**YMAP Summer 2023 Application**

**Application Overview**

* RFA Information Sessions: YCB staff will hold a virtual information session on March 7, 2023, at 10am. A recording of the RFA information Session and a summary of the questions and answers from the session will be posted on [YCB’s website](https://www.ycb.org/2023rfa). RFA Information Session is NOT mandatory. The session will be held virtually and advanced registration is required. [Click here to register for the Zoom information session](https://us06web.zoom.us/meeting/register/tZYrdeqgqTIoEtSGr50L3s2ZQVPlWyVklsKw).
  + Application: **Applications must be completed online via Survey Monkey.** [**Click here to begin your application**](https://www.surveymonkey.com/r/summerRFA2023)**.**
  + There are no character limits on the narrative questions; however, we ask that your responses only include enough information to answer the questions.
  + The application doesn’t accept formatting features (ex. Bold, bullet points, etc.).
  + Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported. If using Excel for the Budget question, please convert to a PDF before uploading.
  + You can complete a portion of the application and come back to finish it. Responses are saved and submitted when you click the Next or Done button on each page of the application; responses don’t automatically save as each question is answered.
  + Once you submit the application, you can go back to make edits as long as you’re using the same device, and it’s before the April 6, 2023 Noon deadline.
* Program/Project Questions: Rachel Oberg-Hauser | [Rachel.Oberg-Hauser@minneapolismn.gov](mailto:Rachel.Oberg-Hauser@minneapolismn.gov)
* Technical Questions: Min Lee | [Min.Lee@minneapolismn.gov](mailto:Min.Lee@minneapolismn.gov)

**Application Narrative |** [**Applications must be completed online.**](https://www.surveymonkey.com/r/summerRFA2023)

Applicant Contact Information

1. Organization Legal Name (if applicable, Fiscal Sponsor Legal Name)
2. Employer Identification Number (EIN) (or Fiscal Sponsor’s EIN)
3. Are you applying as a single organization or as a partnership?
   1. Single organization
   2. Partnership
      1. If you selected Partnership, list out each partner involved in the program/project.
4. Organization Address (if applicable, Fiscal Sponsor’s Address)
5. Organization Primary Contact Name, Telephone Number, and Email Address
6. Proposal Contact Name, Telephone Number, and Email Address (If different than Organization Primary Contact; this individual will be the central contact asked to convey communications regarding the YMAP application process to the appropriate staff.)

Organization Information (Use Fiscal Sponsor and/or Lead Applicant if you’re applying as a partnership for the Organization Information section.)

1. Provide a brief description of your organization, including your organization’s purpose, long-term goals, summary of current services, and history of previous accomplishments.
2. How many staff make up your organization’s leadership (defined as director-level and above)?
3. How many of your organization’s leadership identify as Indigenous, Black, African, Hmong, and Latinx?
4. How many of your organization’s leadership identify as women?
5. How many of your organization’s leadership identify as young people (under 25)?

Summer Activities Information

1. What is the name of your summer program or project?
2. Are your summer activities new, existing, or an expansion?
3. What is your funding request? *Requests must be between $10,000 and $20,000.*
4. Describe the population you propose to serve. *What neighborhoods and/or communities will these summer activities focus on? What ages will you be serving and what percentage of youth are Indigenous, Black, African, Hmong, and Latinx? How many youth do you plan to serve overall?*
5. Describe the summer activities by addressing the following questions: *What are the proposed activities and project deliverables or long-term program goals? How does the project/program address educational disparities impacted by COVID-19? Is youth participation in your program/project voluntary?* *When and how often are your activities provided? Where will your program/project take place and how will youth get there?*
6. In what ways are children and youth involved in decision-making within the program/project? How do you incorporate positive youth development principles and practices into your program/project?
7. How will you know if your program/project is successful? In what ways will you measure progress?
8. Describe what makes your organization qualified to do this program/project. *What experience, expertise, partnerships, and/or knowledge do you bring to this program/project?*

Financial Information

1. What is your organization’s (or fiscal sponsor’s or lead applicant’s) total operating budget for the current fiscal year?
2. Upload the following documents (Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported. If using Excel, please convert to a PDF before uploading.) for your organization (or fiscal sponsor, if applicable):
   1. Most recent board-approved Audit completed by a third party.
      1. If your organization is not subject to an Audit, then you should submit your most recent board-approved Year-end Financials (i.e., income statement, balance sheet).
      2. If your organization is unable to submit an Audit or Year-end Financials, submit your organization’s most recent Form 990.
   2. Summer 2023 Budget: Please include a draft budget for how the requested funds will be used to complete the deliverables and meet the objectives outlined in your proposal narrative.
      1. You may complete your budget using [this Excel template](https://cdn1.sportngin.com/attachments/document/2b56-2897717/Summer_YMAP_RFA_Budget_Template.xlsx?_gl=1*yxt5y4*_ga*NDM5MTUwNDE3LjE2MTExNjM0Mjk.*_ga_PQ25JN9PJ8*MTY3Nzg1MzkxNC4xMjQuMS4xNjc3ODU0Mzg3LjAuMC4w#_ga=2.239273733.726770685.1677520685-439150417.1611163429) or create your own form provided that it includes justifications and any calculations necessary to understand the requested amounts.
      2. Snacks and meals for program participants is an allowable expense under ‘Supplies + Materials.’
      3. No more than 15% of your program/project’s budget can be used for Indirect (administrative/overhead) expenses.
3. Provide context or narrative regarding your summer budget.