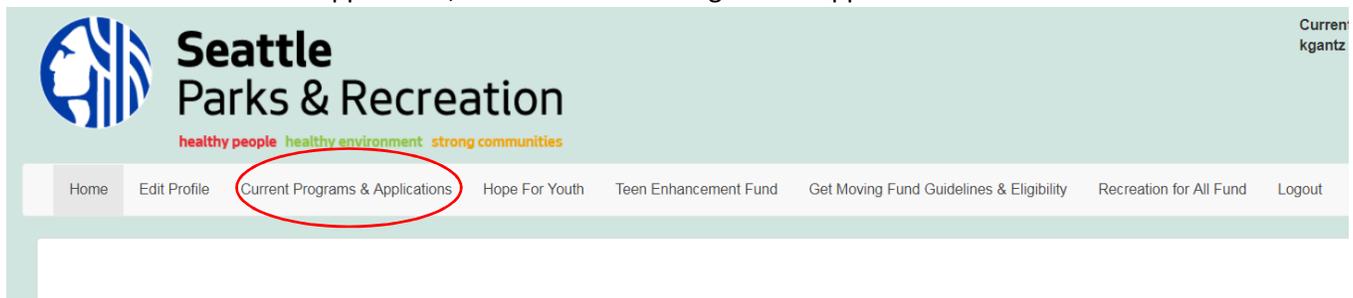
When creating a new profile select “Individual.” If asked for a tax ID number than an organizational account has been selected. The space to identify the profile being created is at the very top of the page.

* Please choose the type of profile you are creating: Individual Organization

The following information is required when creating an individual profile:

- First and last name
- Phone- feel free to use personal or work
- Email- please use you City of Seattle email address
- Username
- Password
- Legal Name- Enter your name again
- Address- please use your work address
- Phone- again, either personal or work
- Artist Description- Select None of the Above
- Applicant Discipline- Feel free to select the discipline that is closest to the program you are proposing or select Non-Arts/Non-Humanities or Multidisciplinary
- Race

Once an account has been accessed applicants will be taken to a page with tabs across the top. To access the Teen Enhancement Grant application, click on “Current Programs & Applications.”



Find the Teen Enhancement 2019 section. Until the application opens on **November 19, 2018 at 7:00AM** “Preview” will be the only option. Click on “Preview” to get a PDF of the application. The preview provides applicants with the questions and can be a helpful tool in the planning process.

The screenshot shows a web interface for 'Active Programs'. Under the 'Teen Enhancement 2019' section, there is a 'Program Description' and a 'Message about Program', both stating it is an internal fund for Seattle Recreation staff. Below this, the 'Available' date is listed as 'November 19th, 2018 7:00 AM' and the 'Final Submission Deadline' is 'December 18th, 2019 11:59 PM'. A blue 'Preview' button is circled in red.

After the application opens there will be two options, “Preview” and “START.” To begin the application, click on “START.”

This screenshot is similar to the previous one but shows the application is now open. The 'Available' date has changed to 'October 29th, 2018 7:00 AM'. The 'START' button is now blue and circled in red, with a 'Preview' button appearing below it.

In the application there are multiple links at the top of the page. Each link is a different section (page) of the application. Applicants can complete the pages in any order they would like. Any question with a star is mandatory and an application cannot be submitted unless all starred questions have been completed.

The screenshot shows the top of the application page with the title 'Teen Enhancement 2019 #TE 20190001'. Below the title is a list of navigation links:

- [Program Description](#)
- [Program Information](#)
- [Opportunity for Impact Statement](#)
- [Results/ Logic Model](#)
- [RSJI](#)
- [Youth Voice](#)
- [Partners](#)
- [Program Budget](#)
- [Supervisor Approval](#)
- [Teen Panel Summary](#)
- [Submit](#)

Before moving between sections of the application scroll to the bottom of EACH page and click on “Save Work.” This system doesn’t always save changes on its own.



