

ALPHA PHI OMEGA

YOUTH SERVICE GRANT INSTRUCTIONS/DETAILS

Please read all instructions before completing the Youth Service Grant application. Several parts of the application require additional attachments. Incomplete applications may not be considered. The official application, which is available through the Chapter Officer Portal (<https://op.apo.org>) under Forms, must be used. [Click here](#) for more information on accessing and using the Chapter Officer Portal.



WHAT IS THE APO YOUTH SERVICE GRANT PROGRAM?

The Alpha Phi Omega Youth Service Grant (YSG) Program provides funds, in the form of a grant, for APO chapters. Each year, grants are awarded to qualifying chapters to conduct a service project that relates to socially positive programs for pre-college-age youth. The Alpha Phi Omega Endowment facilitates the funding for this special program. The APO Youth Service Grant Review Committee evaluates the applications and funds as many appropriate projects as possible. Grants range from \$100 to \$500 each. The committee will notify all chapters submitting applications when selections are determined.

PHILOSOPHY

We seek solutions to help improve difficult situations youth sometimes face. Quite often in our communities we will react to young people who have been negatively affected by societal problems. The APO Youth Service Grant Program is based on a different premise: to create positive outreach programs, or to support existing programs that address the root social issues. The goal is to help mold the young people of today in a positive way, before they are affected by negative factors. Examples of this type of project include mentoring programs for youth at risk and skill training programs (art, sports, etc.) at youth centers.

ELIGIBLE APPLICANTS

All chapters of APO in good standing, as defined by the National Bylaws, may apply for a Youth Service Grant. Chapters are not eligible if they've already two grants in the past five years. Maximum grant amount per chapter is \$500. A chapter may submit only one application, for one project or program, per grant year.

APPLICATION DETAILS

The application requires information that is focused primarily on the proposed project and must include a budget, as well as a description of the chapter's fiscal operations. Include in the comments how the chapter handles money (i.e., who writes checks, how many signatures are required on chapter checks, etc.).

A letter of endorsement from a chapter advisor should confirm the chapter's readiness for the project proposed. Proposed projects must focus on service to pre-college-age youth, chapter-based service to benefit youth or appropriate organizations, or socially positive programs of youth development. The emphasis is on a proactive, positive outreach program for youth. Grants will not be awarded for previously completed projects. Projects must occur after the awarding of monies and before November 15. Funds must be used on the proposed project. For an ongoing project to qualify, the grant must be utilized within this period.

NEED HELP?

For more information regarding the Youth Service Grant and the details of the applications, feel free to email admin@apo.org.

For questions about or issues with [the Chapter Officer Portal](#) and its functions, please email opsupport@apo.org

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2013 YOUTH SERVICE GRANT TIMELINE

Application Deadline.....by February 4 through the <https://op.apo.org/>
Notification to Chaptersby March 1
Project Executionby March 15, but no later than November 15
Project Report.....Two weeks after completion of project, but no later than
November 15, 2013, whichever is sooner. Project Report is submitted through the [Officer Portal](#).

FINAL REPORTS

The final report will be in narrative form, describing the activity fully. The report must include photographs depicting the service accomplished. The report must also include an expense accounting with copies of receipts. Failure to include these items may put the chapter's good standing at risk. A complete report must be submitted through [the Officer Portal](#) within two weeks of completion of the project, or by November 15, whichever is sooner.

Please Note: Submission of an application does not guarantee a grant of any amount. The awarding and amount of any grant shall be subject to the discretion of the selection committee. The grant must be used for the project you describe in the application.

Any awarded funds not expended for this project must be returned to the APO Youth Service Fund at the National Office. Any grants not utilized automatically revert to the APO Youth Service Fund. The selection committee and/or the National Fraternity shall assume no responsibility or liability for claims of damage of any kind or for claims of injury to any person in connection with said grant.