Seattle
Parks & Recreation
healthy people   healthy environment   strong communities

Teen Enhancement 2020
Grant & Application Guidelines

Seattle Parks and Recreation is offering its annual Teen Enhancement Grant (TEG) for 2020. 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 2020 application opens November 13, 2019 at 7:00AM and closes December 18, 2019 at 11:59PM.

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. The request should match the submitted budget.

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 December 11, 2020
- Clearly align with one or more of the department outcomes; Healthy People, Healthy Environment & Strong Communities
- A completed Logic Model (see page 9)
- A signed Supervisor Approval Form showing your supervisors support for the project (see page 10)
- Applicant must have attended the mandatory trainings or be waived by the training instructors

Ages Served
Research has shown that adolescence continues beyond 19 years of age. Many of our programs 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 trainings. The sign in sheet from the workshops will be compared to the applications to ensure that the application is eligible. If you believe that you have met these requirements in previous years or have been fully trained in the topics covered by the mandatory trainings, please contact Kathleen Gantz. Snacks will be provided at these trainings.

Make an Impact: Logic Models in Teen Programs
Begin the development of your Teen Enhancement Grant application by participating in this workshop. Logic Model framework supports the planning and assessment of programs. Learn the basics of Logic Model theory and development and begin working on the Logic Model for your TEG program.

Tuesday, November 5, 2019 at Montlake CC; 11:00AM-1:00PM
Thursday, November 14, 2019 at Meadowbrook CC; 10:00AM-12:00PM
Facilitated by Justin Hellier

YPQ in TEG
The Youth Program Quality (YPQ) Initiative is an integral part of our work as youth leaders with Seattle Parks and Recreation supporting our ability to ensure quality programs that meet the developmental needs of participants. This session will engage participants in the YPQ model and help you embed the theories and practices into your programs.

Friday, November 15, 2019 at Rainier Beach CC; 11:00AM-1:00PM
Tuesday, November 19, 2019 at Montlake CC; 11:00AM-1:00PM
Facilitated by Kiesha Cannon

Optional Training Workshops
Grant Writing & Development
If you are planning on writing an application for TEG and you've had limited experience in grant writing join us for this training session to start the process. We will be going over the process of writing the application and providing time for participants to begin the writing process and work with colleagues to edit and develop answers to questions. Please come with writing materials.

Tuesday, October 29, 2019 at Montlake CC; 11:00AM-1:00PM
Friday, November 8, 2019 at Westbridge; 10:00AM-12:00PM
Facilitated by Kathleen Gantz

Program and Budget Development
A strong TEG application begins with a strong program and budget. If you are new to program and budget development, want to learn another way to begin the process, or want some dedicated time to begin putting together your program join us for this 2-hour workshop.

Thursday, October 31, 2019 at Montlake CC; 10:00AM-12:00PM
Facilitated by Kathleen Gantz

Registration for the trainings need to be completed in Cornerstone.

Writing & 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 and focused time to write, Writing & Editing Events are provided throughout the open application timeline. We will have colleagues available to read applications and provide feedback. 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.

<u>Writing& Editing Events</u>

Thursday, November 21, 2019 at Southwest Teen Life Center; 12:00-4:00PM
Wednesday, December 4, 2019 at Magnuson Training Room 244; 11:00AM-3:00PM
Thursday, December 12, 2019 at Rainier Beach CC; 10:00AM-2:00PM
Tuesday, December 17, 2019 at Rainier CC; 10:00AM-2:00PM

Application Due Date

All applications must be submitted online. Applications will open on Wednesday, November 13, 2019 at 7:00AM and must be **submitted by Wednesday, December 18, 2019 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 in previous TEG cycles 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.

Teen Enhancement Grant   *Revised September 2019*

Returning applicants should have an account and will need to login using the same information as previous years. The system provides the opportunity to recover forgotten usernames and passwords if needed. If you still can't access your account and need additional support, contact the fund lead.
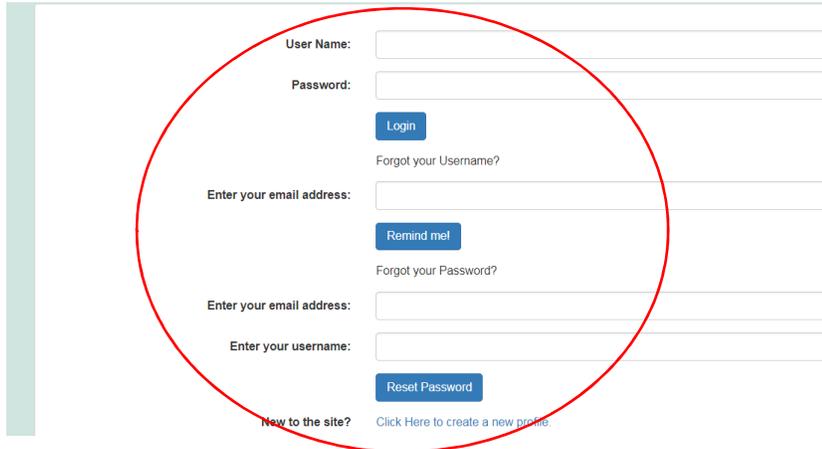
New applicants must develop a profile to access the system. Scroll to the bottom of the page and "Click here to create a new profile."

