The National Youth Court Center presents

Strategies for Locating Youth Court Funding and Writing Effective Grants

An Audio Teleconference with Optional Webcast

February 24, 2004
2:30 – 4:00 PM
Eastern Standard Time

Participant Packet

Sponsored by the:
Office of Juvenile Justice and Delinquency Prevention
Office of Justice Programs
U.S. Department of Justice

and

National Highway Traffic Safety Administration
U.S. Department of Transportation

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This project is sponsored by Cooperative Agreement No. 1999-JI-VX-K001, awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice.

Points of view or opinion expressed in this document and during the teleconference are those of the presenter and do not necessarily reflect the official position or policies of the U.S. Department of Justice or other funding agencies.

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Instructions for Accessing the Audio Teleconference and Webcast

The “Strategies for Locating Youth Court Funding and Writing Effective Grants,” presented by the National Youth Court Center and sponsored by the Office of Juvenile Justice and Delinquency Prevention, will be broadcast live on **Tuesday February 24, 2004 from 2:30 – 4:00 EST.**

To access the audio teleconference:

- Call 1-800-289-0496; please dial-in 5-10 minutes prior to scheduled start time.
- Your passcode is 503791.
- If you have difficulties connecting to the call or need technical assistance from Premiere Conferencing’s staff, press *0 on your telephone keypad.

If you want to access the optional webcast to view the visual aids online while listening to the broadcast on your telephone:

PLACEWARE: System Requirements and Suggestions
Browser
Netscape Navigator 4.06 - 4.7x
Microsoft Internet Explorer 4.0 or later
Computer
166 Mhz Pentium-based PC with Windows 95, 98, NT, 2000, or XP
Sun SPARCstation with Solaris 2.5.1 or 2.6
64 MB RAM
Internet Connection Speed
56k or faster
Display
800x600 pixel resolution or higher

1. Enter the following meeting URL in your Internet browser:
http://www.placeware.com/cc/vcc/A?id=w503791

Or alternatively, use the following URL:
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Meeting ID: w503791
Meeting Key: 222241
Then click “enter” at the bottom of the page

- To hear the presentation you must call in to the teleconference using your telephone (see instructions above for accessing the audio teleconference).
- Remember to close out your browser window at the end of the presentation to disconnect from the conference server.

This teleconference with optional webcast is interactive…
Therefore, you will have an opportunity to ask questions via your telephone. The moderator for the audio teleconference will announce when it is time to begin taking questions and will give instructions for asking questions. Essentially, if you have a question, you will need to touch *1 on your telephone keypad. Questions will be taken in the order received. If you change your mind or if your question is addressed before it is your turn and you want to remove yourself from the line of questioners, you can press the # key on your telephone keypad. That will take you out of the queue for questions, but will not disconnect you from the audio teleconference.

If you have questions after the teleconference or if your question was not addressed during the broadcast due to time constraints…
Please fax them to 859-244-8001 or email them to nycc@csg.org. We will provide your question to the speaker, and she or a NYCC staff person will respond back to you.

If you have questions <u>prior</u> to the audio teleconference with optional webcast…
Please call the National Youth Court Center at 859-244-8193 or email us at nycc@csg.org.

If you will have more than one person listening to this teleconference via speakerphone…
Please make enough copies of the Participant Packet and evaluation form for each listener. The speaker will be referencing material in the packet throughout the call. If you also wish to view the slides online while the speaker is making her presentation (and you have simultaneous access to a telephone and to the Internet), see the instructions for accessing the optional webcast discussed above.

If you will not be listening to the broadcast on the date it is scheduled…
Please contact the National Youth Court Center (859-244-8193) to cancel your registration. There is a waiting list for this broadcast and if you cancel in advance, we can provide your reserved line to someone else.

