

Youth M.O.V.E. National



2011 Application Form

Application Deadline:

April 15, 2010 @ 5pm EST



**What is Dare to Dream America?**

The Dare to Dream America program provides an opportunity for youth (ages 13 to 25) to get involved in mental health awareness activities. Successful applicants are awarded a grant up to \$1000 to do projects that promote mental health awareness. Dare to Dream America is brought to you by Youth M.O.V.E. National.

Youth M.O.V.E. National, a subsidiary of the National Federation of Families for Children's Mental Health, is a youth led national organization devoted to improving services and systems that support positive growth and development by uniting the voices of individuals who have lived experience in various systems including mental health, juvenile justice, education, and child welfare. Youth M.O.V.E. National has decided to renew **Dare to Dream America** for 2010; based on the successful Dare to Dream program in Ontario, Canada for youth to get involved in mental health awareness activities.

Dare to Dream America is coordinated by youth and designed for youth, like you, who are interested in making your peers and community more aware of mental illness and decreasing the stigma that is typically associated with it. This is your chance to stand up and help youth in your school and community who struggle with mental illness on a daily basis.

How do I get started?

Wait... before you begin the application process, you will need to carefully read through this application to get an understanding of the criteria and guidelines for the program. Included inside this application is detailed information about Dare to Dream America, the Dare to Dream America Application Form, and the Dare to Dream America Account Summary.

You will also need to find a Mentor, a person who is over the age of 18 and who works in the field of child and youth mental health, who will be your support through this program.

Good luck getting started! If you have any questions about this application or Dare to Dream America in general, please contact us at youthmove@ffcmh.org or call 240-403-1901.



Criteria

Dare to Dream America applicants must meet the following criteria and conditions in order to apply for project funding:

- Projects **MUST** be youth-led and youth-driven. This means that ideas for projects must come from youth, the applicant section of the application form must be completed by youth, and funded projects must be developed and run by youth.
- Projects **MUST** be relevant to child and youth mental health in America.
- Projects **MUST** be innovative – ask yourself: is this a new idea? Has this been done in my community before?
- Projects **MUST** demonstrate impact – ask yourself: will my project reach several people in my school, youth organization or community?
- Applicants **MUST** demonstrate an effort to manage the money wisely by looking for financial or in-kind donations for some budget items.
- Applicants **MUST** agree to have project reports and pictures etc. shared on the Youth MOVE National website for others to read and learn from.

Guidelines for Application Form

Read these guidelines carefully before filling out the Dare to Dream America Application Form:

- Step 1** Ask yourself, "Does my project meet the criteria to be eligible for this opportunity?" (Refer to above criteria)
- Step 2** Identify a Mentor, a person with experience in child and youth mental health who will support you or your group with your project.
- Step 3** Complete your application form.
These forms can be printed and filled in by hand, or filled in on your computer and then printed and mailed.



The Applicant's Section

This is to be completed by all youth (ages 13 to 25) who are applying. Remember to print or type CLEARLY.

Note: This section MUST be written by you – not by your Mentor. If an adult has completed this section the Dare to Dream America review team will not consider the application.

Dare to Dream America Cover Sheet

This first page asks for important information about you, the applicant and your Mentor. This personal information is needed to process your application, so PLEASE ensure that this information is correct.

Your Project Idea

This second page asks you to explain your project idea. Explain, in the space provided, what you are hoping to do in order to promote mental health and increase mental health awareness among your peers and/or community.

Note: Please make sure your project has a title!

About Your Project

This section asks you to describe the mental health issue or challenge that you are trying to address with your project idea. Think about WHY you have proposed this idea, how this project is linked to mental illness and how it builds mental health awareness among your peers and/or community.

Project Goals

Please describe the overall goal of your project. What impact are you hoping to achieve among your peers and/or community? How many people are you planning to reach by doing this project?



Your Project's Relevancy to Child and Youth Mental Health

Tell us more about how this project relates specifically to child and youth mental health promotion and awareness in America.

Project Action Plan

How are you planning to do your project? Describe in detail, the action plan or steps that you will take to plan your project, to set it up and to do it. Please think about this before filling out this section. Well thought out plans are always more successful than those simply thrown together!

Your Project Budget

This is a **VERY** important section of the application form. You may want to seek help from your Mentor before completing this section. Tell us, in detail, how you plan to use the money (up to \$1000) to do your project. Do some research to find out how much your materials will cost.

Individuals are allowed to request an honorarium of up to **\$200 per award** (included within the \$1000) as a "thank you" for all of the hard work and commitment to the project. If you prefer, the full \$1000 can be used to fund project expenses. Please be sure to indicate whether or not you would like an honorarium in the **Project Budget** section of the Dare to Dream America application form.

Note: Honorariums are sent out only after we receive the Final Report for your project.

In the table provided, please list all of the items that you will need to plan, implement and evaluate your project (if you would like to include an honorarium for your time and commitment to the project, please enter the amount in the budget table – up to \$200). There is also a space for donations that you may receive (try to think of how others can assist you with these items so that you will have more money to spend on project related expenses).