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


The following information is required when creating an individual profile:
- First and last name
- Phone- feel free to use personal or work
- Email- use your 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

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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."
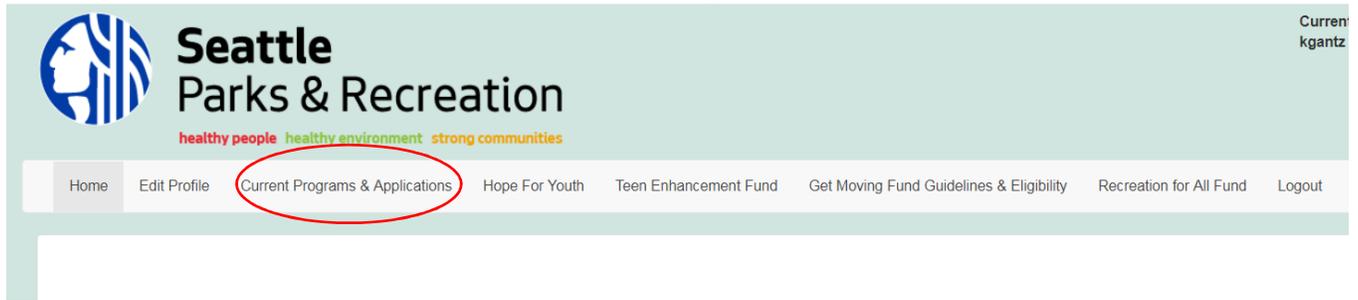
Find the Teen Enhancement 2020 section. Until the application opens on **November 13, 2019 at 7:00AM** "Preview" will be the only option. Click on "Preview" to get a PDF of the application. The preview provides applicants with the questions and can be a helpful tool in the planning process.
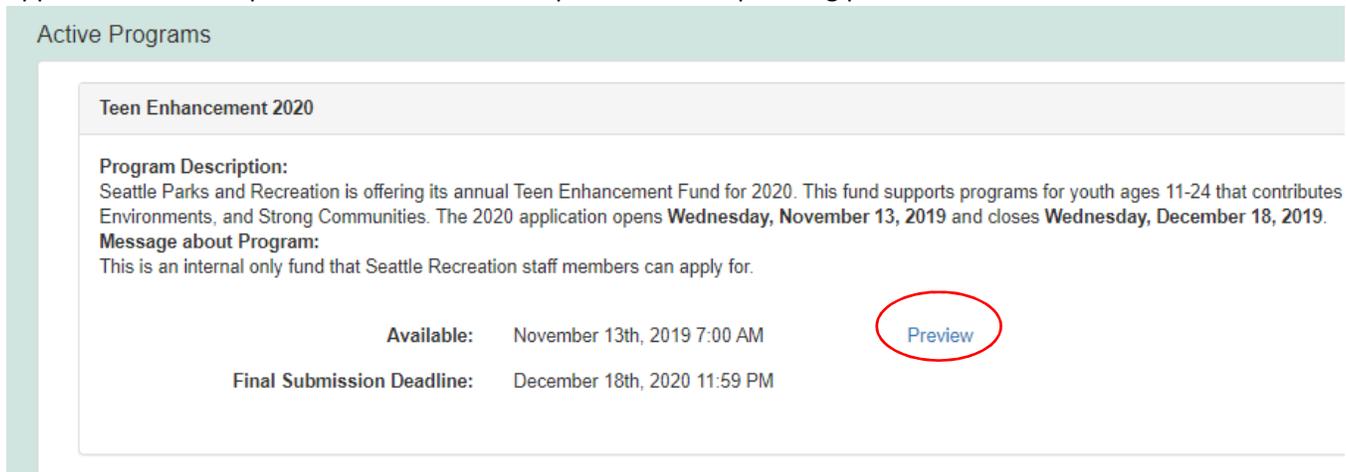
After the application opens there will be two options, "Preview" and "START." To begin the application, click on "START."

Teen Enhancement Grant   *Revised September 2019*

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.

- **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.

Save Work

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.

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.

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
		EDIT #TE 20190001 (IN PROGRESS) - View PDF 📄
Final Submission Deadline:	December 18th, 2019 11:59 PM	

The system will be available for applicants to work in until **11:59PM on Wednesday, December 18, 2019.** Before 11:59PM applicants must complete the application **and SUBMIT it by clicking on "Submit".**

- **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 Thursday, December 19, 2019 the system will no longer allow the submission of applications.