[Did I Complete This Page?](#)

Each question has a set number of characters that can be entered. At the bottom of each question there is a counter. Applicants need to keep track of this counter. Prior to submitting the application print a PDF to make sure that the entire answer to the question is showing.

Character Count: 0 out of 2000

As applicants work on their application, logging in and out of the system, they can access their application each time through the Current Programs & Applications Tab and click on “EDIT #TE(the application number) (IN PROGRESS).” **DO NOT CLICK ON START TO GET BACK TO YOUR APPLICATION.** Clicking on start will open a brand new application.

Teen Enhancement 2019

Program Description:
This is an internal only fund that Seattle Recreation staff members can apply for.

Message about Program:
This is an internal only fund that Seattle Recreation staff members can apply for.

Available:	October 29th, 2018 7:00 AM	START
Final Submission Deadline:	December 18th, 2019 11:59 PM	EDIT #TE 20190001 (IN PROGRESS) View PDF

Applicants can view and print a PDF of their application at any time by clicking on “View PDF.” This would be a great way to have others edit the application.

Teen Enhancement 2019

Program Description:
This is an internal only fund that Seattle Recreation staff members can apply for.

Message about Program:
This is an internal only fund that Seattle Recreation staff members can apply for.

Available:	October 29th, 2018 7:00 AM	START
Final Submission Deadline:	December 18th, 2019 11:59 PM	EDIT #TE 20190001 (IN PROGRESS) View PDF

The system will be available for applicants to work in until **11:59PM on Tuesday, December 18, 2018.** Before 11:59PM applicants must complete the application **and SUBMIT it by clicking on "Submit".**

Teen Enhancement 2019 #TE 20190001

- **Program Description**
- Program Information
- Opportunity for Impact Statement
- Results/ Logic Model
- RSJI
- Youth Voice
- Partners
- Program Budget
- Supervisor Approval
- Teen Panel Summary
- **Submit**

Once the clock hits 12:00AM on Wednesday, December 19, 2018 the system will no longer allow the submission of applications.

On Wednesday, December 19 at 11:59PM the submitted application becomes unavailable to the applicant. All applicants should save and print a copy.

Writing in Word

Many applicants choose to work in Word when writing the application and then copy and paste the answers into the system. The Go Smart system does support this, however, when pasting into the box in the system applicants need to be aware of the word count. Prior to submitting the application check each answer to ensure that it is complete.

Applications

The application can be accessed at Seattlepark.gosmart.org. The application includes the following information to be completed for the proposed program or project:

Program Description

- The name of the program
- A detailed program description (activities for the program, goals, outcomes, daily schedule, etc...)

Program Information

- Amount of funding requested- should match the proposed budget
- Location
- Day of week and time of program
- Number of sessions
- Center/Unit/Department running the program
- Number of youth to be served
- Ages and/or grades to be served
- Marketing and Outreach Plan

Opportunity for Impact Statement

An Opportunity for Impact Statement is the positive version of a Needs Statement. A Needs Statement typically focuses on a negative that needs attention. With an Opportunity for Impact Statement the need is being addressed by positively impacting the lives of youth in Seattle. A complete Statement will include external impacts, internal impacts, and future or long-term impacts.

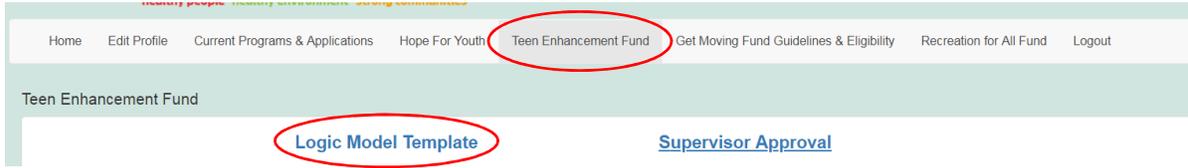
Results

This fund supports youth programming (ages 11-24) that contributes to Seattle Parks and Recreation's outcomes of Healthy People, Healthy Environment, and Strong Communities. All program proposals and applications need to be aligned and identify with one or more of the following outcomes and program results:

