

# YES! - YOUTH and ENVIRONMENT STEWARDSHIP

## Project Criteria and Procedural Outline for Projects

1. It is required that youth are actively involved in the implementation stage of the project and strongly recommended that youth participate in the planning stages of the project as well.
2. There must be collaboration between an environmental organization / community partner AND a school / classroom / youth group for each proposed project. YES! Program administration (Muskegon Conservation District (MCD)) can assist with making these connections with partners.
3. **Distribute a press release or invitation** to the local media and YES! Program administration (MCD) at least one week prior to the start of the project or event. Acknowledge the YES! Program and the program sponsor (Alcoa Foundation) in all publicity material regarding the project. Example wording "...project supported by the Muskegon Conservation District YES! grant program, funded by the Alcoa Foundation."
4. **Write two appreciation letters to program sponsor:** Submit the first appreciation letter within 30 days after receiving notice of grant funding AND submit a second appreciation letter at the close of the project.
  - **Include** a brief description of the proposed / completed project
  - **Address the letter to** the program sponsor (Alcoa Foundation)
  - **Send the letter to** the YES! program administration (MCD)
  - **Type** appreciation letters on school or organization letterhead if possible
5. **All monies will be granted on a reimbursable basis.** If an organization or individual does not have the funds immediately available and is unable to wait for reimbursement, then the materials can be ordered directly through MCD or a detailed itemized budget can be provided to receive funds. Unused funds will not be dispersed to you or your organization as the monies will be utilized for additional projects during upcoming application cycles. **Invoices must be submitted within 3 months of the completed project and no later than June 10<sup>th</sup>, 2012.**
6. **Mid-Term Report: Projects that will not be completed by October 1<sup>st</sup>, 2011** must submit a mid-term report to the YES! Program administration (MCD) by Nov. 30<sup>th</sup>2011. The mid-term report is meant to simply outline the project/event progress to date and *could* include the following information:
  - A brief explanation of what, if anything, has been planned or implemented for the project thus far.
  - How have students been involved?
  - How / when do you plan to complete the implementation of the project?
  - Is this different than your initial proposal? How and why?
  - Is there assistance that you need to move forward with your project?
  - **Invoices should be submitted at this time for monies spent to date. Include a detailed accounting of monies spent and how the expenditures related to the project.**

- 7. Final Report: For all projects** (including short duration projects or one time events) a final report must be submitted to the YES! Program Administration. **All final reports must be received, with final appreciation letters, and final invoices no later than June 10<sup>th</sup> 2012.** A final report must include the following:
- A narrative of the project implementation including project/event results and accomplishments.
  - Photo documentation of the project and student involvement.
  - An evaluation of what worked and what didn't.
  - A discussion of student involvement including how many, how often, and what their roles and attitudes were.
  - A detailed accounting of items purchased and costs associated with the project to give a complete picture of how the YES! funding was spent.
  - Feedback on the YES! Program process (i.e. any suggested changes or suggestions of how the program could be more helpful.)
- 8. Projects must be completed by June 1<sup>st</sup> 2012 and all documents (invoices, reports, and appreciation letters) must be submitted no later than June 10<sup>th</sup> 2012.**

**All questions, correspondence and reports should be directed to:**



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**Program Sponsor:  
Alcoa Foundation**

