



## MBK Durham Mini Grant Program

### Guidelines and Application

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#### Program Focus

My Brother's Keeper Durham believes that local groups, leaders and neighborhoods are essential to the success of our boys and young men of color. We strive to ensure that we create safe and productive environments where they can grow up to be successful and reach their full potential. The MBK Durham Mini Grant Program awards grants to local groups to provide support for youth focused grassroots initiatives to impact community change and is intended to provide support and engagement for boys and young men of color. The goal is to support mentorship, creative discussion and activities by nonprofits and other community driven initiatives who will use their efforts toward helping our boys and young men of color reach these milestones:

- **Entering school cognitively, physically, socially and emotionally ready to learn and reading at grade level by third grade.**
- **Graduating from high school prepared for college and or career.**
- **Completing post-secondary education or vocational training**
- **Ensuring that all young men of color are present, participating and progressing in Durham's new economy.**
- **All boys and young men of color are supported and staying on track and provided second chance opportunities.**

The mini grant program has three main areas of focus that the projects should reflect. The expectation is that the combination of youth involvement, community engagement and collaboration will continue to change in systems to better support neighborhoods and boys and young men of color who live there.

- **Youth involvement/youth development:** *Youth development* refers to the ongoing growth that all young people engage in as they work to meet personal and social needs and build skills for independent living. *Youth involvement* welcomes young people to contribute their ideas and strengths to help shape their communities. In this view, young people are not just the recipients of services, but citizens who work with others to address issues that matter to them.
- **Community action:** is a process that organizes youth and caring adults to act together to solve common problems. It involves skills in organizing that empower community members to act on their mutual interests. This often goes beyond resolution of an issue to equalize power among individuals and/or with organizations or institutions.
- **Collaboration:** means working together with other individuals, groups, or organizations to achieve a common goal. Relationships form the heart of collaboration and strong collaborations help build networks that make communities strong.

These emphases will increase the impact of small grants and help grantee leaders to effectively engage youth, organize their communities, forge strategic collaborations to improve the community, and shape systems affecting young people's access to opportunity.

**Projects may include activities designed for:**

- Academic enrichment
- Arts and culture
- College preparation and exposure
- Career preparation and exposure
- Community organizing
- Family economic security
- Gardening/environmental/beautification
- Health
- Healthy food
- Intergenerational, including parenting education
- Leadership development/engagement
- Neighborhood events
- Safety
- Social skills development
- Sports and recreation

**Grants will not support the following:**

- Capital campaigns
- Endowment funds
- Government agencies or departments
- Lobbying efforts
- Political groups
- Projects or activities carried out for religious purposes
- Fundraising
- Purchase of property (land and buildings)
- Supplanting funds for existing programs

***YOU ARE ADVISED to read all pages of this document/form before starting to apply for a MBK Durham Mini Grant.***

***IF YOU NEED HELP contact our Office, 919-560-8154 or email: [mybrotherskeeper@dconc.gov](mailto:mybrotherskeeper@dconc.gov)***

### **MBK Durham's Goals**

The MBK Durham Mini Grant Support Fund is an important part MBK Durham's long term vision for Durham County's. This grant program contributes directly to MBK Durham's goals which include:

**Ensure all young men of color are prepared and ready for school.**

Research shows that a quality early education is key to a child's school performance in the future. Our goal is that all youth of color enter school cognitively, physically, socially and emotionally ready.

**All young men of color are engaged and progressing in school.**

To succeed academically, youth of color need to be in schools that have high expectations. They need to feel safe, supported and respected.

**All young men of color are preparing for college and career access and opportunities.**

Durham's economy is on the rise, but how are we supporting our youth of color's participation within it? We must work to ensure Durham's recovery is inclusive.

**All youth of color are participating in the new economy.**

As new industries emerge in Durham, we must make sure the jobs associated with them are not out of reach for our city's young people.

**All youth of color are supported in our community and are afforded second chance to succeed.**

It is important to strengthen our community supports for youth of color. That means connecting our efforts at all levels and building a new media narrative.

## ELIGIBILITY REQUIREMENTS AND GRANT REVIEW PROCESS

- Projects must be designed for youth participant's ages 0-24. School age youth would include youth in early childhood through high school. Groups are encouraged to include youth in the application completion process when applicable.
- Youth as well as adults may apply on behalf of their organizations. To receive grant funds, an organization must have adults who are responsible for funds.
- Funding amounts can range based on your needs for capacity. We strongly encourage you to include **ALL** the amount that you need to fully run an effective program and sustain it (Dream Big). We will not provide an amount due to the number of applicants that would focus on funding amount and not their personal capacity of their program and what's needed to effectively sustain their work. We will then review this and your overall organization with a potential site visit to better understand your program need(s).
- Applicants must be an organization. Grants will not be awarded to individuals.
- There is no matching grant requirements.
- Applicants must be not-for-profit organizations. But they *do not need to have federal tax-exempt status (501C3) or incorporation papers*, financial reports, or any level of income or annual budget.
- Organizations which have a bank or some other account for depositing funds and paying bills may handle their own grant money. They are not required to have a fiduciary (a non-profit organization willing to handle awarded funds).
- Examples of organizations which can apply: school groups, youth groups, faith-based organizations, neighborhood chess clubs, social and civic organizations, recreation athletic teams etc.
- Organizations may apply for only one grant at a time. If funded, they must complete their project and submit the final Report before being eligible to apply again.

