

1. Who is applying?

Welcome! This is the application form for CPO s SHINE: Youth Arts Microgrants.

The process is a bit, ummm, lengthy.

We **highly recommend** you [download the PDF version of the questions which includes a SAMPLE APPLICATION](#) first to prep your answers and gather all the things you need.

Trying to go back and edit using this online application is not super fun.

If you ve already done that, go for it!

* Who is applying?

- Youth (18 years or older)
- A community organization on behalf of a group of youth

2. Youth Lead Applicant Information

Please note that to participate in this project, applicants will need to carry liability insurance. This means that the lead youth will need to acquire liability insurance on their behalf.

Liability insurance is a form of legal protection in the event that there are any lost, stolen or damaged property/money. It is meant to protect both the applicant and funder in the event that any of these things should occur. Liability insurance is provided by an insurance company.

For more information about liability insurance, [click here!](#)

* First name of the lead applicant

* Last name of lead applicant

* Personal Pronouns

- she/her
- he/him
- they/them
- Other (specify)

In what year were you born? (enter 4-digit birth year; for example, 1996)

* Please provide your contact information

Address

Address 2

City/Town

ZIP/Postal Code

Email Address

Phone Number

* To ensure that you meet the eligibility criteria, all prompts must be selected and true:

- I am between the ages of 18 and 25.
- I am a resident of Ottawa.
- I will provide all necessary project report information and will submit my project within the posted deadlines.
- I have consulted with an adult in my life who will represent a community reference for this application.

* Community reference submission required

Please submit a short document from your community reference with a) brief information about your relationship to the reference, b) why they think your project should be selected for funding, and c) why you or your organization should lead this project.

Choose File

Choose File

No file chosen

3. Agency Lead Applicant Information

The community organization that receives the microgrant must be incorporated and carry liability insurance.

* Name of Community Organization

* First name of community organization member

* Last name of community organization member

* Personal Pronouns

- she/her
- he/him
- they/them
- Other (specify)

* Please provide your contact information

Address

Address 2

City/Town

ZIP/Postal Code

Email Address

Phone Number

*** To ensure that you meet the eligibility criteria, all prompts must be selected and true:**

- I am an Ottawa community organization that works with youth aged 12 to 25.
- I am representing a youth led community arts project in Ottawa.
- I will allow the youth group to lead and complete the project.
- I will ensure that the group will provide all necessary project report information and will submit their project within the posted deadlines.

*** Community reference submission required**

Please submit a short document from your community reference with a) brief information about your relationship to the reference, b) why they think your project should be selected for funding, and c) why you or your organization should lead this project.

Choose File

Choose File

No file chosen

4. Who is involved in the project?

* Group name/project name

* Names, ages, and email addresses of group members

If this is an individual project, list as 'N/A' or 'not applicable'.

We are promoting applications that involve the participation of marginalized youth. Does anyone in your group (or the group you are representing) self-identify with one or more of the following?

- Youth living in poverty
- Indigenous youth
- Youth from racial minority groups
- Homeless youth
- 2SLGBTQIA youth

5. How would you like to tell us more about your project?

You can answer these 5 questions about your project creatively or by linking to audio/video or uploading a file.

- 1. What format will you use for your arts project?**
- 2. How will you organize and collaborate with your group to complete the project?**
- 3. What materials will you need?**
- 4. How will you finalize and submit your project?**
- 5. How does the project involve positive identity formation, safety, community building or anti-racism?**

If you'd like to write it out, click "Type it out" to continue!

Choose how you'd like to tell us about your project

- Upload a file (maximum 16 MB)
- Submit a hyperlink to another site where you describe your project (e.g. an IG story, YouTube link, SoundCloud, etc)
- Type it out!

6. Upload project description

Upload your project description (max 16 MB)

Choose File

Choose File

No file chosen

7. Hyperlink to your project description

* The URL to your project description

8. Tell us about your project

* What format will you use for your arts project?

Explain in as much detail as possible.

* How will you organize and collaborate with your group to complete the project?

Explain in as much detail as possible.

* What materials will you need?

Explain in as much detail as possible.