Seattle Parks and Recreation Outcomes	Program Results
<i>Healthy People</i>	♦ Young people increase their knowledge of health, nutrition, and fitness, and engage in healthier eating and increased physical activity.
<i>Strong Communities</i>	♦ Young people learn and practice leadership, civic engagement, or other new skills (in the arts, entrepreneurship, or job readiness).
<i>Healthy Environment</i>	♦ Young people increase their knowledge about the natural world and the urban environment, and help steward urban natural resources.

Logic Model

The logic model template can be found on the application website under the “Teen Enhancement Fund” Tab. Download the logic model, complete in Word, and upload into the application.



Race and Social Justice Initiative(RSJI)

- In the planning of the program, how will it be ensured that the proposed program is responsive to and respectful of all youth that may participate?
- Address challenges and/or barriers that may keep youth from participating in the program and how they will be addressed.

Youth Voice

Youth voice should include how youth have been included in the development of the program, the application, and how they will be included or heard throughout the program. See the adult panel rating table (page 11) for additional details.

Partners

- List any community partners that are involved in this program. Partners are not mandatory but they can add to the program and should be identified in the application.
- If this program or application was developed by a staff team list all internal staff that were a member of the team for the application. This is critical for ensuring that at least one member of the staff team participated in the mandatory training.

Program Budget

These funds are intended to provide new or additional programs for youth ages 11-24. These funds are not intended for capital projects. Please work with your supervisor to plan for all costs to ensure that projects will be completed.

Examples of what these funds can be used for:

- Program expenses
- Staffing for project
- Guest teachers/speakers
- Field Trips

Program budgets should be a comprehensive financial representation of all costs that will be paid for by this Grant if awarded. The amount requested should be clear in the budget. The budget should include any additional funding outside of the grant request, partners, volunteers, and/or in-kind donations.

Supervisor Approval Form

The Supervisor Approval Form can be found on the application website under the Teen Enhancement Fund Tab. Print, have your supervisor(s) sign, and upload into your application. This form is mandatory.



Teen Panel Summary

The Teen Panel Summary is the only written portion of the application that the teen panel will use to rank and rate the application and program. Included in the Teen Panel Summary should be a short summary of the Program Description, Program Details, the Opportunity for Impact Statement, and Youth Voice. There is a limit of 2,000 characters to include all information and anything that is important for the teen panel to know to correctly understand the proposed program.

Ranking Criteria and Panel Process

The panel process is a four-step review process.

Initial Screening

- Be submitted by a City of Seattle Parks & Recreation staff member
- Proposed program must plan to serve youth ages 11-24 within the City of Seattle
- Proposed program must be completed by the end of 2019
- Clearly align with one or more of the department outcomes; Healthy People, Strong Communities, & Healthy Environment
- A completed Logic Model (see page 9)
- A signed Supervisor Support Form showing your supervisors support for the project (see page 10)
- Applicant must attend the mandatory training at least once in 2018.

Adult Panel

All applications that pass the initial screening will be sent to the adult panel. The adult panelists are community members and internal Seattle Parks and Recreation staff. Those individuals will receive ranking criteria that will be used when reading and scoring the applications. Adult panelists that are from outside the organization may not be familiar with the programs or acronyms used in Parks and Recreation. Remember when writing the application that some panelists are seeing this information for the first time and the program should be understandable to all.