In the Budget Explanation section please describe **WHY** the budget items you have listed are required.



Note: Please make your budget as realistic as possible. If your budget for certain items seem to be too high, it may affect your application's success! When planning your budget, try to list everything you need to make your project happen. Your goal when budgeting should be to figure out exactly what you need to bring your project to life, while staying within the budget limit (as opposed to trying to "fill" your budget in order to spend the maximum amount of the award).

It's also a good idea to think carefully and prioritize what you need in case costs run higher than you expect or you only receive partial funding. Ask yourself: which things are essential to my project? What can I do without? Where and how can I raise additional funds if I need more money?

Project Evaluation

How do you plan to identify if your project was a success? We will need to know how, at the end of this project, you will know if you have promoted mental health and increased mental health awareness among your peers and/or community.

A few examples of program evaluation include:

A Survey: with help from your Mentor, create a survey to determine how much the audience knew about your mental health topic before and then after your project or activity. Before your project begins, ask participants to complete the survey. Then have them complete the survey once again after they have participated. By comparing the before and after surveys you will be able to determine what impact your Dare to Dream America project has had on your audience.

A Feedback Form: create a feedback form by writing down key questions that you would like to be answered after the presentation/activity (i.e., what was the most informative part of this play? What is one thing that you learned from the presentation/activity that you did not know before?).

The Mentor's Section

Ask your Mentor to fill out the Mentor's section of the form. He or she may choose to do this on the computer or by hand – both are acceptable.

Step 4

Mail Your Package

Once the Applicant's section and the Mentor's section have been fully completed in the application form, including signatures, you are now ready to mail the application package to Youth M.O.V.E. National.



Dare to Dream America applications must be submitted to the National Federation of Families for Children's Mental Health office before **5pm EST on April 15, 2011.**

Address your application to:

Dare to Dream America Program
ATTN: Cindy Bustillo

Youth M.O.V.E. National
National Federation of Families for Children's Mental Health
9605 Medical Center Drive, Suite 280
Rockville, MD 20850

We will notify you when your application has been received. If your application is successful, you will be notified in November. Funds will be dispersed by July 30, 2011.

Congratulations, you have successfully completed the Dare to Dream America Program Application!

A word about your Quarterly Reports...

Once you have been awarded your grant to complete your project, you must complete the three Quarterly Reports and the accompanying Accounting Summary forms and submit them to us. The Account Summary is to be filled in by your Mentor and signed by your executive officer.

It is a good idea to download and print these forms for you and your Mentor, as soon as the funds have been awarded at the beginning of the award term. We will provide you with access to these forms.

The Quarterly Reports Due Dates are as follows;

November 30, 2011

February 28, 2012

May 31, 2012



A word about your Final Report...

Once you have completed your project, you must complete a Final Report and submit it to us one month after the end of your award term (**August 31, 2012**). This also serves as your final quarterly report.

The Final Report asks six questions to guide you through this process. These questions assess how the project went (i.e. how you achieved your goals, how it was successful, etc.). This is a very important part of your project. If this is not completed, the executive officer will be asked to return the award to the Centre. In addition to the Final Report, a final Accounting Summary must also be submitted. This document is to be filled in by your Mentor.

It is a good idea to download and print these forms for you and your Mentor, as soon as the funds have been awarded at the beginning of the award term. We will provide you with access to these forms.

When sending in your final report you need to send in objects and/or visuals related to your project. While doing your project, make sure to collect pictures, t-shirts, posters, etc. so that your project can be showcased on the Youth MOVE National website!

If you have requested an honorarium, these are sent out once your project's Final Report is received.

Mentorship

Successful Dare to Dream projects rely on the involvement of caring professionals to guide and support youth applicants.

We know that a good idea is just a start – adult allies are needed to assist young people in bringing to life their ideas for promoting mental health awareness.

Who can Mentor?

A Mentor should be someone who is experienced, either directly or indirectly, in child and youth mental health. Examples of professionals who might become Mentors include:

Psychologists	Psychiatrists	Child and Youth Workers
Developmental Service Workers	Social Workers	Youth counselors
Guidance counselors	Teachers	Occupational Therapists



Family Members

Child Advocates Parents

As a Mentor, you are expected to:

1. Read the Dare to Dream America guidelines to ensure that the project idea is consistent with our criteria and conditions.
2. Assist the youth applicant(s) with the application form. When completed by the applicant(s), review the form and verify that all sections meet requirements and have been fully completed.
3. Complete the Mentor's section of the application form and provide your signature after reading the conditions.
4. Provide information requested on the sponsoring organization and arrange for signage from the administrator (executive officer).
5. Support the successful applicant(s) throughout the life of the project, as described in the application.
6. Administer project funds as described within the application. Project funds are to be used for project costs only.
7. Assist the successful applicant with the writing of the Final Report. (This will be described in more detail within the Memorandum of Agreement.)
8. Have the executive officer (administrator of your agency) sign off on the Accounting Summary that is to be submitted with the Quarterly and Final Reports.