Strategies for Locating Youth Court Funding and Writing Effective Grants

Audio Teleconference with Optional Webcast

February 24, 2004
2:30 p.m. – 4:00 p.m. EST

Agenda

I. Welcome and Introduction

II. Components of Grants

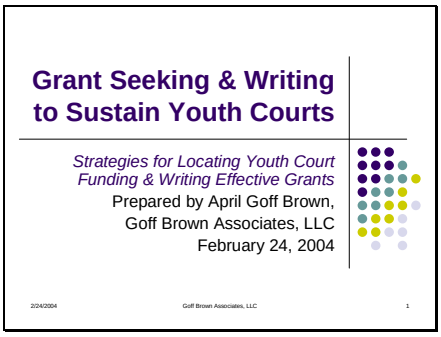
III. Seeking Grants

IV. Planning for Program Sustainability

V. Question and Answer Period

Speaker: April Goff Brown, Goff Brown Associates, LLC
April Goff Brown has over 20 years of experience in the non-profit and government sectors, focused on youth services. She is experienced in program and fiscal development and management; has designed, managed, and monitored programs; has researched and written successfully funded federal and foundation grant proposals; facilitated planning processes and work sessions; and analyzed and conceptualized strategies for program operation. She has presented workshops at national and regional conferences, from day long to multi-session training seminars related to youth programs. She currently provides a variety of planning and program services to municipalities, non-profits and other institutions.

Slide 1



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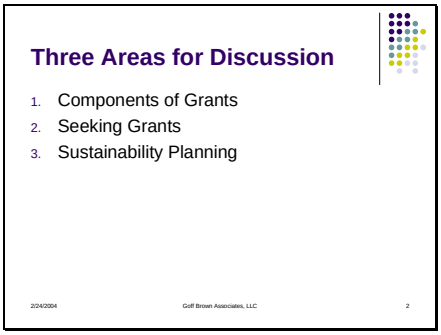

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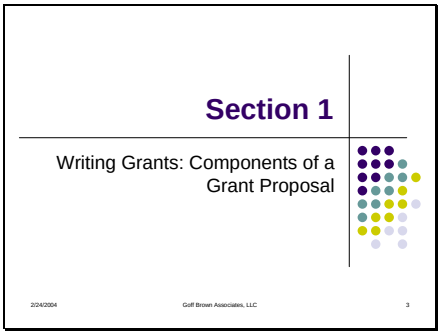

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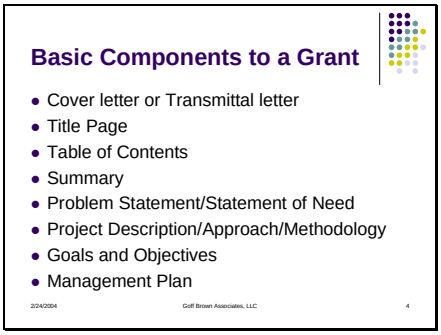

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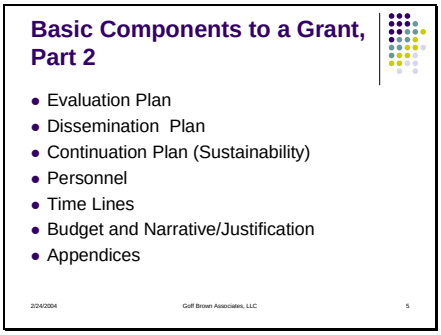

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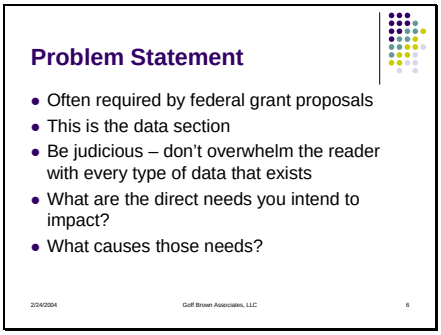

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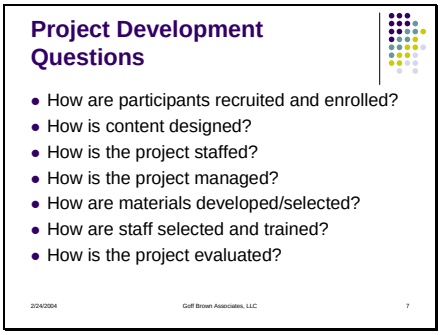

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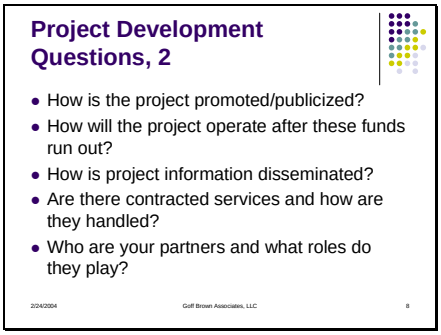

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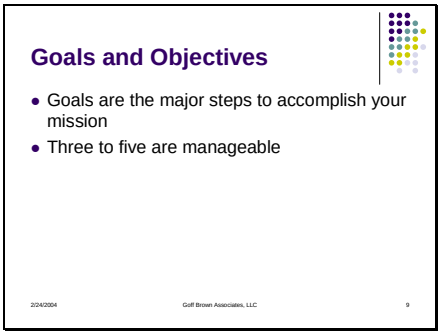


Slide 10

2 Types of Goals

- Operations – linked to process outcomes
- Outcome – linked to outcome evaluation

Slide 11

Goal Statements

- You will do what
- Using what general approach
- By when
- For how many or by how much
- With what result

- Good goals address these 5 components.