Example of Teen Enhancement Grant Review Criteria and Scoring:

Section of Grant	Score Maximum	Elements of Section
Program Description	10	<ul style="list-style-type: none"> • Clear and well thought out
Program Information	10	<ul style="list-style-type: none"> • All questions answered clearly
Opportunity for Impact Statement	15	<ul style="list-style-type: none"> • External impacts identified • Internal impacts identified • Future and long-term impacts identified
Logic Model	15	<ul style="list-style-type: none"> • Uses data to describe community need, and plans to serve that need • Program activities are clearly and logically linked to achieving results • Inputs realistically reflect the resources needed for program
Results	10	<ul style="list-style-type: none"> • Results align with proposed program
RSJI	15	<ul style="list-style-type: none"> • A plan is in place for striving to ensure that the program is responsive and respectful • Challenges and barriers have been clearly thought through and staff have plans on how to address them
Youth Voice	8	<ul style="list-style-type: none"> • There is a plan to have youth involved but only after the funding is secured- 2 points • Conversations were had with youth prior to the development of the program- 4 points • Youth helped plan the program- 6 points • Youth helped plan the program and were involved in writing and editing the application- 8 Points
Budget	5	<ul style="list-style-type: none"> • Budget is reasonable and makes sense for the proposed program
Extra points- Partners	5	<ul style="list-style-type: none"> • Identifying the community partners • Additional points for identifying and describing how they are involved
Extra points- Population served	7	<p>One point per identified group</p> <ul style="list-style-type: none"> • Youth of Color • Homeless Youth • Immigrant and Refugee Youth • LGBTQIA Youth • Seattle Youth Violence Prevention Initiative (SYVPI) Youth • Youth with Disabilities • Drop out/re-entry youth

(Rating criteria and scoring is subject to change for 2019 review)

Teen Panel

A Teen Panel will be assembled representing teens from across the city. Teens will gather for a one-day ranking/rating opportunity. Teens will be provided with the teen panel summary and the program budget. It is critical that the applicant ensures that all critical information is included in the Teen Panel Summary. The teen panel begins first with determining what is important in a teen program. The 2018 Teen Panel determined that the following elements were essential in a high-quality program:

- Fun
- Coming together/Community
- Inclusive- includes everyone
- Physically Active
- Education- Learning Something
- An opportunity to contribute
- Interesting
- Beneficial- do good for the long run
- Safe

Once the 2019 Teen Panel has set their essentials for a high-quality program they will begin the difficult work of ranking and rating the proposed programs. To do this work teens will be broken into small groups, read through the summaries and budgets, and rank programs. Once the small groups are completed they will discuss as a group and then make recommendations for funding.

Final Review

After both the adult and teen panel scores have been submitted the scores will be combined to give each application a final score. The final scores will be used to determine funding starting with the application scored highest, moving down the scores until the funds have been spent. The Teen Enhancement Leadership Team will ensure that there is an equitable distribution of funds across programs, units, geo's, etc. and then make recommendations to the Director for funding.

Funding Responsibilities & Reporting Requirements

If your program is selected for funding you will have responsibilities to ensure that **funds are spent in full and project is completed by December 13, 2019**. All awardees will participate in a meeting that will include their supervisor and/or Center Coordinator along with Kathleen Gantz, fund coordinator, to go through budget and reporting requirements.

Responsibilities will include:

- ♦ Meeting with supervisor and/or Center Coordinator to sign agreement forms to accept the funding
- ♦ Ensuring a YPQ site visit to the project
- ♦ Ensuring all funds are accounted for including proper coding of receipts and a monthly budget report
- ♦ Ensuring all documentation is in order
- ♦ Ensuring all reporting requirements are completed
- ♦ Ensuring that project is completed as awarded or working with fund lead if changes need to be made
- ♦ Reporting to fund lead if there are challenges that keep the project from being able to be completed
- ♦ Keeping the Center Coordinator and/or supervisor up to date on the progress of the project
- ♦ Reporting at future pay day meeting about the project, the process, and the outcomes

Questions or Support

If you have any questions or need any help contact 2019 fund lead:

Kathleen Gantz

Kathleen.gantz@seattle.gov

206-386-4671

Location: Westbridge