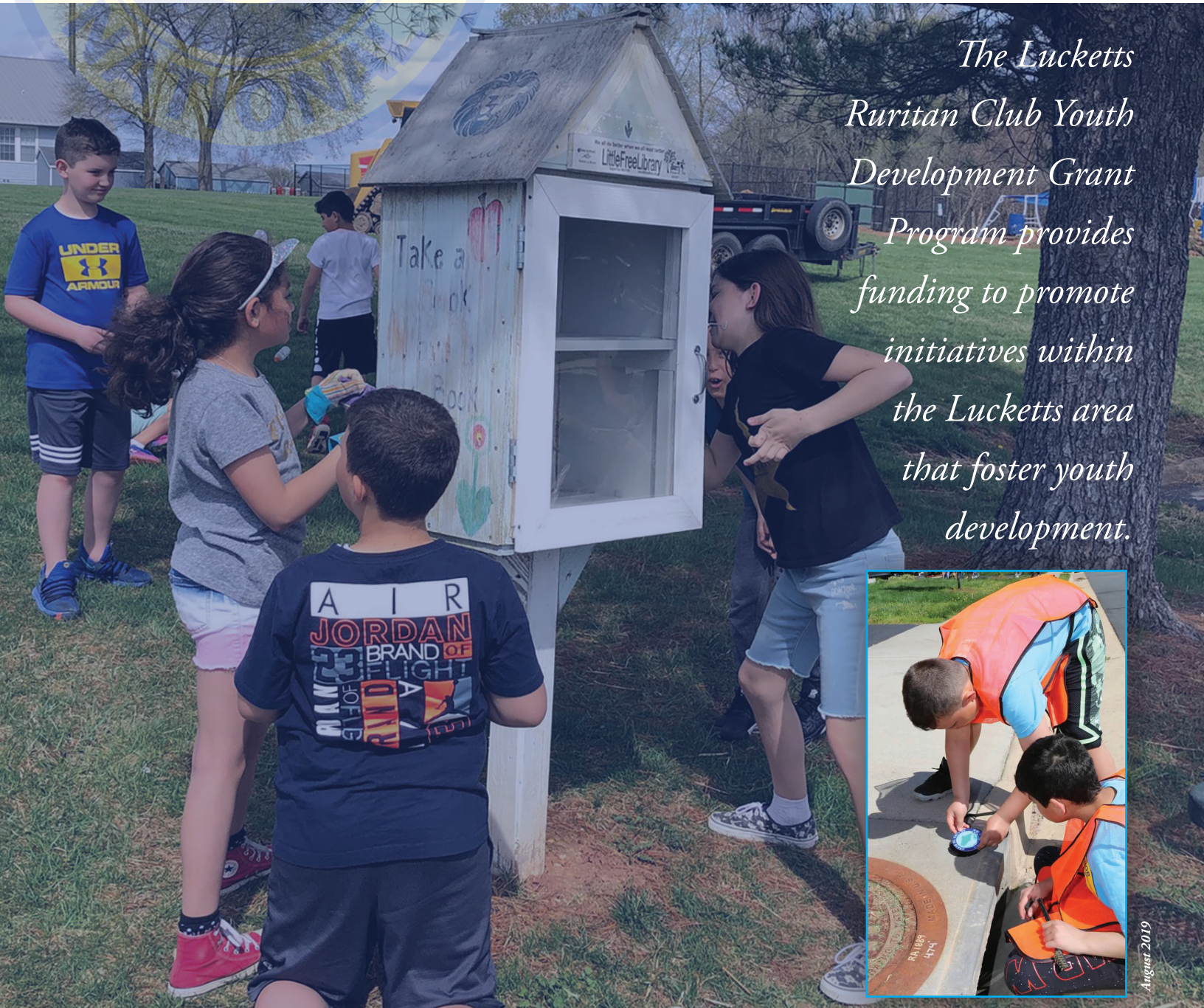


Lucketts Ruritan **Youth Development Grant Program**

The Lucketts Ruritan Club Youth Development Grant Program provides funding to promote initiatives within the Lucketts area that foster youth development.



Lucketts Ruritan Club

Community people serving community needs



Lucketts Ruritan **Youth Development Grant Program**

Dear Lucketts Community,

The mission of the Lucketts Ruritan Club is to make Lucketts a better place to live through fellowship, goodwill and community service. This year marks the 40th anniversary of the Club. Over those 40 years, the club has raised and donated hundreds of thousands of dollars to community organizations, youth programs, scholarships and those in need.

As part of our 40th year celebration, the club is initiating a new way to give back to our community. We call it the "Youth Development Grant Program," focused on providing funds to foster children's education and enrichment.

We developed the enclosed "Youth Development Grant Program Mission" statement and "Grant Application" with the assistance of several other local granting organizations. Please review these documents and contact us if you have any questions or suggestions to improve the Program.

We welcome applications from any Lucketts area organization that provides educational and enrichment programs for youth groups.

Organized youth groups may also complete and submit a grant application. By itself, the application process can be a thoroughly educational exercise for students.

