

*“How do I apply for funding from the Youth Programs Fund or get help with a project?”
→ Read this policy and instructions and answer the application questions! Ask for help!*

PART 1: POLICY FOR THE USE OF THE PYM YOUTH PROGRAMS FUND

(Version updated 7/8/18 – email address correction)

Fund Description: Funds from the Bob Vogel Endowment, accepted by Pacific Yearly Meeting (PYM) at the 2013 Annual Session, shall be managed in accordance with the agreement between the donor, Pacific Friends Outreach Society (PFOS), and PYM. Capital from the endowment shall remain invested under the supervision of the PYM Treasurer and Finance Committee. Income from the investment shall be placed in a Youth Programs Fund to be used at the discretion of the Youth Programs Coordinating Committee (YPCC), and policies for its use shall be determined by this Committee. The use of these funds may be initiated directly by the Committee, or by other Quaker entities or individuals through an application process managed by the YPCC. Applications will be considered from Monthly Meetings / Worship Groups, committees of PYM, and individual members/attenders of Meetings, but are not limited to these individuals and groups. At the discretion of the Committee, funds may be disbursed, carried over from year to year, or reinvested with the capital. Consistent with the terms of the endowment gift from PFOS, these funds will not be used to pay the salary or wages of the Youth Programs Coordinator, but may be used for any other purpose approved by the committee. All funds must be used for activities consistent with the Youth Programs Coordinating Committee’s current purposes and goals, which will be used to evaluate and prioritize all proposals.

The current Goals of the Youth Programs Coordinating Committee are (as of 6/19/14):

- 1. Develop the PYM community to support youth**
- 2. Develop Quaker youth in community**
- 3. Develop Quaker youth as individuals**
- 4. Strengthen Quaker faith and practice in PYM's intergenerational community**

Those wishing to apply for program funds or other support for activities consistent with these purposes are invited to submit an application (see Parts 2 & 3). Funding decisions will be made by the YPCC based on availability of funds and consistency with program purposes, goals, guidelines, and priorities. In accordance with the terms of the bequest, the YPCC has sole and final responsibility for making decisions. The YPCC may work with applicants, particularly youth, to help them develop their proposals. *Please Note:*

- Because this fund is not intended primarily for scholarships, or attendance or travel assistance, Friends needing such assistance should ask their Monthly, Quarterly, or Yearly Meetings or the host organization first before calling on the Youth Programs Fund.*
- The YP Fund is not intended as a substitute for Meeting or other institutional fundraising or general operating expenses. The YPC Committee is focusing, with the funds available to it, on new programs, new outreach, new connections, and novel experiments rather than being a long-term funding source for ongoing programs.*
- Please note that airline tickets, when paid for with the YP Fund, should be purchased 30 days in advance, except in extraordinary circumstances.*
- Applications to retroactively fund projects that have already taken place will not ordinarily be considered.*

Available online: pacificyearlymeeting.org/youth/resources-funding/

PART 2: APPLICATION INSTRUCTIONS **(Version updated 7/8/18 - email address correction)**

Please read the “Policy for the Use of the PYM Youth Programs Fund” and all the instructions and questions before starting your application. Please ask us if you have questions or need help.

Timing and Deadlines: *Please allow plenty of time for the YPC Committee to convene and consider your application.* If a number of applications are pending, this may mean enough time for the Committee to gather applications, convene, and prioritize. The YPC Committee makes grants for selected projects on a year-round timeline, with applications due four times a year (March 20, June 20, September 20, and December 20). The Committee meets to make the awards about a month later. Friends are encouraged to consider this timeline and submit applications early enough to receive timely support.

How We Decide: Projects will be evaluated according to the criteria laid out in our policy and application documents. Award amounts will reflect not only goals, policy and need, but also the necessity of funding other projects.

Reporting: If your proposal is chosen for funding or other support, we ask you to submit an informal written report within 60 days of the end of your project telling us how your project turned out. The YPC Committee can help you with your report if needed. Please also let us know of any ways you are sharing the fruits of the experience, such as with photos and an article in a newsletter or magazine, social media posts, or a presentation at Monthly, Quarterly, or Yearly Meeting.

Filling out the Application: After thoroughly reading these instructions and “Policy for the Use of the PYM Youth Programs Fund,” please answer ALL the questions in Part 3 in a separate document. Be as concise as possible (1 or 2 pages) while also giving complete information. Be sure to explain how your proposal fits this Fund’s goals (see Part 1).

Submitting the Application: Send it to the Youth Programs Coordinating Committee as an email attachment (preferred) or hard copy (if email is not possible):
pym.youthcoordinator@gmail.com .