Slide 12

Sample Operations Goal

Do what?	*Using what general approach?*	*By when?*	*For how many or by how much?*	*With what result?*
Train high school youth to serve as court personnel	Use National Youth Court training materials	12/31/04	75 youth ages 14-18	75 teens will provide up to 25 hours of service

Slide 13

Sample Outcome Goal

Do what?	*Using what general approach?*	*By when?*	*For how many or by how much?*	*With what result?*
Reduce recidivism rates in juvenile offenders	Operate a Youth Court	Ongoing annual basis	75 youth ages 11-16 who commit first, non-violent offenses	Reduce rate by 75% for second offenses

Slide 14

Objectives

- Objectives are the steps you take to accomplish your goals
- Must be realistic
- Must be measurable
- Must be clear

Slide 15

Objectives

- What will you do
- Using what approach
- Who will do it
- By when
- With what result

- Clear objectives have these 5 parts.

Slide 16

Sample Objective

Do what?	*Using what approach?*	*Who will do it?*	*By when?*	*With what result?*
Conduct 3 25 hour training sessions for 25 youth each	Follow a modified National training curriculum using staff and youth	Project Coordinator	5/31/04	75 youth total will be trained and prepared to serve

Slide 17

Management Plan

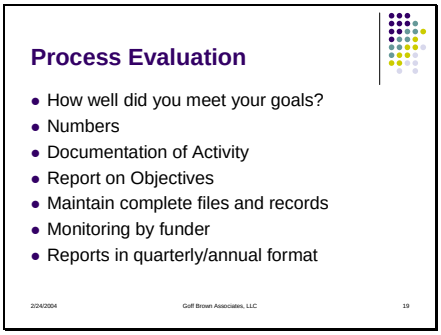
- Brief
- Organization Chart – how does the program fit in your organization?
- Fiscal Management – how are finances managed?
- Evaluator – who evaluates and what is the relationship?
- Donated Personnel - volunteers
- Flow chart

Slide 18

Evaluation

- Process – linked to operations goals
- Outcome – linked to outcome goals

Slide 19



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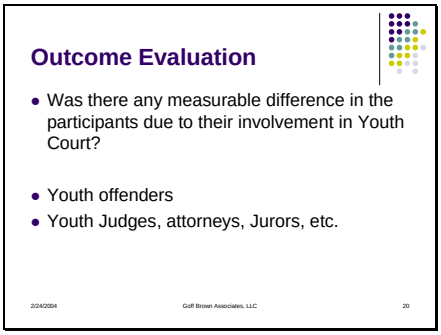

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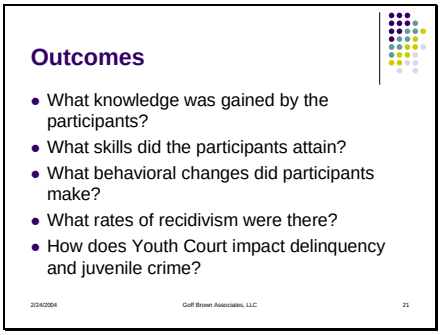

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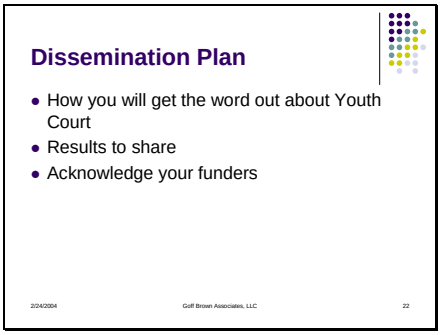

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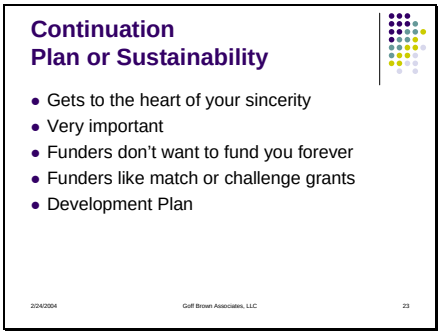