* How does the project involve positive identity formation, safety, community building or anti-racism?

Explain in as much detail as possible.

* How will you finalize and submit your project?

Explain in as much detail as possible.

9. Project budget information and timeline

* Please upload your completed budget here. [Please use this template.](#)

Note: The budget template is a excel spreadsheet, but **you will need to save this as a PDF in order to upload it.**

Choose File

Choose File

No file chosen

* We would like to know how you plan on completing your project and allocating your time up until the May 31st, 2023 deadline.

While we would like you to include as many details as possible, an example of this could be...

December 2022: Conduct research

January 2023: Gather team and purchase resources

February 2023: Producing the project itself

March 2023: Edit and review

May 2023: Submit the project

December 2022

January 2023

February 2023

March 2023

May 2023

10. Finalize your application

Take a moment to ensure that the information you have provided in this application is true and complete.

By providing your signature, you are agreeing to all provisions set out in the Shine: Youth Arts Microgrants Program Guidelines pertaining to project goals, restricted activity, assessment process, recognition of funding, social media promotion, and deadlines for submission.

All personal information collected will be used within Crime Prevention Ottawa solely for the purposes of validating project proposals, communicating with participants during check-ins, and overseeing submissions.

* I consent that material produced by successful applicants may be used in social media promotions on behalf of CPO

Yes

* Digital signature of applicant (*please type your full name in lieu of a handwritten signature*)

* Today's date

Please select from the menu below.

Date

#13

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, November 30, 2020 3:35:07 PM
Last Modified: Monday, November 30, 2020 9:46:43 PM
Time Spent: 06:11:36
IP Address: [REDACTED]

Page 1: Who is applying?

Q1 A community organization on behalf of a group of youth
Who is applying?

