**Grant Selection Criteria**

**TO QUALIFY FOR A CARMEL GREEN TEEN MICRO-GRANT:**

1. **Project must be youth-led.** Project must be planned, developed, implemented and measured by a youth group, with adults serving as “guides on the side.” Additional adult guidance is permitted for the youngest volunteers (pre-school through grade 5). Youth must volunteer their time and “own” the project and its outcomes.
2. **Project must take place in Carmel / Clay Township, Indiana.** However, youth are not required to live in Carmel, Indiana to receive funding.
3. **Project must do one or more of the following:**
* **Improve local air, land, or water quality**
* **Conserve natural resources**
* **Save energy or encourage the use of renewable vs. non-renewable resources**
* **Directly promote local, native species reintroduction or conservation**

Projects will be judged on benefit to the environment, impact on youth and the local community, effective use of budget, realistic timing, and creativity.

1. **Youth are strongly encouraged to create projects that educate and/or involve their school or community.**
2. **Project must have specific start and completion dates within nine months of receiving funding.** Ongoing service projects with continued support from a sponsoring organization are also eligible for funding.
3. **Group must have a nonprofit sponsor.** The applying group must have a nonprofit sponsoring organization and be able to show proof of nonprofit status. If your group is not incorporated as a nonprofit organization, we can help you in locating a nonprofit host. The not-for-profit sponsoring organization must submit a copy its tax-exempt certification or IRS letter. Public schools are not required to show proof of not-for-profit status, but must submit their federal tax number. Contact us prior to the application due date with any concerns or questions.
4. **Youth must track and measure success of project.** A report form will be provided. Students must measure the environmental impact of their project at its impact on the community. Assistance will be provided by the Carmel Green Teen Board to help each group obtain the necessary formulas to calculate carbon savings.
5. **Project must have a complete and realistic budget.** Please provide exact details on the budget page of the application form. The more details provided the better. Funding preference may be given to groups securing in-kind donations, discounts or monetary donations.
6. **The grant money may be used for the following:**
* Supplies and materials the youth will use in their project
* Expenses involved in youth planning meetings
* Transportation to project sites
* Training directly related to the service project
* Promotional items which serve to promote “going green” (t-shirts, flyers, educational plaques, etc.)
1. **The grant money may not be used for the following:**
* Staff salaries or youth wages, including stipends
* Major equipment purchases
* The purchase of items to be resold
* Religious instruction or worship services
* Fund-raising or direct donations to other organizations
* Scholarships or conferences
* Enhancement of facilities or properties of for-profit organizations
* Reimbursement of monies spent prior to the grant award date
* Sales tax (your nonprofit sponsor or school should give you a Tax Exempt Number (TIN) to use when purchasing)
1. **Applicants must attend the Grant Review Session.** Five to fourteen days after Carmel Green Teen applications are due, there will be a mandatory interview session for all applicants. This date will be posted on the current Application Form. Please note this date and plan accordingly to have your group represented. There will be no alternative dates available.

**The Carmel Green Teen Micro-Grant Program strongly discourages projects that are solely self-serving for sponsoring organizations.**

PLEASE NOTE: Any application missing a completed Signature Verification Page or necessary non-profit sponsor verification will not be considered for funding. Do your best to plan ahead, and please contact us with any questions or concerns.

**Carmel Green Teen Micro-Grant Applications are due February 28 of each year, and grants will be awarded by March 31 of each year. Please see our Application Page for additional requirement timing needed for projects taking place at Carmel Clay schools. Please plan accordingly.**

The Carmel Green Teen Micro-Grant Board composed of both teens and adults will review all applications. Once the completed applications have been received, your youth group will be asked to have an informal review meeting with our board to answer any questions about your proposal. This review will take place within two weeks of the application due date. Each group will be given a 15-minute appointment time, in which they may present their grant idea and answer any questions we might have about it. The Grant Award Ceremony will take place by the end of March. Locations and dates to be announced.