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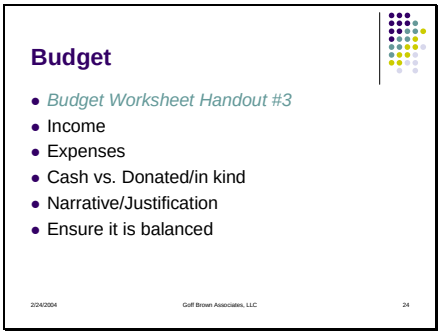

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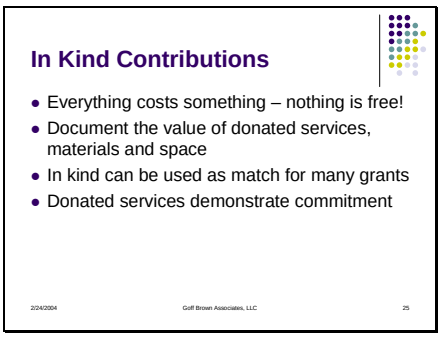

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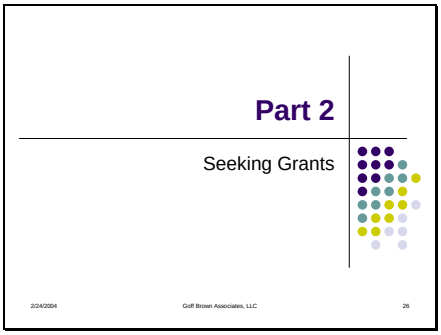

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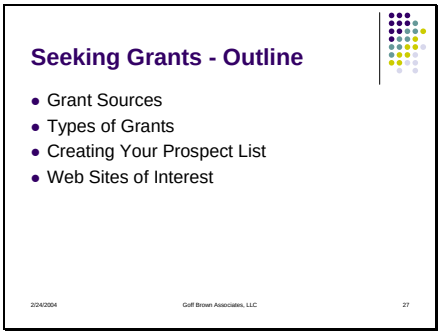

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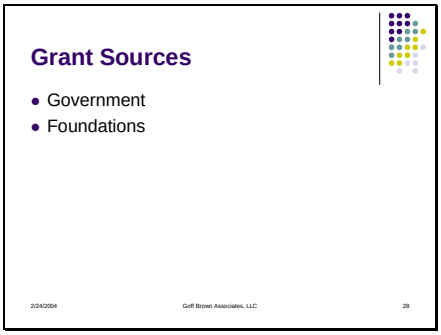

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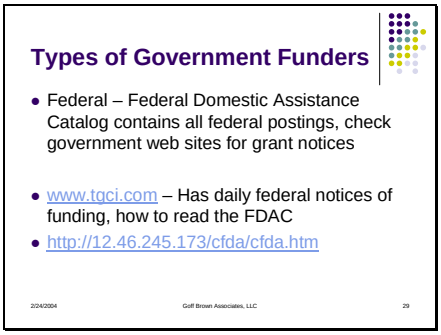

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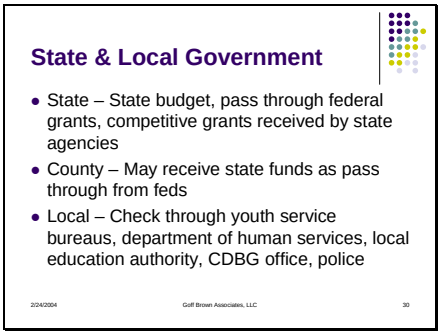

Slide 31

Overview - Types of Foundations

- Private Foundations – national
- Private foundations – local
- Corporate foundations
- Community foundations
- Civic foundations

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National Private Foundations

- Have become very organized and focused
- Often do not accept unsolicited proposals
- Have specific areas of interests
- Have specific due dates

- Examples: Mott Foundation, Annie Casey Foundation, Robert Wood Johnson Foundation

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Local Private Foundations

- Often created by family members for specific purposes
- Smaller grants typically in $1,000 - $10,000 range
- Often more flexible in funding, will fund more than one year
- Check state councils of philanthropy – www.indianagrantmakers.org/about/regional_assoc.htm

