



YOUTH FUND APPLICATION CRITERIA AND POLICY

General:

The City of Sault Ste. Marie has established a Mayor's Youth Advisory Council (MYAC) to help provide a voice for youth in Sault Ste. Marie. Part of the MYAC's responsibilities is to administer a "Youth Fund." The Youth Fund is a micro-grant program that can provide financial support for programs, activities, events and initiatives that benefit youth in the community.

Definition of Youth:

For the purposes of this policy, "Youth" are defined as being young persons aged 21 or under who reside within the City of Sault Ste. Marie.

Eligibility and Criteria:

- Applicants must meet the definition of youths or be groups or organizations that work with youths in the community. The fund is open to individuals and groups that reside or operate in the City of Sault Ste. Marie.
- Grants from the Youth Fund can be used to support non-profit or charitable activities and organizations. Grants from the Youth Fund may not be used to support for-profit businesses or initiatives.
- Grants cannot be used to pay or provide reimbursement for events or projects that have already taken place.
- The maximum grant amount is \$500 and will be determined by the council.
- Where possible, successful recipients are requested to acknowledge the support of the Mayor's Youth Advisory Council.
- Applicants to the Youth Fund must submit a final report via letter or formal report detailing the project outcomes and successes.
- Applicants are required to invite a representative from the MYAC to the event or be involved in the project.

Applications to the Youth Fund:

Complete and submit the application form. In addition to the form, applicants are welcome to include or attach additional materials explaining their project, event or initiative. Applications should clearly explain how the funds will be used to benefit youth in the community.

Because of the MYAC meeting schedule, it is recommended that applications be submitted at least one month before the funds are needed. Please note that the MYAC does not meet in July and August. Funding applications for events that take place in the summer months should be submitted by May 31st.

***Applications to the Youth Fund are accepted on an ongoing basis until funds are depleted.**

Approval Process:

The staff liaisons for the MYAC are responsible for collecting and reviewing Youth Fund applications. If more information or clarification about an application is needed, one of the staff liaisons will contact the person who submitted it.

Completed applications will be forwarded to the MYAC for their consideration. The Mayor's Youth Advisory Council will review and decide upon which applications to fund at their monthly meetings.

Notification:

All applicants will be notified following the Mayor's Youth Advisory Council's decision. If an application is approved, a cheque will be mailed to the individual or organization. Payments may be picked up from the Civic Centre if prior arrangements have been made.

FOR FURTHER INFORMATION:

Rick Borean
Supervisor, Community Services
Community Development and Enterprise Services

Phone: 705-759-5312

Email: r.borean@cityssm.on.ca

Office Hours: Monday to Friday, 8:30 a.m. to 4:30 pm.