As a Mentor, you are not expected to:

- Come up with the idea for the project,
- Complete the application form,
- Do the project for the applicant(s).

Mentors act in a strictly advisory capacity. In fact, project ideas and applications that appear to have come from and/or appear to have been prepared by adults, will not be accepted by the Dare to Dream America Review Team



Projects must be created and run by youth. Guidance and support from Mentors and other adults is needed and welcomed, but youth are expected to lead the way throughout the life of the project: from coming up with an idea, to writing the application in their own words, to coordinating and implementing their projects, to writing the final report when the project is done.

Memorandum of Agreement

If your project meets all the criteria and is accepted without any conditions, you will receive a memorandum of agreement that is to be signed by the executive officer of the organization that will be responsible for managing your funding (probably the organization that your Mentor works for). Once we receive this back from you, the money will be sent to the executive officer and you can then begin your project.

Some projects are accepted with conditions. This means there are some details that need to be addressed before your project can be funded. In this case, you will be sent a letter outlining the changes that need to be made. Once you confirm this has been done, the memorandum of agreement will be mailed to the executive officer for review and signing.



Applicant's Section

What is the name of your project?

Your Project Idea
Please describe your project idea.
Tell us where your project idea came from. Whose idea was this? How did you develop it?



About Your Project

Please describe the mental health issue or challenge that you are trying to address with this project idea (i.e., decreasing stigma, sharing information, etc.)?

How will your project address this mental health issue or challenge?

Please identify the time required to do your project: Start Date: , **201** End Date: , **201**



Your Project Goals

What are the overall goals of your project? What impact are you hoping to have on your peers and/or your community?

Your Project's Relevancy to Child and Youth Mental Health

How will your project benefit children and youth with mental health problems?



Your Project Action Plan: In the table below, please describe the actions or steps involved in each of the stages of the project (planning, set-up, action and follow-up). Also, list the time it will take to complete each action or step in the timeline section below. **Please be as detailed as possible, this is one of the most important sections in the application process.**

Project Stages	Project Actions or Steps	Timelines
<p style="text-align: center;">Planning Stage</p>		
<p style="text-align: center;">Set-Up Stage</p>		
<p style="text-align: center;">Action Stage & Follow-up</p>		



Budget Explanation

Please describe the reasons why the above items are needed to complete your project.

Project Evaluation

How will you be able to tell that your project has been a success (think about this carefully, you will need to demonstrate to us that your project has been successful or unsuccessful in raising mental health awareness. Examples of evaluation are included in the overview section)?



Mentor's Section

The mentor's role in Dare to Dream is strictly one of mentorship and supervision. The project idea, application form and action plan **MUST** be prepared and written by a youth or group of youth. **The Centre will not review proposals that have been prepared and submitted by adults.**

Project Description & Relevancy

Briefly describe the youth project that you are currently supporting.

Explain how this project meets the overarching criteria and conditions of the Centre of Excellence and how it is relevant to child and youth mental health in your community.



Your Role as Mentor

Describe your involvement in child and youth mental health, your role in supporting the applicant with his or her project and your role in evaluating this project throughout the project life cycle.



Conditions for Funding

Please read the following information and sign below:

- The information provided within this application is accurate and complete. My mentor and his or her sponsoring organization endorse this funding request and will be responsible for the operating budget of the project.
- The Executive Officer **MUST BE** the official signatory for the Sponsoring Organization (the Mentor's employer). The Executive Officer is usually the Executive Director, CEO, School Principal or other Senior Administrator.
- The successful applicant will complete the Final Report and send it to the Youth MOVE National by the deadline as clearly stated in the Memorandum of Agreement. **Note:** *The Memorandum of Agreement will be sent to the Executive Officer only if you are a successful recipient of the Dare to Dream America Program.*
- The Sponsoring Organization is responsible for returning any unused funds to Youth MOVE National one month after the end of the award term.

Required Signatures

Applicant's Signature	Date
Mentor's Signature	Date
Executive Officer's Signature	Date

Application Checklist

Please check off the following items to ensure that you have completed the full application and followed all of the criteria and guidelines successfully:

- The completed application has been reviewed and signed by your mentor
- Completed Application Form includes:
 - Cover Sheet
 - Applicant's Section
 - Mentor's Section
 - Conditions for Funding and Signatures



Please email, fax, mail or hand deliver your application package to:

Dare to Dream Program
ATTN: Cindy Bustillo
Youth M.O.V.E. National
National Federation of Families for Children's Mental Health
9605 Medical Center Drive, Suite 280
Rockville, MD 20850

For more information contact:

Youth M.O.V.E. National at youthmove@ffcmh.org, by phone at 240-403-1901, or by fax at 240-403-1909.

The Application Deadline is:
April 15, 2010 @ 5pm EST