To:

From: Joint Youth Commission
Town of Caroline, Town of Ithaca, Village of Lansing, Village of Cayuga Heights

Date: July 10, 2014

Re: 2015 Funding Applications

The Joint Youth Commission is committed to offering a wide variety of youth programs in our community to complement and balance the services offered by the school and other community organizations. To the maximum extent feasible, young people should be involved in planning, implementing and evaluating the programs offered. This is a renewal application for currently funded JYC programs.

The Youth Commission has listed the following as service priorities to be carried out by our program providers:

- **First Time Employment**
  Programs that would increase employment opportunities for youth with a focus on youth who are between the ages of 14-18 and who are first time job seekers.

- **Employment Training**
  Employment training opportunities including job readiness workshops designed for the middle school population.

- **Healthy Personal Development and Life Skills**
  Community based programs during non-school hours to encourage healthy personal development and life skills as well as promoting community involvement.

Upon approval of Joint Youth Commission Funding Recommendations by the town and village boards program providers will be expected to:

- **Provide monthly written reports**
  All programs must submit a monthly program report which outlines the program offerings, expected program outcomes, and participant demographics including municipality and gender.
- **Attend at least two JYC monthly meetings**
  Each program provider is asked to attend at least two meetings of the Joint Youth Commission within the year. Attendance at commission meetings provides the program staff with an opportunity to showcase their program as well as trouble shoot with commission members challenges that they are facing.

- **Be monitored by JYC members**
  At least once annually, one to three members from the JYC will attend a program to conduct a monitoring visit. Members will observe the program and chat with program staff and participants.

- **Complete an annual report to be submitted in January 2016**
  An annual report form will be sent to each program operated by the JYC for completion at the end of the fiscal year.

We look forward to receiving and reviewing your renewal application. If you have questions please contact Amie Hendrix at 274-5310 or Ahendrix@tompkins-co.org

**Applications are due by August 15, 2014**  
Please mail 6 paper copies to:

Chemung Canal Trust Co.  
attn Sandi Grooms  
806 W. Buffalo St.  
Ithaca, NY 14850

**Applications are due by August 15, 2014**  
Please email one electronic copy to:

ahendrix@tompkins-co.org
Program Information

Program Name:

Agency:

Contact Person:

Phone Number:

Address:

1. Number of youth to be served by each JYC municipality in 2015
   ___ Town of Caroline
   ___ Town of Ithaca
   ___ Village of Cayuga Heights
   ___ Village of Lansing

   Please describe how you track this information, what procedures do you use?

2. Ages of youth to be served:

3. Brief description of the Program:

4. What are the goals and objectives of the program and how do these address the Commission’s priorities of youth development and career readiness?

5. What methods are used to reach the goals and objectives? Describe how young people are/will be involved in the planning, implementation, and evaluation of the program.

6. If your allocation were to be reduced by 20% how would you restructure or make programmatic changes without decreasing the number of youth to be served? Please be specific and realistic.
7. How do you advertise/recruit for participants from the JYC communities? What does recruiting for your program look like?

8. Describe how community resources are utilized to operate this program. (E.g. Volunteers, other funds, in-kind donations, etc.)

9. Please describe how this program will uniquely serve today’s youth?
Name of Program:  
Fiscal Contact Person:  
Phone:  
E-mail:  

**Joint Youth Commission 2015 Anticipated Expenditures**

A) Personnel Services  
Please attach listing of personnel positions/wages.  $  

B) Contracted Services  
Please attach listings of consultants/contracted services  $  

C) Operations and Maintenance  
Please attach listing of rent, supplies, travel, etc.  $  

| Total 2015 JYC Program Expenses A+B+C | $ |

**2015 Anticipated Revenue by Program**

| Joint Youth Commission | $ |
| Fundraising | $ |
| Fees | $ |
| Donations | $ |
| Other (Define) | $ |
| Other (Define) | $ |
| Other (Define) | $ |

| Total 2015 Program Revenue | $ |

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<tr>
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<th>2014</th>
<th>2015 Proposed</th>
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<tbody>
<tr>
<td>Total Budget for this Program</td>
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<tr>
<td>Joint Youth Commission Funds /Requested for this program</td>
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