



Youth Advocacy Project (YAP) Proposal Guidelines

Areas of Interest

The Youth Advocacy Project fosters high-level partnerships with nonprofit organizations that work to create equitable opportunities in health, education, and well-being for youth and families in Routt County.

YAP Eligibility Requirements

Organizations interested in partnering with CSFF through YAP must be charitable tax-exempt organizations, including non-profit organizations and governmental agencies that are part of State, County or City government, that focus on Routt County youth and families. Youth shall be defined as prenatal through 25 years old.

CSFF requires any organization submitting a proposal to show evidence of their 501(c)(3) public charity status by providing a copy of an IRS determination letter. Government agencies must deliver educational or public advocacy programs and must be a political subdivision of the State of Colorado. Funding support to individuals and private foundations are prohibited.

YAP Proposals

CSFF accepts proposals two times each year. Youth Advocacy Project proposals will be accepted online during the months of January (Winter) and July (Summer). Late proposals will not be accepted, no exceptions. Notification and fund distribution for Winter proposals will occur during the month of April. Notification and fund distribution for Summer proposals will occur during the month of October.

CSFF highly encourages multi-year proposals; after your Proposal has been submitted CSFF staff will contact you to review your Proposal concept. Whether an organization receives one-year or multi-year support, they may not submit another proposal until that funding period has been fully completed and a Progress Report has been successfully submitted.

YAP Proposal Amounts

Funding amounts range from \$5,000 - \$50,000 each year for up to three years.

Submitting Your YAP Proposal

YAP Proposal documents must be submitted via CSFF's website and must be received no later than 5:00 p.m. on the last day of January or the last day of July. Incomplete or late Proposals will not be accepted. Organizations may not submit more than one proposal in a twelve-month period.

Proposal Review

CSFF staff will present recommendations to the CSFF Board of Directors utilizing information from the YAP Proposal, site visits, and other communications. Funding amounts, if any, will be determined by the CSFF Board based upon those recommendations. Decisions will be made during the April and October Board meetings, and notifications to organizations will be made within ten days.

YAP Recipient Support

CSFF offers flexibility in how funding is utilized allowing organizations to build the capacity to advance their mission. Funding may be used for ongoing program support, innovative new approaches, professional development, capital projects or other needs to ensure the greatest impact. In addition to funding support, CSFF will invest staff time, knowledge, networks, and perspective to help our partners realize success. This will require extensive dialogue and open communication throughout the year with organizations receiving YAP funding, including phone as well as in-person conversations about goals, progress towards goals, strategies, organizational budget, and program delivery and impact.

When organizations receive notification of YAP funding, they are required to meet with CSFF's Executive Director to sign a Funding Partnership Agreement outlining the terms of YAP support, specific to each individual organization, including amount, length of funding commitment, intended purpose and desired objectives of how CSFF funding will be utilized, and the minimum number of site visits for CSFF/partner engagement. Funds will be distributed when the YAP Funding Partnership Agreement has been fully executed.

Required Progress Report

YAP funding recipients are required to convey to CSFF how funds were utilized and describe how outcomes have been achieved over the course of implementation by submitting a Progress Report; this form can be found on our website. The Progress Report must be submitted each year in April or October, depending on the month funding was originally provided including each year for multi-year support, and at the conclusion of the funding period. Agencies may not submit a new proposal without completing a Progress Report.