

Young Audiences, Inc.
AFFILIATE DEVELOPMENT FUND
GRANT GUIDELINES for 2015

OVERVIEW AND BACKGROUND

Eligibility: YA Affiliates who have not received an ADF grant for three consecutive years

Deadline for Completed Application: Electronic Submission/Postmark by December 19, 2014

Notification of Award Determination: February 20, 2015

Estimated Number of Awards: up to 6 awards

Estimated Grant Award Range: \$25,000

Grant Term: July 2015 – June 2016

The Young Audiences Arts for Learning Network has long been committed to supporting the growth and development of individual affiliates through a variety of services and grant programs. The **Affiliate Development Fund (ADF)** provides an opportunity to help build the capacity of affiliates and the Network in order to establish ideas that can serve as best practices for the Network and the field. The purpose of this fund is to encourage and support innovative strategies in all areas of organizational development for the betterment of the Network and the young people we serve.

Through the ADF program, the YA Network will fund up to six affiliates for grant amounts of \$25,000 per year. Proposals can request support for multi-year projects up to three years in length, not to exceed \$25,000 per year. Funding for multi-year grants would be contingent upon demonstrated success in each prior year of funding. The number of grantees each year is contingent upon available funds.

For the purpose of this grant, we define “development of affiliates” as strategies and activities that build and sustain the organization’s capacity to achieve measurable outcomes in specific areas of operation beyond the term of the grant. For example, targeted areas of operation might include: *fundraising, new program design/development, marketing or advocacy.*

Strategies and activities might focus on increasing staff; developing the board; establishing special events; initiating new systems and technology applications; establishing strategic partnerships with districts; entering a new geographic market; or designing evaluation instruments and protocols for a new program or service.

At the heart of the ADF grant program is the expectation that the entire YA Network will benefit from the organizational development of each affiliate, which in turn will enable us to better carry out Young Audiences’ mission to enhance the creativity, learning skills and cultural understanding of all children and youth. The flexibility in the term and amount of ADF grants is intended to support affiliates in designing proposals that best meet their needs and vision for change wherever they are in their organizational development.

The key to success in applying for an ADF grant is to clearly articulate what your affiliate is doing now, what it could be doing differently to increase its quality and scope of service, and what are the most effective strategies for leveraging organizational change. Affiliates may submit proposals individually, as part of a group/consortium of affiliates.

ELIGIBILITY

- Affiliates in good standing, up-to-date in Coop Funding, current Affiliate reports submitted, and are currently meeting YA Network branding policy and practice.

- Documentation of organization strategic planning process including goals and strategies which align with the YA Strategic Framework.

- Affiliates that previously have received an ADF grant for three consecutive years, must wait at least three years before reapplying.

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SELECTION CRITERIA

- How effectively do the proposed outcomes and strategies address the challenges of the affiliate and the specific area of affiliate operations?
- How effectively do proposed activities align with the strategies and the proposed organizational change?
- Are the benchmarks and measurable outcomes significant, and aligned with proposed changes in organization capacity?
- Is there evidence of the affiliate's capacity to carry out proposed activities?
- Is the budget reasonable and aligned with proposed activities?
- Is there evidence of commitment by key stakeholders (board, management, community partners) to proposed capacity building outcomes?

While ADF grants do not require matching funds, a budget that includes matching sources of income would lend additional weight to proposals. The committee will also look favorably on projects that are sustainable.

TECHNICAL ASSISTANCE WEBINARS

To support grantees in applying for funds, YA Network staff will present a technical assistance Webinar in advance of the ADF application deadline. The webinars will be held on **November 3 at 2:00 EST and November 10 at 4:00 pm EST**. Webinar participants will review the grant guidelines and application, how to use the ADF link to on-line application and address questions. **Please sign up for the Webinar of your choice by e-mailing barbara@ya.org. She will send you a Webinar invitation with login information.** The Webinar will be available for auditing purposes after the session is held. For those who do not receive funding, the YA Network staff will provide feedback to affiliates about the review process and results.

GRANT REVIEW AND REWARD

ADF grants will be reviewed in January by the Network Policy Committee for implementation the following fiscal year. **Grant applications for 2015 are due December 19, 2014.**

In addition to the criteria listed under Selection Criteria, the Committee will take the following into consideration in awarding of ADF grants: balance of size and geography of grantees, and matching funds raised by the affiliate for the capacity building effort. Affiliates will be notified after Committee approval by February 20. The first installment of ADF grants will be made in September of the applicable fiscal year, with subsequent installment(s) aligned with a reporting schedule determined by affiliate and National YA staff.

REQUIREMENTS FOR AFFILIATE GRANTEES

- Grant and budget activities should be carried out substantially as proposed in the application. Material changes in the budget, proposed activities, benchmarks or outcomes should be communicated to the National office as far in advance as possible.
- Grantees are expected to submit interim reports about grant activities, benchmarks, outcomes, and actual income and expenditures related to the grant as outlined by the Network Policy Committee in its determination letter.
- Grantees would be expected to share their experiences and outcomes with the YA Network through technical assistance sessions during the term of the grant and in the year following the grant.