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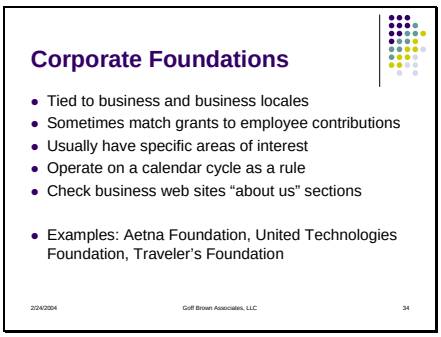

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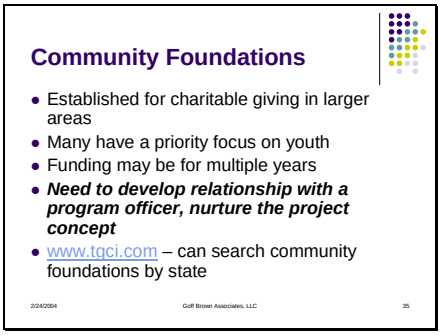

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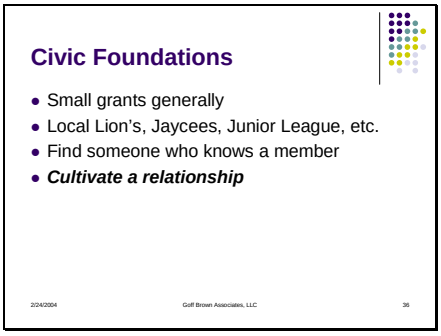

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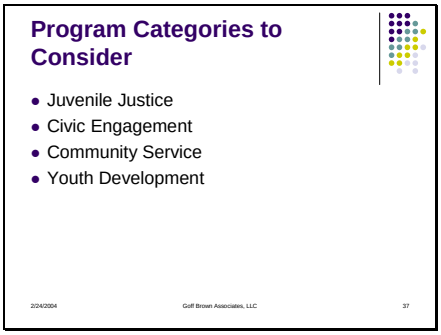

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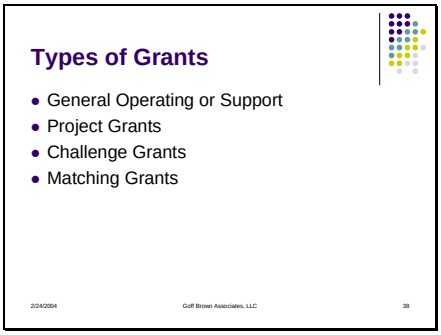

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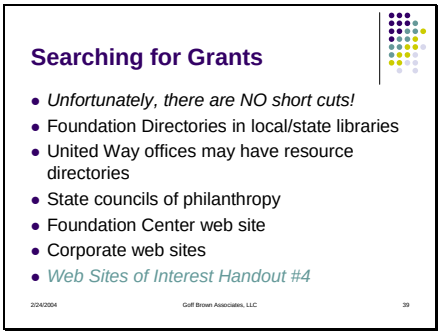

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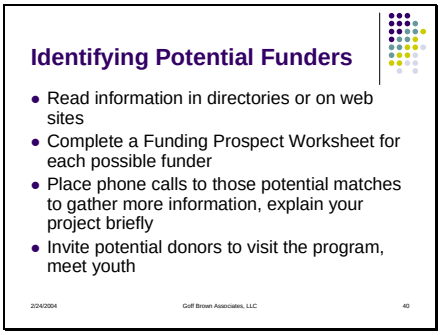

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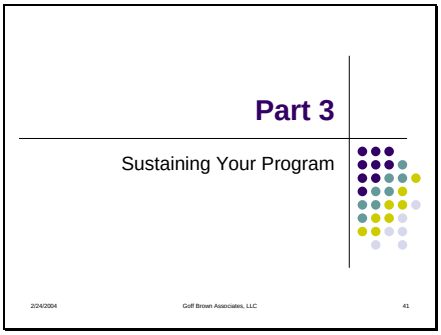

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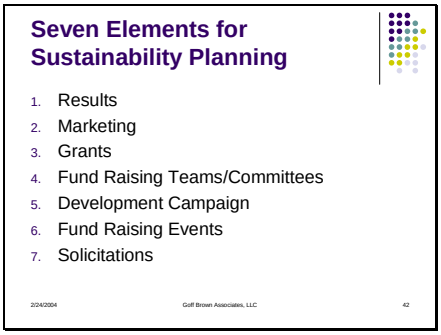

