

# St. Charles Youth Commission

*A community effort linking city government to the people it serves.*



CITY OF  
ST. CHARLES

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ILLINOIS • 1834

**All funding requests must be submitted on the following form for consideration.**

Please email this completed application to: [YC@stcharlesil.gov](mailto:YC@stcharlesil.gov)  
or mail / drop off at:

St. Charles Youth Commission  
C/O St. Charles Police Department  
1515 W. Main St.  
St. Charles, IL 60174

## **INFORMATION**

It is the belief of the St. Charles Youth Commission that our young people have insights into both the issues that impact our youth and ideas about how to bring about positive change.

***Funding requests initiated by youth, for youth, are preferred.***

Please answer the following by writing neatly or typing your answers on the following pages.

1. **INFORMATION**

This page should contain your name(s) and school or group that is submitting this funding request.

2. **IDENTIFIED NEED**

Please write one paragraph stating a need you see in our community and describe how you and your youth group could make a positive impact.

3. **THE PROJECT**

In one paragraph, describe your project and how it will address your identified need.

4. **PROJECT GOALS**

Describe the goals of your project.

5. **BUDGET AND TIMELINE**

Please provide a proposed budget for what you estimate your expenses will be as well as a timeline for the implementation and completion of your project.

**PLEASE NOTE:** Due to the requirements set forth by City policy, the Youth Commission **cannot provide funds** for certain items which include: food, entertainment, salaries, stipends, facilities, or overhead that far exceeds monies spent on programs.

Examples of expenditures eligible for funding include, but are not limited to:

- Registration costs
- Materials costs (excluding food/beverage)
- Equipment costs
- Marketing and publication

Once a funding request is submitted, you will be notified by a member of the Youth Commission. The Youth Commission meets the first Monday of each month, September-June. Funding requests will be added to the agenda and considered during the regular Youth Commission meeting nearest to the submission date.

**NOTE:** A report back to the Youth Commission is considered an essential part of the funding request. This report should include an accounting of how your funds were spent. You will be invited to present your completed project to the Youth Commission and City Council.

# St. Charles Youth Commission Funding Request

## 1. INFORMATION

Please write neatly or type your application following the criteria requested on each page.

Name(s) and age(s) of applicant(s): \_\_\_\_\_

Group (if applicable): \_\_\_\_\_

Name(s) of adult(s) involved with your project:

\_\_\_\_\_

## CONTACTS

**Note:** if your request is approved, the check will be made payable to the group listed below; be sure to indicate the desired mail recipient by marking one of the boxes below. Please include a copy of your group's W-9 form; requests without this form cannot be considered for funding.

**Mail check to:**                     Group Address                     Representative's Address

Group (if applicable): \_\_\_\_\_

Group Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Representative: \_\_\_\_\_

Representative's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**\*Before submitting request, please refer to the list of allowable expenditures on page 2**