## REQUIREMENTS FOR FUNDED PROJECTS

- Only one grant will be awarded for any one project.
- Grants will fund only projects which support the goals and milestones of MBK Durham must be designed to achieve at least one of the purposes listed in the guidelines on page 2.
- Projects must be designed for young men of color and take place within that community (except for field trips).
- Activities must take place after school or on weekends **UNLESS** there is memorandum of understanding between the school and the organization/program. Example: (Communities in School; Literacy program that takes place during lunch)
- Projects must include a detailed timeline for events and activities. Failure to provide will result in application being rejected.
- Grant funds will not be awarded for project activity which begins before the date a grant is awarded for that project.
- Applicants must provide support letters from: (1) The principal/administration of a school where a project will be carried out; (2) Representative for a church, community center, etc. where a project will be carried out; (3) Representative for any "partner organization" whose involvement is essential for carrying out a project.
- Mini Grant awardees **must** submit a Final Report of the funded project one month after funding is used.

## Monitoring and Evaluation Mini Grant

**Monitoring** can be defined as the systematic and continuous collecting, analyzing and using of information for management control and decision-making. Project monitoring is an integral part of day-to-day management. Its purpose is to provide the information by which you can identify and solve implementation problems and assess progress in relation to what was originally planned. This will be an essential part of the process as this helps makes the case for increased funding during future grant opportunities.

**As for evaluation**, the purpose of evaluation is to review the achievements of the project against planned expectations, and to use experience from the project to improve the design of future projects and programs that better support the mission goals and objectives of the program or project.

## GRANT AWARD PROCESS

- Applications are reviewed by a panel of five (5) on a grading scale and their funding recommendations are approved by MBK Durham.
- Complete applications must be sent to [mybrotherskeeper@conc.gov](mailto:mybrotherskeeper@conc.gov) by **April 12, 2019 by 11:59 p.m.** for consideration.
- Applicants will be notified by email and phone regarding funding decisions.
- Awards will be awarded in person in during a ceremony style presentation.
- Personal contact information included in this application is considered confidential and will not be shared outside of the panel without your consent. Specific information about the grant decisions will not be shared with anyone except the contact person named in the application. Names of organizations receiving grants and a brief description of their project will, however, become public information on our website and in our network.

## BUDGET GUIDELINES

- *Grant requests can range based on your needs for capacity.* We strongly encourage you to include **ALL** the amount that you need to fully run your effective program and sustain it and not the amount you think you would need. We will not provide an amount due to the number of applicants that would focus on funding amount and not their personal capacity of their program and what's needed to effectively sustain their work long term.
- Requests for T-shirts, uniforms or attire are considered for \$500 or less.

## PROJECT TYPES

This Mini Grant program supports a range of projects. Below is a list of categories of project activities with some examples. Your project may combine several categories. On the application form, please check the *one or two* that best describe your project.

**Academic enrichment** projects include a range of learning activities directly related to improvement of academic skills for early childhood to high school youth and/or support post secondary planning and preparation. Examples include projects like robotics, group tutoring, journalism, reading enhancement, and creative writing.

**Arts and culture** projects include programs such as dance, painting, music lessons, cultural arts, theater productions, and culinary arts.

**Career preparation and exposure** projects might include, auto repair, graphic design, or writing resumes. They also might include visits to different workplaces or meetings with people in different careers.

**College preparation and exposure** projects teach skills for college success and boost awareness of post-high school education options. These might include advanced math, science, writing and research skills; preparation for admission and scholarship applications and exams; and tours of North Carolina colleges.

**Community action** projects use organizing to address a neighborhood or other issue with others. Community organizing builds collective power to help make change.

**Family economic security** projects help people access decent-paying careers, increase their income, or manage finances better.

**Environmental/beautification** projects include community gardening, neighborhood clean-ups, and recycling projects that occur in multiple sessions over a period of time. Efforts should impact neighborhood safety issues and/or safe routes to school for neighborhood youth.

**Healthy food** projects improve access to healthy food and lifestyles. Examples include gardening, cooking projects, farmer's markets, etc.

**Health** projects improve health outcomes, healthy starts and/or increase access to health care. Examples include, skateboard clubs, exercise initiatives etc.

