**Youth Environmental Granting Program**

**Package Contents**

*For your convenience, a list of all documents and their locations is provided below. The most important documents are bolded. As you create new documents and alter the current ones, you might find it useful to keep this list updated for ease for finding documents without clicking through folders.*

* Accounting
  + - Expense Summary
  + *Receipts from Grant Cycle #1*
  + *Receipts from Grant Cycle #2*
* Board of Directors
  + - **Board Charter**
    - Board Conflict of Interest Policy
    - Board Name Tags
    - Committee Descriptions and Dates
    - Example Board Meeting Agenda
    - Example Board Meeting Minutes
    - Example Logo
    - General Board Meeting Schedule
    - Grant Selection Criteria
    - Grant Selection Criteria (explanations to send applicants)
    - **Grant Selection Criteria (Detail)**
    - Job Description – Program Manager
    - **Master Email List**
    - **Master Timeline**
    - Meeting Attendance Sheet
  + Email Templates
    - Email Blast – Apply for Grants!
    - Email Blast – Nominate for the Board
    - To Board – Last Follow-Up before Grant Deadline
    - To Board – Post-Review-Session Thanks
    - To Board – Reimbursements
    - To Board – Review New Board Member Applications
    - To Board – Review Session Information and All Grant Applications
    - To Board – Review Session Reminder
    - To Board – Upcoming Meeting Notice
    - To Board – Welcome to New Board Members
    - To Board Applicants – Application Rejected
    - To Board Applicants – Apply to Board
    - To Board Applicants – Informal Meeting
    - To Board Applicants – Liaison Position Offering
    - To Board Applicants – Thanks for Applying
    - To Board Applicants – Welcome to the Board
    - To Grant Applicants – Application Received
    - To Grant Applicants – Grant Accepted
    - To Grant Applicants – Grant Rejected
    - To Grant Applicants – Grants Due Soon
    - To Grant Applicants – Upcoming Review Session
    - To Grant Recipients – Project Dates Requested
    - To Grant Recipients – Project Update Requested
    - To Grant Recipients – Project Webpage is Up
    - To Potential Nonprofit Sponsor
  + Grant Application Documents
    - Administrative Approval Form
    - **APPLICATION FORM**
    - Award Letter Disclaimer
    - Project Contract Form
    - Project Report Form
    - Project Report Form Cover Letter
    - Sample Project Budget
    - Signature Verification Form
  + *Submitted Applications, Cycle #1*
  + *Submitted Applications, Cycle #2*
* Committee – Award Ceremony and Review Session
  + - **Award Ceremony and Review Session Committee Checklist**
  + Grant Review Session
    - Interview Checklist
    - Poster – Quiet Please
    - Tips for Interviewing Applicants
  + Award Ceremony
    - Award Ceremony Program – Inside
    - Award Ceremony Program – Outside
    - Big Check
    - Donation Request Template
    - Example Donation Request (Whole Foods)
    - Speech – Board Recognition
    - Speech – Introductory & Closing Remarks
    - Speech – Presentation of Checks
    - Speech – Program Impacts
* Committee – Board Member Recruitment
  + - Board Charter
    - **Board New Member Application**
    - Board New Member Nomination Form
    - Email – New Board Member Solicitation
    - Letter to Parents of Youth Board Applicants
  + *Submitted New Board Member Applications, Year #1*
  + *Submitted New Board Member Applications, Year #2*
* Committee – Media Outreach
  + - Media Ad (Large)
    - Media Ads (Small and Large)
    - Media Outreach Committee Summary
    - **Press Release Tips**
    - **Press Release – Grant Applications Due Soon**
    - Press Release – Project Completed
    - Press Release – Upcoming Award Ceremony
    - **Why and How to Publicize Your Project**
* Committee – School and Youth Group Outreach
  + - Brochure – Inside
    - Brochure – Outside
    - Committee Poster Assignments
    - Email – Advertising Grants to Scouts
    - **Example PowerPoint Presentation**
    - Example PowerPoint Presentation Notes
    - Flyer – Full Page
    - Flyer – Half Page
    - Flyer – Quarter Page
    - Flyer – Tear off info
    - Grant Selection Criteria (explanations to send applicants)
    - Locker Signs
    - One-Slide Advertisement
    - **Presentation Solicitation Email**
    - School and Youth Group Outreach Committee Summary
    - School and Youth Group Outreach Committee Tasks
* Committee – Sponsorship and Funding
  + - Example Fiscal Sponsorship Agreement
    - Fiscal Sponsorship Follow-Up Letter
    - **Funding Opportunities**
    - **Funding Outreach Letter**
    - Program Elements for Success
    - Sponsorship and Funding Committee Summary
    - To Potential Nonprofit Fiscal Sponsor
* Committee – Website
  + - **Project Webpage PowerPoint Template**
    - Website Committee Summary
* Documentation
  + - Example Program Summary (250 words)
    - Example Program Summary (500 words)
    - Example Program Summary (long)
    - Example Project Summary with Photos
    - **Impact Assessment**
    - Impact Assessment Calculations
* Photos
  + *Award Ceremony – Grant Cycle #1*
  + *Award Ceremony – Grant Cycle #2*
  + *Board Group Photos*
  + *Funded Project #1*
  + *Funded Project #2*
  + *Funded Project #3*
* Press
  + - **Press Summary**
  + *Overall Program Press – Grant Cycle #1*
  + *Overall Program Press – Grant Cycle #2*
  + *Project Press – Grant Cycle #1*
  + *Project Press – Grant Cycle #2*
* Recognition and Awards
  + - **Award Summary**
    - Potential Relevant Awards
    - Tips on Applying for Awards
    - Why Apply for Awards
* Resources
  + - Greenhouse Gas Output Rates for US Regions
    - Landscaping Project Checklist
    - Plastic Bag Recycling Factsheet
    - Project Ideas
    - **Project Impact Calculation Guide**
    - Trees – A Guide to Successful Pruning
    - Trees – Benefits
    - Trees – How to Mulch
    - Trees – Planting Details
    - Trees – Total Annual Benefits by Species
  + Emails
    - Seeking Donated Materials – Youth Project Leader
    - Seeking Donated Materials – Adult Advisor
    - Seeking Nonprofit Sponsor – Youth Project Leader
    - Seeking Nonprofit Sponsor – Adult Advisor