

***No Place for Hate*[®] TAKE THE LEAD Grant Application Guide**

Use the following as a guide to completing your *No Place for Hate*[®] TAKE THE LEAD grant application. The application questions are repeated here, and each one provides specific guidance on exactly what you should focus on in answering the question. **Pay careful attention to each guideline—these are the key to a successful application!**

If you get stuck, let us know! Feel free to contact us by email (lstewart@adl.org), or phone (215-568-2223). If you have problems along the way, don't give up! We are here to help you!

Part I

1. What is the name of your *No Place for Hate*[®] Project?

- Clearly state the name of the Project.
- Remember, each Project must be assigned a unique name, and the Project name must be written on each page of application in the space provided (DO NOT just call your Project, for example, XYZ School's *No Place for Hate*[®] Project).

2. What is your Project idea? (Include the need in your community or school)

Describe the Project idea in detail. Be sure to include the following:

- The main function and purpose of the Project
- Identify the need or dream your Project addresses
- Provide facts, data, testimonials, or research

3. How will your Project benefit your community, your school, or your peers?

- Describe exactly who will benefit and how—be specific!

4. How will you measure the impact on your school and the success of your Project?

- Clearly state how you will evaluate your work and the change that occurs in your school community as a result of your Project.

5. What's your immediate action plan?

A detailed plan is especially important during the early stages. Having a plan will greatly improve your chances of creating a successful Project. Outline **at least 3 major goals** you will need to establish immediately to get your Project started. What are the first steps you will need to take?

- **To help set your goals, ask yourself the following questions:**
 - Is the goal detailed enough that someone who isn't a part of your Team would know what needed to be done and how?
 - Is there a clear way to measure success? How will you know when you've reached your goal?
 - Is there a clear series of steps to take to accomplish your goal?
 - Is it possible to reach this goal considering the resources available to your Team?
 - When will the goal be accomplished?
- **Examples of strong goals:**
 - We will write a first draft of our skit by May 30, 2008.

- We will finalize a date for our assembly by September 29, 2008.
- We will advertise our assembly through posters, morning announcements and an ad in the school paper.
- **Examples of goals that do NOT work:**
 - We'll do a funny skit. *This goal is too vague. It does not say when this goal will take place, who will write it, what qualifies as "funny", etc.*
 - We'll get everyone in school to come to the assembly. *This goal does not outline any details for how this will be accomplished. How will you get the word out?*
- For each goal, outline the tasks your Team will need to accomplish in order to achieve the goal. Remember to write the goal in the "Goal" box, and list the tasks to complete the goal in the box underneath.

6. Create a tentative timeline of your Project's activities.

- Start by listing every month for the next 8 months, beginning with the current month. Next, list all of the Projects, tasks, and events that will occur during each month. You need to indicate when each of the goals listed in your response to Question 5 will occur.

7. Who will do what on your Team?

- The Team should consist of 4 or more students.
- List and describe the role of each member of your Team. Be certain that a Team member is responsible for each of the tasks listed in your response to Question 5.
- Indicate who will be responsible for the Team's finances and who will be responsible for completing the mid-project and end-project progress reports, as well as reporting to *No Place for Hate*[®] program staff about your Project's activities (usually the Project Leader).
- Note that all Team members must initial the application.

8. What is the budget of your Project?

- *No Place for Hate*[®] will award one-time grants of up to \$1,000. Your Project may need more or less money than this, and so you should clearly illustrate your financial needs in a budget. **Show all of the expenses and income you expect** to carry out your Project. A Selection Panel will decide the total amount of funding your Project is eligible to receive based on the information provided in your budget. **You MUST fill out the expense and income form.**
- **List all of your Project's expenses.** Be as specific as possible (i.e., rather than listing art supplies for *No Place for Hate*[®] parade float at \$150.00, indicate specific costs like 25 packages of tissue paper at \$5 per package = \$125; 10 bottles of glue at \$2.50 per bottle = \$25; etc.).
- **List all of the income you expect your Project to receive.** Consider possible sources of income, such as fundraisers, cash donations, donated services or materials, admission fees, or revenue from selling a product or service. Don't forget to include how much your Team is requesting from *No Place for Hate*[®]!

Your budget should reflect that you've...

- Asked for donations (as many as possible)!
- Borrowed material, if possible, rather than purchase new material
- Asked for discounts, deals, and "in-kind" donations when making purchases

- Done your research on costs and purchased products or services at the best value

Part II

Project Leader Information:

The Project Leader must be:

- a high school or middle school student at Pennsylvania or Delaware *No Place for Hate*[®] schools
- a current student in the 2007-2008 school year and the 2008-2009 school year. Students who are graduating before completion of the project may participate in the application process and project but may not be the Project Leader.

Ally's Contact Information:

- You **MUST** have an Adult Ally guiding you on this Project. If you have a problem finding an Adult Ally, ask one of the faculty members on your school's *No Place for Hate*[®] committee to help. Include the name, title and contact information of at least one adult Ally, a non-controlling community member your Team can call upon for expertise and guidance as you start and run your Project. Consider finding an Ally with some expertise in the field of your work.
- Your Ally must be a faculty member at your school who has the authority to help you schedule meetings and get other important things done at the school.
- Remember that an Ally is a caring adult, who advises, guides, recommends, etc.—but they must leave you in charge!

Part III

1. What region are you from?

Please check off the appropriate box or specify details if “other”.

2. How did you find out about the *No Place for Hate*[®] Grant program?

Please check off the appropriate box or specify details if “other”.

Part IV

#1: STATEMENT OF AGREEMENT:

This statement indicates that the student who is the Project Leader fully understands that he/she is responsible for the grant money payable to the school and that *No Place for Hate*[®] has the right to demand return of all the award money if the Project requirements are not fulfilled. We know that this won't be a problem though! This **MUST** be signed by the Project Leader/Applicant, his/her guardian and the Principal of the school.

#2: STATEMENT OF AGREEMENT:

This statement indicates that the Adult Ally agrees to act as the “adult in charge”, overseeing and guiding the project. This **MUST** be signed by the Project Leader/Applicant and Adult Ally. The last page says that ADL has permission to use any photographs of the Project in future publications.