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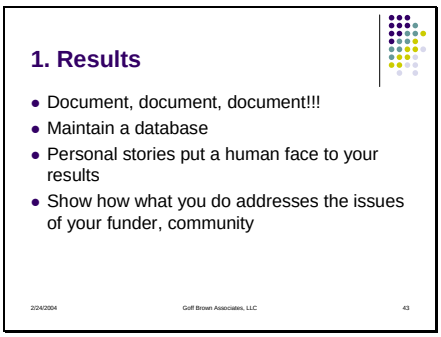

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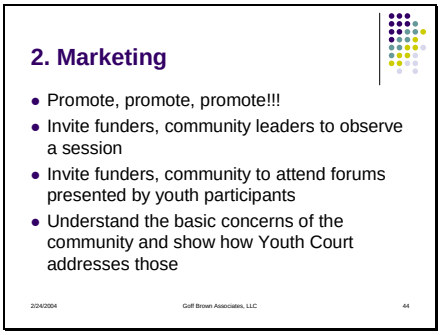

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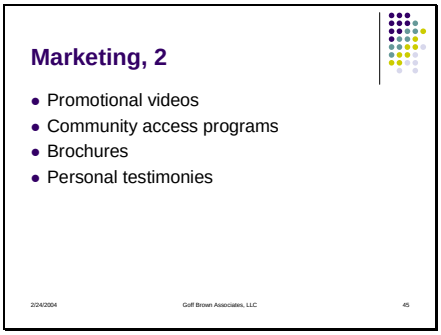

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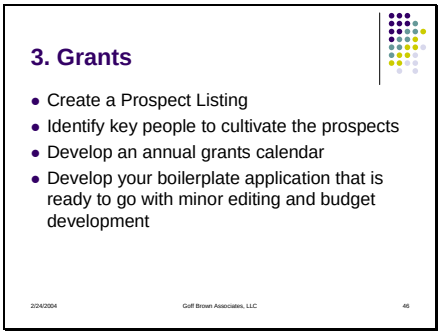

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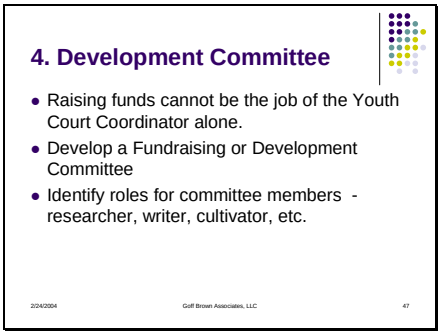

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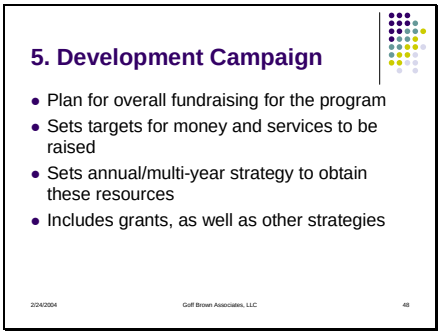

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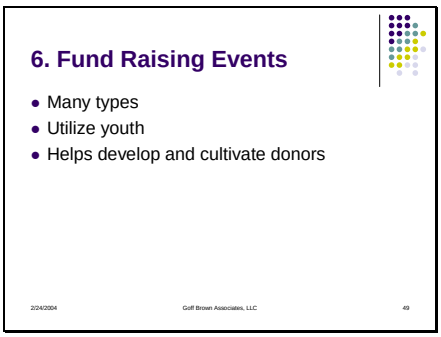

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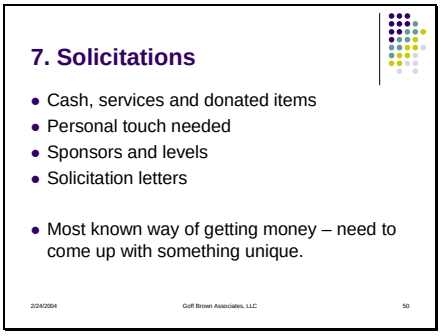

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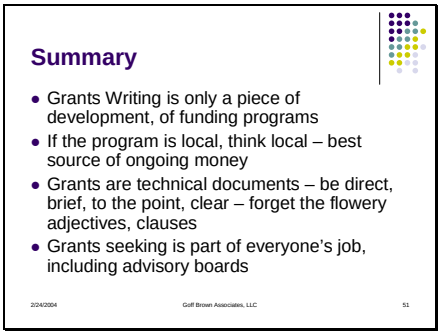