Questions? For more information or assistance in completing this application, contact the Youth Programs Coordinating Committee at pym.youthcoordinator@gmail.com .

PART 3: APPLICATION QUESTIONS

(PYM Youth Programs Fund, Version updated 7/8/18 – email address correction)

Please read the “Policy for the Use of the PYM Youth Programs Fund” (Part 1) and all the instructions (Part 2) and application questions (Part 3) before starting your application. Feel free to contact us for any clarification or help. Answer ALL the following questions in a separate document (copy/paste them into a new document). Send it to pym.youthcoordinator@gmail.com as an email attachment (preferred) or hard copy (if email is not possible) as described in Part 2. Be as concise as possible (1 or 2 pages) while also giving complete information.

1) a. Name of Project or Activity:

- b. Date of this Application:
- c. Name of Contact Person preparing this application:
- d. Address, Phone, and Email:
- e. Monthly Meeting and/or other Quaker affiliation:
- f. Other key people involved in organizing the project and their affiliations:
- g. Who is providing accountability, care, and oversight? How so? (Include their contact info.)

2) a. Description of activity/project and participants:

- b. Date(s), time(s) and location(s):
- c. Purposes:
- d. What has been your clearness process so far and what might it be as you proceed?
- e. What would be ‘success’ for this project/activity? (Good enough, not perfect!)
- f. Please refer to the goals of the Youth Programs Coordinating Committee in our Fund Policy (Part 1) and describe which goals relate to this proposal and how they will be addressed.

3) a. Needs for support (describe):

- b. Funding amount requested from the YP Fund (if any):
- c. Other sources and amounts of funding or support requested or received from other sources:
- d. To whom should any checks be written (full legal name) and where shall they be sent (complete address)?

4) Are there other ways that you would like the Youth Programs Coordinating Committee or Coordinator to help with your proposed activity/project? (For example, help with turnout for an event, bring pizza, connect you with other people doing similar work, etc.)

5) Any other comments, questions, or information you’d like us to know?

Thanks for your application!

PART 4: REFERENCE ITEMS REGARDING THE BOB VOGEL ENDOWMENT AND YOUTH PROGRAMS FUND

From the "Statement of Purpose for Use of Funds from the Bob Vogel Endowment," as amended and accepted by Annual Session 2013, presented by an ad-hoc committee comprising the clerks of the Youth Program Coordinator Supervisory Committee, Pacific Friends Outreach Society, and PYM Finance Committee:

"Consistent with the terms of the [PFOS] gift, requests to spend funds will be managed and approved by PYM's Youth Program Coordinator Supervisory Committee (YPCSC) *[now known as the Youth Programs Coordinating Committee, as of Annual Session 2014]*, or another appropriate committee to be determined by PYM in the case that the YPCSC is laid down. The financial aspects of this gift (such as investments and accounting) will be managed by PYM's Finance Committee and Treasurer. The YPCSC will use these funds to foster faith and fellowship among PYM Friends. The YPCSC will give funding preference to projects that involve youth, particularly projects of an intergenerational nature. PYM will engage in an ongoing visioning process to develop ideas for strengthening our intergenerational community; the YPCSC will direct funds towards helping PYM realize our collective vision. Funded activities may take place throughout PYM, its Quarterly and Monthly Meetings, and Quaker organizations. While funds may not be used for the Youth Program Coordinator's salary, funds may be used to provide financial support for Friends to facilitate or join in activities conducted or promoted by PYM's Youth Program Coordinator Supervisory Committee."

See also the minutes of Plenary V of Annual Session 2013, in which PYM accepted the Bob Vogel Endowment from PFOS:

<http://www.pacificyearlymeeting.org/2013/pym-docs/pym-2013-annual-session-plenary-v/>

Minute from the Board of Pacific Friends Outreach Society (PFOS), 2013:

"The [PFOS] Board minutes its decision to offer the assets of Pacific Friends Outreach Society, that remain after expenses are paid, to Pacific Yearly Meeting as an endowment to be known as "The Bob Vogel Endowment." The income from the fund is to be used as determined by the Pacific Yearly Meeting committee, Youth Program Coordinator Supervisory Committee (the "YPCSC"), or a successor committee, with the exception that it cannot be used for salary or wages. If compliance with this restriction becomes impossible for the Pacific Yearly Meeting, the "Bob Vogel Endowment" fund will pass to a successor organization to be determined by the board at the time of the final execution of the transfer of assets. The successor organization must also meet the eligibility requirements under the Pacific Friends Outreach Society to receive an asset distribution. The use of the income from the endowment will be restricted to programs that support Quaker youth.

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