On Wednesday, December 18 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 be completed for the proposed program or project:

Program Description
- The name of the program
  - Names are important. People often judge a program on its name along without knowing any of the details
- A detailed program description (activities for the program, goals, outcomes, daily schedule)

Program Information
- Amount of funding requested *(The amount requested should match the proposed budget)*
- Location
- Day of week and time of program
- Number of sessions *(e.g., Twice a week March through June or 24 sessions over a 3-month period)*
- 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
Healthy People	♦ Young people increase their knowledge of health, nutrition, and fitness, and engage in healthier eating and increased physical activity.
Strong Communities	♦ Young people learn and practice leadership, civic engagement, or other new skills (in the arts, entrepreneurship, or job readiness).
Healthy Environment	♦ Young people increase their knowledge about the natural world and the urban environment, and help steward urban natural resources.

Teen Enhancement Grant   *Revised September 2019*

Logic Model

The logic model template can be found on the application website under the "Teen Enhancement Grant" Tab. Download the logic model, complete in Word, and upload into the application.
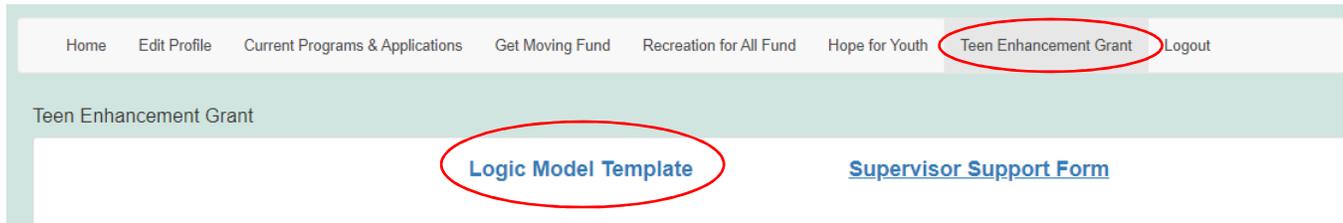
Race and Social Justice Initiative (RSJI)
- In the planning of the program, how will staff make sure that the proposed program is responsive to and respectful of all youth that may participate?
- What challenges and/or barriers may keep youth from participating in the program and how will they be addressed?

Youth Voice

Youth voice should address 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.
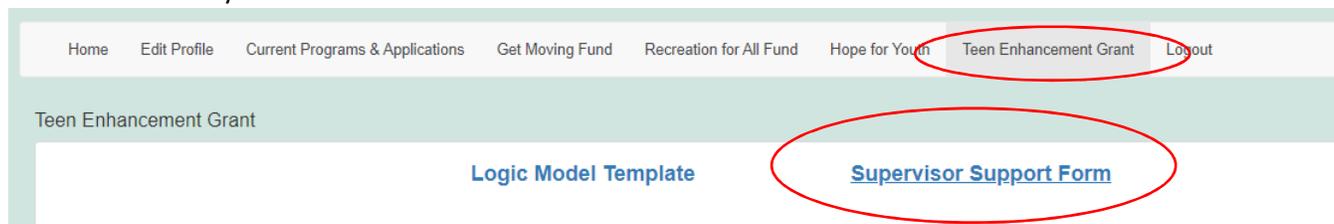
    Examples of what these funds can be used for:
- Program expenses
- Staffing for project
- Guest teachers/speakers
- Field Trips
- Supplies

Program budgets should be a comprehensive financial representation of all planned 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.

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Supervisor Approval Form

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

| Home | Edit Profile | Current Programs & Applications | Get Moving Fund | Recreation for All Fund | Hope for Youth | Teen Enhancement Grant | Logout |

Teen Enhancement Grant

Logic Model Template   **Supervisor Support Form**

Supervisor Approval Forms must be attached to the application. Forms submitted after the deadline or via email will not be accepted.

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. The Teen Panel will receive the summary and the budget to review and score/rank the applications.

Ranking Criteria and Panel Process
The panel process is a four-step review process.

Initial Screening- completed by the fund lead
- 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 2020
- Clearly align with one or more of the department outcomes; Healthy People, Healthy Environment & Strong Communities
- A completed Logic Model (see page 9)
- A signed Supervisor Approval Form showing your supervisors support for the project (see page 10)
- Applicant must attend the mandatory trainings, have attended them in previous years, or be waived by the training facilitator or fund lead and have the waiver on file.

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	• Clear and well thought out
Program Information	10	• All questions answered clearly
Opportunity for Impact Statement	15	• External impacts identified • Internal impacts identified • Future and long-term impacts identified
Logic Model	15	• 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	• Results align with proposed program
RSJI	15	• 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	• 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	• Budget is reasonable and makes sense for the proposed program
Extra points- Partners	5	• Identifying the community partners • Additional points for identifying and describing how they are involved
Extra points- Population served	7	One point per identified group • 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 2020 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 important 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 2020 Teen Panel has set their essentials for a high-quality program, they will begin the difficult work of scoring and ranking the proposed programs. To do this work teens will be broken into pairs or small teams. They read through the summaries and budgets, and score/rank the programs. At the end they will discuss as a whole 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 scoring the 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 Recreation 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 11, 2020**. 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 the 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 on time
- 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 2020 grant lead:

Kathleen Gantz

Kathleen.gantz@seattle.gov

206-386-4671

Location: Westbridge