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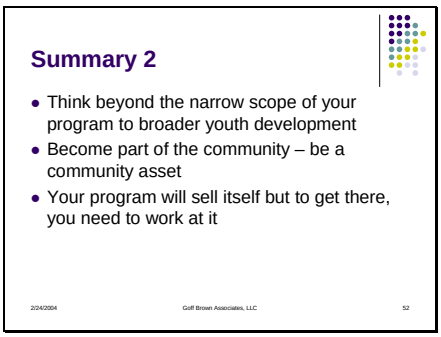

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For more Information, you can also contact:

National Youth Court Center
c/o American Probation and Parole Association
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Strategies for Locating Youth Court Funding and Writing Effective Grants
Handout #1: Goals and Objectives Worksheet

Do What?	***Using What General Approach?***	***By Whom?***	***For How Many or By How Much?***	***With what Result?***
OBJECTIVES				
Do What?	***Using What Approach?***	***Who Will Do it?***	***By When?***	***With What Result?***

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Handout #2: Sample Goals and Objectives Worksheet

Do What?	***Using What General Approach?***	***By Whom?***	***For How Many or By How Much?***	***With what Result?***
Train high school youth to serve as court personnel	Utilize National Youth Court training materials	12/31/04	75 youth ages 14-18	75 youth will be trained and prepared to serve as youth court personnel
OBJECTIVES				
Do What?	***Using What Approach?***	***Who Will Do it?***	***By When?***	***With What Result?***
Recruit 100 high school students to participate in training	Outreach to the schools through the school-to-career or guidance office, distribute brochures, make presentations to teaching staff and students	Project Coordinator	10/1/04	100 youth will be recruited and enroll to be trained
Conduct a three 25-hour training sessions for 25 youth each	Use modified national training curriculum, youth and adults will train, 8 three hour sessions over 3 months	Project Coordinator	12/31/04	85 youth will successfully complete training

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Handout #3: Sample Youth Court Budget Worksheet

The following budget worksheet was developed by the National Youth Court Center to provide youth courts a sample of budget items that they may want to consider. It does not represent an exhaustive list of possible budget items. Also, there may be budget items that are not necessary for some youth court programs. It is recommended that programs attempt to quantify the in-kind services and donations they receive in addition to determining what monetary costs they will incur.

Budget Item	Computation	Monetary Costs	In-Kind Donations	Grand Total
Personnel				
Coordinator				
Administrative Assistant				
Other				
Total Direct Personnel				
Fringe Benefits (e.g., FICA, unemployment, workers compensation, insurance, retirement)				
Total Personnel				
Supplies				
Photocopy/Printing				
Postage				
Office Supplies				
Telephone (e.g., local and long distance services)				

Budget Item	Computation	Monetary Costs	In-Kind Donations	Grand Total
Promotional Materials (e.g., brochures, newsletters, pens, lapel pins)				
Volunteer Recognition Materials (e.g., t-shirts, gym bags, plaques)				
Food/Catering (e.g., food for volunteer training, refreshments for hearing nights, volunteer or other recognition banquets)				
Books and Periodicals (e.g., volunteer training materials, staff development materials)				
Total Supplies				
Travel				
Staff Travel (e.g., local mileage, expenses to attend training seminars)				
Volunteer Travel (e.g., expenses to attend conferences, training seminars, or special events)				
Total Travel				
Equipment				
Computer				
Fax Machine				
Photocopier				
Office Equipment (e.g., desks, file cabinets, chairs, bookshelves)				

Budget Item	Computation	Monetary Costs	In-Kind Donations	Grand Total
Community Service Supplies (e.g., protective clothing, tools)				
Other				
Total Equipment				
Facilities				
Rent (e.g., office space, courtroom)				
Janitorial/Maintenance Services				
Utilities (e.g., water, electric, gas)				
Security (e.g., office space, hearings)				
Total Facilities				
Other Expenses				
Accounting (e.g., payroll, bookkeeping, taxes)				
Insurance (e.g., general liability, board of directors, automobile)				
Background and Criminal Records Checks Expenses				
Computer Services (e.g., Internet access, software, database development, computer/software maintenance, web site development)				
Discretionary Assistance (e.g., bus tokens, cab vouchers, educational workshop fees)				