Page 2: Youth Lead Applicant Information

Q2 Respondent skipped this question
First name of the lead applicant

Q3 Respondent skipped this question
Last name of lead applicant

Q4 Respondent skipped this question
Personal Pronouns

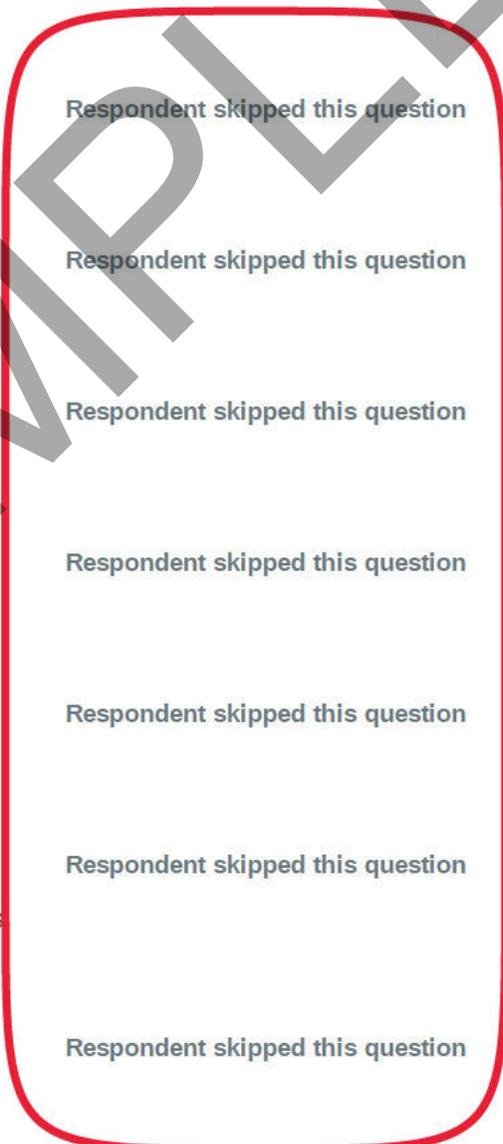
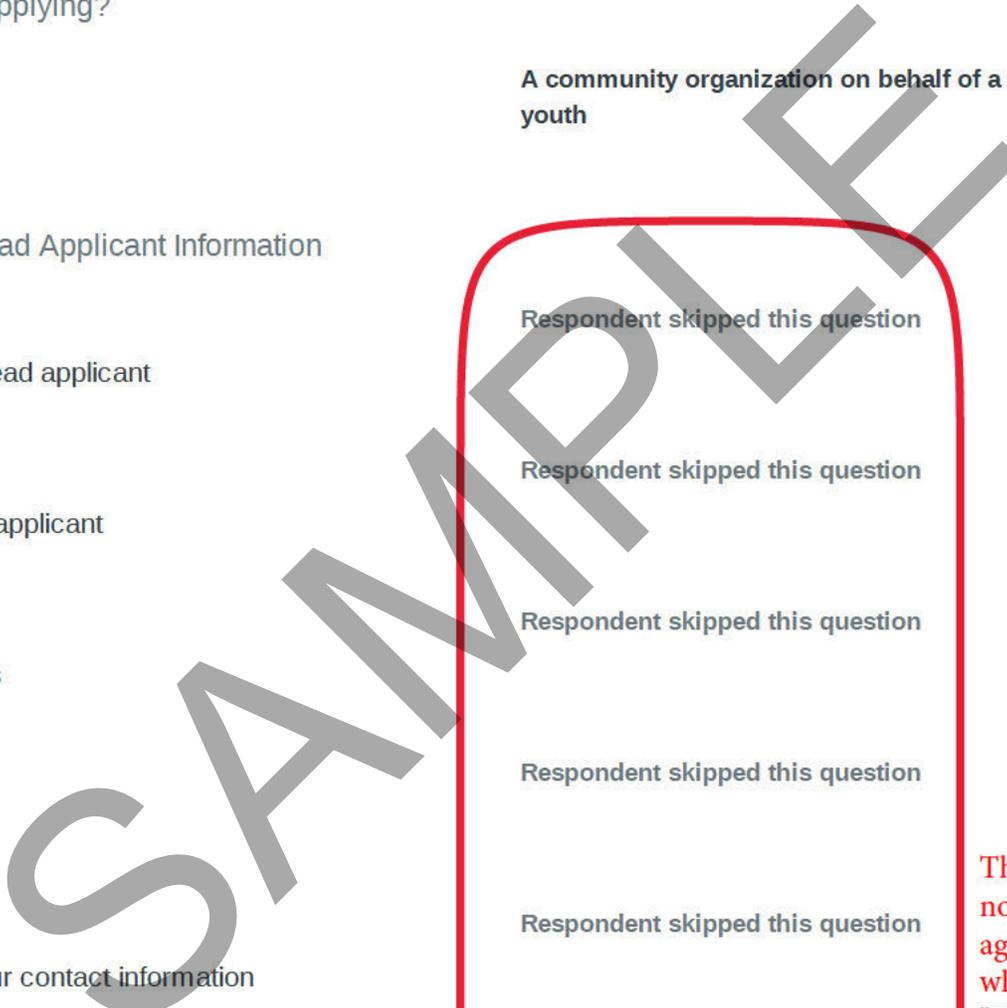
Q5 Respondent skipped this question
Date of birth

Q6 Respondent skipped this question
Please provide your contact information

Q7 Respondent skipped this question
To ensure that you meet the eligibility criteria, all prompts must be selected and true:

Q8 Respondent skipped this question
Community reference submission required

Page 3: Community Organization Lead Applicant Information



These questions are not applicable to agency applicants which is why it says "Respondent skipped this question"

Q9

Name of Community Organization

[REDACTED]

Q10

First name of community organization member

[REDACTED]

Q11

Last name of community organization member

[REDACTED]

Q12

Personal Pronouns

she/her

Q13

Please provide your contact information

Address

[REDACTED]

City/Town

Ottawa

ZIP/Postal Code

[REDACTED]

Email Address

[REDACTED]

Phone Number

613 [REDACTED]

Q14

To ensure that you meet the eligibility criteria, all prompts must be selected and true:

I am an Ottawa community organization that works with youth aged 12 to 25.

,

I am representing a youth-led community arts project in Ottawa.

,

I will allow the youth group to lead and complete the project.