**Intergenerational, including parenting education** projects improve sharing and build understanding and deepen relationships between older adults and youth. Examples include mentoring, and parenting projects.

**Leadership development/engagement** projects teach leadership skills and provide opportunities for young people to contribute to the community. Examples include youth empowerment and conflict resolution workshops, outdoor adventures that focus on personal and team development, youth summits, and any variety of activities that include leadership development with public contribution as an outcome.

**Neighborhood events** include one, and in some cases, two or three-day events, usually involving an intergenerational mix of participants. Examples, block club engagement events and town meetings.

**Safety** includes projects involving an intergenerational mix of participants to decrease or eliminate crime and violence in the community. Examples include community safety events, establishing safe routes to school, violence and anger prevention projects and peer mediation activities.

**Social skills development** projects are those specifically identified as such, with activities like personal care, etiquette training, and appropriate dress.

**Sports and recreation** includes a range of physical activities for boys that promote physical fitness and skill development. Examples include basketball, football, martial arts and exposure to new activities and retreat and team building exercises.

**PLEASE SEPARATE THE GUIDELINES FROM THE APPLICATION FORM.**

**PLEASE KEEP GUIDELINE PORTION FOR FUTURE REFERENCE.**

# MBK Durham Grant Application

\*\*\*\*Please review guidelines before completing application\*\*\*\*

Date of application: \_\_\_\_\_ Neighborhood: \_\_\_\_\_

Organization applying: \_\_\_\_\_

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

Contact Person (who can answer questions about the proposed project)

Name: \_\_\_\_\_ ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Other \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Address if different from above: \_\_\_\_\_ Zip \_\_\_\_\_

Name of proposed project: \_\_\_\_\_

Project address: \_\_\_\_\_ Zip \_\_\_\_\_

Name of proposed project: \_\_\_\_\_

Grant amount requested: \$ \_\_\_\_\_

Proposed project starts and end dates:

\_\_\_\_\_

**Circle One:** This project is new. This project has been in action. If so, how long?

Proposed days and times: \_\_\_\_\_

Number of expected youth participants: \_\_\_\_\_ Age range of expected youth participants: \_\_\_\_\_

Did youth who will be involved in this project contribute to planning or writing this application? ☐ Yes ☐ No

If yes, how? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Adults playing leadership roles:

1. Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

2. Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

3. Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

4. Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

5. Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Total number of adult leaders: \_\_\_\_\_ Total number of adults expected to be involved in the project: \_\_\_\_\_

What type of project are you proposing? *(Please check no more than two):*

☐ Academic enrichment

☐ Arts and culture

☐ Career preparation and exposure

☐ College preparation and exposure

☐ Community action (organizing)

☐ Family economic security

☐ Gardening/environmental/beautification

☐ Safety

☐ Health

☐ Healthy Food

☐ Intergenerational/Parenting Education

☐ Leadership development/civic engagement

☐ Neighborhood events

☐ Social skills development

☐ Sports and recreation

☐ Other \_\_\_\_\_

## MBK Durham Mini Grant Application

- A. **Proposed project:** Write a description of the project that “paints a picture” – showing what will happen where, how, and when. Describe what you hope to learn or discover. (Groups may include a brief, 1-page curriculum that describes how activities will unfold)

- B. **Who will be involved?** (Describe as specifically as possible. For example, if youth participants attend the same church or school, or the adults are mostly parents or college-aged students, state this.)

Youth:

Adults:

Other organizations (and what roles will they play, e.g. provide space, materials, staff or other resources to support your project.

- C. **What have you done to recruit participants and partners to get involved in your project?** (For example, who have you approached to explore their interest and invite their involvement?)



## MBK Durham Mini Grant Application

### D. What new skills and/or relationships for youth and adults will be developed through your project?

(Depending on the project, skills might include thinking, social, emotional, or physical abilities.)

For Youth:

Will the project allow youth to earn community credit toward high school graduation? ☐ Yes ☐ No

Will the project allow youth to participate in a paid work experience? ☐ Yes ☐ No

Will the project allow youth to participate in an unpaid work experience? ☐ Yes ☐ No

For Adults:

### E. What are the goals for this specific project?

*Please list up to three goals and indicate how you will know that you've achieved them.*

In the chart on the next page, write in the goal *description* what your project hopes to achieve. Under *evidence of achievement* write what observations will let you know there has been movement toward the goal or that it has been achieved. When you know ahead of time what to look for, it will be easier to keep track of change that occurs. What counts as evidence? It might include completed products, numbers of participants, observations of events, and/or reflections of participants gathered from discussions or interviews. For example, if the project involved working with youth to create a mural, a book of written reflections, and photos about the experience of making the mural, goals might look like this.

1. Goal: Youth collaborate with an artist to design and paint a mural on a vacant wall in the neighborhood.

Evidence: Completed mural, and photos of students painting it with the artist.