If you have any questions feel free to contact me at ruritan.grant@gmail.com.

We look forward to working with you to enrich the youth of our Lucketts community.

Sincerely,

A handwritten signature in black ink that reads "T Small".

Tom Small

Chairman, Youth Development Committee, Lucketts Ruritan Club

August 2019



Lucketts Ruritan Club

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Grant Application Instructions

Applicant: Please read these instructions and the Program Mission on the next page carefully and complete as much of the application as possible. Some items may not be applicable to your organization. Fill out as much as you can and submit it as directed below and we will contact you if we need more information.

If you have any questions about the application or need help filling it out contact us at the email below. If you submit an application and we have questions we will contact you.

Note: We welcome and encourage members of youth groups themselves to complete and submit an application with an adult sponsor cosigning the application.

This Application is in Four Parts:

1. Organizational Information
2. Proposed Project, Sections 1 and 2
3. Proposed Budget
4. Terms of Grant Award

How to Complete and Submit an Application:

1. Applications are on-line as a fillable PDF on the Lucketts Ruritan website: luckettshruritan.org go to Grants & Scholarship page
2. All applications must be submitted via email to: ruritan.grant@gmail.com

Schedule | There are two application periods:

Period one

1. Applications will be accepted beginning the last Friday in September
2. Applications are due by the last Friday in November
3. Awards will be announced the second week in January

Period two

1. Applications will be accepted beginning the second week of January
2. Applications are due by the last Friday in March
3. Awards will be announced the second Friday in May

Contact Information:

Tom Small, Chairman, Youth Development Committee, Lucketts Ruritan Club
ruritan.grant@gmail.com



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Grant Program Mission

The Lucketts Ruritan Club Youth Development Grant Program provides funding to promote initiatives within the Lucketts area* that foster youth development.

Grant Making Priorities

- Focus on youth education, pre-school and after-school enrichment, tutoring and/or vocational training;
- Educational programs, art and cultural experiences;
- Self-help, local initiatives, fresh and creative new areas;
- Projects that leverage additional resources like volunteer time, in-kind gifts of materials and supplies;
- Ideas that have a high impact with a small grant;
- Projects that include collaboration with other groups;
- Proposals written by youth and for youth;
- Sports and physical activities are eligible.

Activities that are by their nature entertainment are not eligible.

Eligibility

Grant programs must benefit Lucketts area youth. Applicants must be a group or organization that promotes youth development, such as faith-based programs, government programs, area charities, schools, neighborhood associations.

Proposals by youth must have a letter of endorsement from an adult sponsor.

**The Lucketts area is defined as north of Tutt Lane on the south and west of the Potomac River and east of Catoctin Ridge. "from the merge to the bridge and the river to the ridge".*



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Part 1 | Organizational Information

date of submission		
amount requested		
organization		
contact name and title		
mailing address	state	zip code
contact email	contact phone	
web address		
EIN # / federal tax number (if applicable)		
total number of Lucketts youth who will be directly aided by this program		
project start date	project end date	
proposal request summary (maximum 100 words)		
current year total operating budget		
fiscal year start	fiscal year end	
year of last financial audit		
number of board members	how often does your board meet?	
signature and date		



Part 1 (continued) | Organizational information

Mission Statement

What youth group does your organization serve?

In total, how many youth does your organization serve each year?

Describe the overall impact of your organization.

Describe significant projects, recognition, and awards.



Part 2 | Proposed project – Section 1

proposal request summary (copy from page 1)

Fully describe your proposed project. Provide detail on the need being addressed, activities to accomplish your goals, and anticipated results.

List three specific and measureable goals / objectives to be achieved in this project and methods to ensure expected outcomes.

Describe key persons who will implement proposed project and their qualifications.

Provide a timeline and benchmarks for your project.

Name partners, collaborators, and number of volunteers anticipated for this project. Please attach letter of support related to this project from partner organization, if applicable.



Part 2 (continued) | Proposed project – Section 2

Do you plan to seek matching funds from any other organization for this project?

How will you sustain this project at the end of the funding?

From what other sources have you requested funds for this project?

What other funds have you received to fund this project?

If full funding is not granted, will you still pursue this project? If yes, what is the minimum amount required?



Part 3 | Proposed budget

Provide a narrative to explain your budget and detail other sources of funding.



Part 4 | Terms of Grant Award

Final Instructions for Grant Applicants

If an award is granted, grant recipients will be required to sign an agreement with the Lucketts Ruritan Club to receive the grant funds. This agreement, or Memorandum of Understanding (MOU), will outline the requirements for receiving the grant award.

Funding term and disbursement

The term of funding shall begin and terminate on dates identified in the submitted plan.

Tracking of expenditures and use of funds

The organization shall account for all expenditures made from the awarded funding. This accounting will be submitted on the Expenditures portion of the final report.

Reporting requirements

Recipients will be required to submit a final report that provides information on expenditures and the status of the organization in meeting the performance measures identified in the funding application. Interim status reports may be required, depending on the scope of the project.