,

I will ensure that the group will provide all necessary project report information and will submit their project within the posted deadlines.

Q15

Community reference submission required

[Youth Ottawa Community Reference.pdf \(75.9KB\)](#)

Page 4: Who is involved in the project?

Q16

Group name/project name

Group Name: [REDACTED] / Project Name: [REDACTED] Videos Series (we'll hopefully come up with a catchier name, but for now it's related to the idea of youth trying out different coping strategies (e.g., art, social connection, mindfulness, etc..) and coming together to discuss and review them, so each video in the series would have its own unique name, such as: "[REDACTED] Coping with Art!" or "[REDACTED] Helping a Friend"

Q17

Names, ages, and email addresses of group members If this is an individual project, list as 'N/A' or 'not applicable'.

As our group is partially a drop-in group, there will be more [REDACTED] members involved in the development and execution of this art project, however, below is the information for the core group of youth leaders:

- S [REDACTED] E [REDACTED], 18, [REDACTED]@gmail.com
- T [REDACTED] F [REDACTED], 18, [REDACTED]@gmail.com
- S [REDACTED] A [REDACTED], 19, [REDACTED]@gmail.com
- C [REDACTED] C [REDACTED], 19, [REDACTED]@ocdsb.ca
- S [REDACTED] F [REDACTED], 16, [REDACTED]@elmwood.ca
- L [REDACTED] S [REDACTED], 15, [REDACTED]@gmail.com
- L [REDACTED] B [REDACTED], 18, [REDACTED]@ocdsb.ca

Q18

We are promoting applications that involve the participation of marginalized youth. Does anyone in your group (or the group you are representing) self-identify with one or more of the following?

- Youth from racial minority groups,
- 2SLGBTQIA youth

Page 5: How would you like to tell us more about your project?

Q19

Type it out!

Choose how you'd like to tell us about your project

Page 6: Upload project description

Q20

Respondent skipped this question

Upload your project description (max 16 MB)

They chose to type it out (Q22)

Page 7: Hyperlink to your project description

Q21	Respondent skipped this question
The URL to your project description	They chose to type it out (Q22)

Page 8: Tell us about your project

SAMPLE

Q23

How will you organize and collaborate with your group to complete the project? Explain in as much detail as possible.

Our [REDACTED] group meets regularly (every week for 2 hours) to discuss mental health, our projects, etc., Even during the pandemic, we continue to meet (virtually through zoom) to plan and carry out art projects (e.g., we just completed hosting a virtual paint night for the community) and all of our youth leaders are excited to take additional time to plan and carry out this video series art project. It is a plan of their own and they are true leaders of it.

While we are already pretty good at naturally collaborating with one another (e.g., we use Google Docs, notetakers, etc.), we will also plan out specific roles for each member to ensure we are each contributing in meaningful ways. For example, some of our youth leaders are more interested in script writing or video editing than being on camera, so we will continue to brainstorm and plan as a team and then break off into smaller sub-groups in order to develop and produce each video.

With this funding, we will be able to ensure our [REDACTED] is supported to lead and carry out this project.

Q24

What materials will you need? Explain in as much detail as possible.

While we have recently purchased some video making software (e.g., VideoScribe), we will still need materials like: - video editing software,

- access to royalty free music,
- good quality video camera and recording equipment (e.g., microphones, tripod, white scroller screen, etc.),
- supplies related to video content (e.g., art supplies, activity materials, props)

Q25

How does the project involve positive identity formation, safety, community building or anti-racism? Explain in as much detail as possible.

