



## THINKFUND GRANT GUIDELINES

Fund your projects and ideas and make them come to life with the City of Palo Alto's Think Fund! Get money for your idea, as well as mentorship and support in order to make your vision a reality. No idea is too big or too small. If you're in high school and have an idea for a short-term or long-term project, meet with the Think Fund Supervisor to discuss how you can transform your blueprint into a footprint!

Before you fill out an application, please review guidelines below to make sure your project falls within the parameters of this grant. All applications, must be submitted electronically and no hand-written proposals will be accepted.

### Who Can Apply

- Teens that live in the City of Palo Alto and/or attend a school in the City of Palo Alto may be the lead applicant for grant funding.
- Proposed projects do not always have to be for teens, however, all projects must benefit the teen community in some way and empower youth to make healthy choices.

### General Requirements

- Proposals are approved on a year to year basis. Projects that have been approved in the past, are not guaranteed approval by the Teen Services Committee. Even if your previous project was approved, and would like to apply again, you will have to submit a new application.
- Proposals for grants in excess of \$1,000 will be considered for projects that serve a broad population of teens and will be granted on an extremely limited basis.
- Proposals for grants that take a stance on a political issue and/or cause will not be accepted
- Any changes to approved grants will require an amendment to your proposal and approval from the Teen Services Committee.
- A maximum number of community service volunteer hours will be set prior to the start of the project.
- The City of Palo Alto and Think Fund logos are required on all publicity, event programs and other print/web materials once funding has been approved.
- Publicity distributed print/web materials must contain the language, "This project has been supported by Think Fund. For more information about grants for teens, visit [mitchellparkteenservices.org/ThinkFund](http://mitchellparkteenservices.org/ThinkFund)."
- Project evaluation is required upon completion of project and can be found at [surveymonkey.com/r/ThinkFund](http://surveymonkey.com/r/ThinkFund). In addition, we may require you and/or your group to submit photos of your project/event after its completion.

## **Funding**

- Funding approval priorities:
  - o Projects that feature youth-led opportunities – youth are a participant in planning, decision making, facilitation, and evaluation
  - o Projects may include design features and program elements to promote youth health, safety, well-being, and comfort.
- All approved proposals must use their grants within the same academic year. Although, you can apply for a grant before the academic year ends to be used in the next academic year.
- Funding is only for expenses directly related to the project identified in your proposal.
- Funded activities must relate to the service and must benefit the teen community. Purchases such as food and T-shirts may be eligible for funding when they support activities/project, which serve and benefit the teen community as the primary goal of proposed project.
- Payments made prior to approval will not be reimbursed
- All purchases must be made by the Think Fund Supervisor and any outside purchases will not be reimbursed.
- Remaining funds after date of execution of project will be automatically put back into the grant fund.

## **Application Process**

To Apply, visit [mitchellparkteenservices.org/ThinkFund](http://mitchellparkteenservices.org/ThinkFund), click “Submit Application.” Please fill all the necessary requirements on your application. Once your application has been received, please allow 15 business day consideration period before contacting us about your application. During that time, we will make every effort to respond promptly and cordially to the request. Should we need more information from your proposal, we will be in contact. Should you need to contact us during this time, please email [thinkfund@cityofpaloalto.org](mailto:thinkfund@cityofpaloalto.org).