

# ALPHA PHI OMEGA YOUTH SERVICE GRANT

## WELCOME TO THE 2013 APO YOUTH SERVICE GRANT PROGRAM!

This program awards grants to APO chapters to enable them to perform proactive service to pre-college-age youth. The goal of Youth Service Grant funded projects is to encourage and inspire children and young people before problems develop in their lives and/or become severe, and to provide the youngsters with tools to succeed...even against the odds. Your chapter is encouraged to apply for a grant.



The application instructions provide complete details of the procedure and project criteria, but here are some important points:

- All chapters of Alpha Phi Omega in good standing, as defined by our National Bylaws, may apply for an APO Youth Service Grant. No chapter may receive an award more than two times in a five-year period. Maximum grant per chapter is \$500. Minimum is \$100.
- For a proposal to be considered it must conform to the specific subject area as described and must use the official grant application form or a copy on the Chapter Officer Portal (<https://op.apo.org>). Please contact the National Office if you do not receive confirmation of application receipt. Only one application, for one project or program, per chapter, will be considered each grant year. Submission of an application does not guarantee a grant of any amount.
- 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 proactive, positive outreach for youth. Your chapter needs to be organized enough to complete the project even if the original proposer is no longer around, especially if you plan a summer or fall project.
- The project may be one-time, short-term, or ongoing. However, the project receiving grant funds must be scheduled to occur between March 15 and November 15. Chapters selected for grants that fail to perform the project must return the grant award to the National Office.
- A chapter's failure to submit the project and expense report will constitute a failure to fulfill a financial and/or administrative obligation to the National Fraternity and will jeopardize the chapter's standing with the National Fraternity. Chapters that are NOT in good standing are prevented from voting at the National Convention and could face other sanctions as prescribed in the National Bylaws.

## 2013 YOUTH SERVICE GRANT TIMELINE

Application Deadline.....by February 4 through the <https://op.apo.org/>  
Notification to Chapters .....by March 1  
Project Execution .....by 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](#).

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## TIPS TO HELP CHAPTERS ALONG THE WAY

Below are tips to help your chapter through the Youth Service Grant application process.

1. **FILL OUT THE APPLICATION FORM ON THE CHAPTER OFFICER PORTAL.** The Youth Service Grant Application is available under Forms in the Chapter Officer Portal (<https://op.apo.org>). The form itself exists, in part, as a checklist and as a tool for comparison. Though much of the material is attached in essay form, don't make the review committee hunt for short answers like the name of your project, the dates, etc. The review committee relies on this information to resolve any questions about your application, which may be delayed or not fully considered if you cannot be reached.
2. **CLEARLY IDENTIFY YOUR ATTACHMENTS.** Each attached page should be labeled with the chapter name, college or university, section and region. Further, number each response, in order, and use the question or topic as a title. This way each answer is clear and to the point. For example, if the committee has to dig through five pages of text to infer the impact of the grant on your chapter, your proposal will be less effective. Though you may have created a single, elegant essay which encompasses all points, break it out according to the application. In this case, specific content is more important than the flow.
3. **MAKE SURE THE APPLICATION IS COMPLETE.** If you follow the suggestions above you will be less likely to miss something. **Of special note:** Item 7, the budget, requires A) an amount on the application, B) an attached, detailed budget that clearly shows how the grant money would be used, and possibly C) an additional attachment explaining other sources of funding. Item 8, fiscal operations, needs to know how the chapter handles money for service projects and other activities, e.g. who writes checks, how many signatures are required on chapter checks, how you record financial transactions, etc. Item 10, the most commonly forgotten attachment is the advisor's letter. That advisor must also sign the application itself.
4. **QUALITY VS QUANTITY (AND NEATNESS COUNTS).** Again, you want your message to come through loud, clear, and unimpaired. An organized application also infers that your chapter, and therefore the project, is well organized. Check spelling and grammar; have it proofread. Bulk for its own sake is not a desirable goal and may even be counter-productive, but do develop each point sufficiently.
5. **CHECK TO MAKE SURE THAT YOUR CHAPTER IS IN GOOD STANDING WITH THE NATIONAL FRATERNITY AS DEFINED IN THE NATIONAL BYLAWS.** This is one of the requirements for the grant, though it requires no specific attachment. The YSG Review Committee will verify through records in the National Office the status of each chapter submitting an application. If in doubt about your standing, call or e-mail Judy Mitchell at the National Office at (816)373-8667 ext.13 or e-mail: *chapter.services.dir@apo.org*.

If you have any questions in preparing your application, contact the National Office via email [opsupport@apo.org](mailto:opsupport@apo.org), or by phone at (816)373-8667. Because you should be focusing on your own community and project ideas, the National Office staff will not provide you with the text of past "winning" applications, but can certainly help answer questions on how to fill out particular sections of your applications.