2. Goal: Youth develop their thinking and communications skills by writing about and taking photos of the mural project and what it means to them.

Evidence: Copies of students' writing samples and photos (or of final book produced by the project).

***Please list up to three goals and indicate how you will know that you've achieved them.***

	Description	Evidence of Achievement
Goal 1:		
Goal 2:		

Goal 3:		
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- F. **Describe your capacity to do this work.** Describe the skills, knowledge and experience of project leaders that equip them to be effective in leading this project. Also list other capacities such as suitable location and space for the project; materials availability; and support of other organizations.

What steps have you taken to build your capacity? (For example, workshops, professional development mentoring, town hall meetings, block clubs, interns, staff, etc.)

# MBK Durham Project Activities Budget

Budget must balance. Income and expenses must total the same amount.

## Income Items

List here all the expected sources of money for your project.

Amount requested from MBK Durham	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total income for project</b>	\$ _____

## Expense Items

List here all the expected costs of your project.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total expense for project</b>	\$ _____

- Note:**
- Any money available for the project (grants, donations, participant fees, etc.) should be listed as income.
  - Attach budget detail if specifics will not be obvious from costs as listed above.

## IN-KIND CONTRIBUTIONS

Examples: Staff time; volunteer time; use of a facility without charge; contributions of food, materials, handouts, professional services; presentations at no charge; transportation; setup and cleanup; prizes; giveaways; and so on. Donations of money should be listed as income in the budget (see above), not as in-kind.

### Source

_____
_____
_____
_____
_____
_____
_____

### Contribution

_____
_____
_____
_____
_____
_____
_____

- Note:**
- Budget expenses should be explained by your project description.
  - Grant recipients should contact MBK Durham for approval of project or budget changes, if needed, after funds are awarded.

- ☐ Grant check should be made out to the applicant organization named on page one.
- ☐ Grant check should be made out to the back-bone organization (school, church, agency, etc.):

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_ Phone # \_\_\_\_\_

**NOTE: Awards will be administered during an ceremony style presentation.**

### **CHECKLIST: WHAT YOU SHOULD INCLUDE WITH YOUR APPLICATION**

- ☐ *Answers to ALL questions*
- ☐ *Check offs and signatures*
- ☐ *Names/addresses of Board of Directors for the applicant organization (or list of persons responsible for project activity and for handling grant funds).*
- ☐ *Letter of support [if relevant] from principal of a school, or from a spokesperson for a church or other location where you will conduct your project and any partner organization necessary to carrying out your project.*

**NOTE: It is helpful not to wait until the last minute, as many are trying to submit at the same time.  
Please send scanned/emailed applications before the deadline to: [mybrotherskeeper@dkonc.gov](mailto:mybrotherskeeper@dkonc.gov)  
Friday April 12, 2019 at 11:59 p.m.**

Questions? **Please call 919-560-8154 EMAIL: MYBROTHERSKEEPER@DKONC.GOV**

*MBK Durham is administered by The Office of The Durham County Government and funded by an innovative fund supported by Durham County Board of County Commissioners.*

## AGREEMENT FORM FOR MBK DURHAM MINI GRANT FUNDS

IF AWARDED FUNDING the funded group agrees to the following:

- (1) We will use the grant funds as outlined in our application budget, or revised budget if this was asked for.
- (2) We will keep receipts or other documentation for everything we pay out with grant funds and will submit these with our final report.
- (3) We will submit a final report of our project, using the form provided with our grant check, no later than 30 days after our project ends.
- (4) We will get permission from MBK Durham to make any changes in our budget and how we use grant funds.
- (5) We will get permission from MBK Durham if we need to make changes in our project schedule, timeline, activity, or any other substantial part.
- (6) Grant funds will not be used to influence the outcome of any specific public election, or to carry out any voter registration to influence any specific legislative issue, or to influence a legislative outcome.
- (7) Grant funds will not be used in any way to raise funds for our own or another organization.
- (8) Grant funds will not be used for religious practice, to carry out religious activity, or to promote any specific religion or place of worship.

\_\_\_\_\_  
Signature of contact person named on page one

\_\_\_\_\_  
Date

**Note:** Copies of receipts are acceptable.

**Note:** Funds paid to individuals for their time, a stipend, services, supplies, materials, costs, allowances, etc. must be documented with a copy of the check paid to them or their signature acknowledging receipt of funds. Such documentation should specify what was paid for.

When reimbursing individuals for their actual costs (gas, food, supplies, etc.), you must ask them for receipts and include them in the final report. If they fail to give you receipts, document as above.

**Note:** Receipts should be organized to reflect the specific items in your project budget (food, transportation, t-shirts, etc.) when submitted in the final report.

**Note:** Receipts must be legible. It is a good idea to store them in envelopes or folders (not pockets or wallets) to prevent ink rubbing off.