Budget Item	Computation	Monetary Costs	In-Kind Donations	Grand Total
Outside Program Evaluator Services				
Consultant/Contracted Services (e.g., contracted trainers, curriculum development, stipends for educational workshop leaders)				
Scholarship Fund (e.g., volunteer educational scholarships)				
Total Other Expenses				
Total Direct Costs				
Indirect or Overhead				
TOTAL PROGRAM COSTS				

Strategies for Locating Youth Court Funding and Writing Effective Grants
Handout #4: Web Sites of Interest

Web Address	Title	Content
Government Sector Resources		
www.ojp.usdoj.gov www.ojp.usdoj.gov/fundopps.htm www.ojp.usdoj.gov/state.htm	Office of Justice Programs	Listing of funding opportunities, Listing of state contacts for federal justice funding
http://ojjdp.ncjrs.org http://ojjdp.ncjrs.org/funding/funding.html http://ojjdp.ncjrs.org/statecontacts/resourcelist.asp	Office of Juvenile Justice & Delinquency Programs	Funding opportunities, listing of other federal opportunities, state contacts for OJJDP programs
http://www.naghsr.org/html/membership/membershipdir_main.html	Governor's Highway Safety Association	Listing of state highway safety representatives for transportation funding
http://www.ed.gov/about/contacts/state/index.html?src=ln	U.S. Department of Education	Listing of state contacts for education funding
www.acf.hhs.gov/programs/fysb/youthdev.htm	US Department of Heath & Human Services	Family and Youth Service Bureau, youth development funding, information on youth development
www.schoolfundingservices.org/newsViewer.asp?docID=2546	School Funding Services	Identifies a foundation and links to the foundation's web site
http://12.46.245.173/cfda/cfda.htm	Catalog of Federal Domestic Assistance	Listings of federal grant opportunities
www.hhs.gov/grantsnet/grantinfo.htm	Grants Net	Electronic bulletin of the CFDA - $53 annual fee
www.hhs.gov/bci/funding.htm	Center for Faith Based and Community Programs	Information on grants available to community and faith based groups
www.whitehouse.gov/government/fbci/guidance/index.html	White House	Faith based and community based initiatives information
www.reeusda.gov	Cooperative Extension Service at USDA	

www.servicelearning.org/article/archive/42	National Service Learning	Lists potential funding sources
www.nationalservice.org	Corporation for National and Community Service	
Private Sector Resources – Justice related		
www.youthforjustice.org	Youth for Justice	Connected to OJJDP, law related education, evaluation, funding opportunities
www.youthcourt.net/Resources/overview.htm	Youth Court Resources	National site for youth courts
www.youthactionnet.org/opportunity.php?type=4&search=1	Youth Action Net	Can conduct a search on funding opportunities for your locale
www.ncja.org/web_resources.html#funding	National Criminal Justice Association	Potential funding sources
www.palidan.com/statebar.htm	State Bar Associations	Locate national, state, and local bar associations
Private Sector Resources		
www.tcgi.com	The Grantsmanship Center	Funding sources, Today's federal register notice, funding tips, Grants related information
www.fdncenter.org	The Foundation Center	Information about grant makers, grant tips
www.indianagrantmakers.org/about/regional_assoc.cfm	Indiana Grantmakers Alliance	Links to state and regional grant maker associations
www.serveohio.org	Ohio Community Services Council	Links to Ohio grant makers
www.kcphilnet.org	Kansas City PhilanthroNET	Kansas City grant makers
www.cmif.org	Council of Michigan Foundations	Information on Michigan funders
www.nng.org	National Network of Grantmakers	Has a common grant application for foundations, good to be able to identify what they'd like to see in their grant proposals

http://national.unitedway.org	United Way America	Locate local United Way
Various	Corporate Web sites	Visit corporate web sites and check under About us or general information. There is usually a sub-page on their community involvement, charitable giving.
Civic Organization Resources		
www.rotary.org/support/websites/search.html	Rotary International	Locate local chapter websites
www.legion-aux.org/contact_us/docs/state.html	American Legion Auxiliary National Headquarters	Locate state headquarters
www.ajli.org/league_directory/public_select.php	Association of Junior Leagues International	Locate local chapters
www.kiwanis.org/clubloc	Kiwanis International	Locate local chapters
www.lionnet.com/united_states.html	Lionnet International	Locate local Lions Club chapters
www.usjaycees.org/chapter_links.htm	U.S. Jaycees	Locate local chapter websites