

MAIL COMPLETED APPLICATIONS TO:

Alpha Phi Omega  
Youth Service Grant Committee  
14901 E. 42<sup>nd</sup> Street S.  
Independence, MO 64055-7347



Or E-MAIL A SINGLE  
COMPLETE PDF OR  
WORD FILE TO:  
[admin@apo.org](mailto:admin@apo.org)

## 2010 YOUTH SERVICE GRANT INSTRUCTIONS/DETAILS

Please read all instructions before completing this application. Note that several parts of the application require additional attachments. Incomplete applications may not be considered. This official application form, or a copy, must be used. Applications may be mailed to the National Office at the address listed above, or a single, complete PDF or Word file e-mailed to [admin@apo.org](mailto:admin@apo.org). All final reports must include photographs of the project.

### WHAT IS THE APO YOUTH SERVICE GRANT PROGRAM?

The APO Youth Service Grant Program provides funds, in the form of a grant, for Alpha Phi Omega 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 Trust facilitates the funding for this special program.

The APO Youth Service Grant Review Committee evaluates the applications and funds as many appropriate projects as available monies will allow. Grants range from \$100 to \$500 each. The committee will notify all chapters submitting applications when selections have been determined.

### ELIGIBLE APPLICANTS

All chapters of Alpha Phi Omega in good standing, as defined by the National Bylaws, may apply for an APO Youth Service Grant. No chapter may receive an award more than twice in a five-year period. Maximum grant per chapter is \$500. A chapter may submit only one application, for one project or program, per grant year.

### 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.

### APPLICATION DETAILS

The application requires information that is focused primarily on the proposed project and must include a budget. Also required is 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, 2010. Funds must be used on the proposed project. For an ongoing project to qualify, the grant must be utilized within this period.

## 2010 YOUTH SERVICE GRANT TIMELINE

**Completed and Signed Applications Due.....by February 1, 2010 to the APO National Office (\*see addresses above)**

Notification to Chapters .....by March 1, 2010

Project Execution .....by March 15, 2010, but no later than November 15, 2010

Submission of Project Report.....Two weeks after completion of project, but no later than November 15, 2010;  
whichever is sooner.

### FINAL REPORTS

The final report will be in narrative form, describing the activity fully. The report should include photographs depicting the service accomplished. The report will also include an expense accounting with copies of receipts. The report must be submitted to the National Office within two weeks of completion of the project, or by November 15, 2010, 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.*