While our project is most directly related to the goal of community building, we also recognize that connecting youth together in new ways, making their voices heard and focusing on mental health specifically inevitably relates to positive identity formation, safety and anti-racism as well. We have explained how we feel our project pinpoints each goal below:

1. Community building: As our main goal for this project is to connect young people together through lifting up and amplifying their voices, we would say that this is our main theme. That is, instead of just telling young people what they “should” be doing to care for their mental health, we are planning to bring youth together to actually experience these coping strategies and activities and show them the benefit and get them motivated and inspired to do the same in their own lives. Further, we will use this platform to directly challenge other young people to try out the coping strategies that we’re trying along with their friends, families and communities and, with the support of this funding, we hope to also provide incentives like prize draws for those that decide to accept our “coping challenges” and encourage them to document their experience and the ways they are bringing their communities together and share them with us to showcase as well! Especially during COVID, when we are all feeling so isolated from one another, the plan to give youth a concrete way to express themselves, cope, and connect is an essential part of our project.
2. Safety: While safety can often refer only to physical safety, we want to recognize that safety also relates to one’s mental safety and ability to feel safe in one’s own home, body, mind, family, and community. While we cannot address all of these factors at once, our focus on building supportive communities with young people that care for one another and know how to access support when a friend is in crisis (e.g., self-harm, having suicidal ideation, etc.) will aid this goal of safety. Specifically, our video series will show other young people that it is not weak to reach out for help and, similarly, not be afraid because it can be so difficult to reach out when you need help, we need to learn to be there for one another more proactively as well as show how to do this in sensitive ways).
3. Positive identity formation: As most of the activities we will be focusing on in our [REDACTED] video series relate to a way to either explore oneself (e.g., journaling, mindfulness, etc.) or how to maintain positive mental health (e.g., making art, music, etc.), this project will, first, support the young people involved in the journey of positive identity formation. Second, it will also help others by showcasing positive, pro-social ways for young people to connect and discover who they are, what they are passionate about, etc., even during this difficult time where we all feel extra alone and lost. We also want to show how youth from different backgrounds and experiences can find themselves and a deep sense of purpose through advocacy work and how they can turn their challenges/struggles into inspiration (like many of the youth leading this project have done) for other youth who may be struggling.
4. Anti-racism: While we recognize that simply having representation (e.g., youth of colour involved in leading this project) is not inherently anti-racist, we want to also recognize the positive impact that it can have on younger racially marginalized youth to see fellow young people of colour in leadership positions and speaking to them and their communities through such media art projects. Thus, while we will not be focusing specifically on this anti-racism goal, we will keep it in our minds and always take an anti-racist lens when developing these videos. Also, when we connect with other [REDACTED] (like our friends at the Ethnocultural [REDACTED] from YSB), we hope to showcase the anti-racism work being done by fellow young people and the importance of recognizing this work among young people in order to inspire more youth to stand up, get involved and make a difference in their communities.

Q26

How will you finalize and submit your project? Explain in as much detail as possible.

As we want these videos to reach as many young people as possible, we plan to post our video series in several places:

- the [REDACTED] website
- Youtube
- Instagram/Facebook/Twitter (likely clips of them to get people interested)
- Provide them to schools and community organizations we work with to share with their students and participants
- Infographics (i.e., we'll be making some infographics to go along with the videos - kind of like posters, but also an artsy way to showcase what each video is about to give an alternative way to access the important information)

We can also compile a folio of our videos to share with you and a report on the impact they have made.

Page 9: Project budget information and timeline

Q27

Please upload your completed budget here. Please use this template. Note: The budget template is a excel spreadsheet, but you will need to save this as a PDF in order to upload it.

Shine-Youth-Led-Microgrants-Budget-[REDACTED].pdf (80.7KB)

SAMPLE

Q28

We would like to know how you plan on completing your project and allocating your time up until the April 30th, 2021 deadline. While we would like you to include as many details as possible, an example of this could be...
 December 2020: Conduct research
 January 2021: Gather team and purchase resources
 February 2021: Producing the project itself
 March 2021: Edit and review
 April 2021: Submit the project

December 2020

Plan logistics for 1st 2 videos: 1 with local high school students filming documentary-style video connecting painting to mental health (includes: [redacted] meeting with [redacted] partner who's supporting the class for consultation, [redacted] staff facilitating discussion/brainstorm with class to help them prepare storyboard/script for us in the new year) + "[redacted] [redacted] video (includes: gathering team over 2 meetings to discuss roles - i.e. who is "starring", who is writing, who is editing, etc., deciding what kind of art each artist would like to try, connecting with an instructor, if necessary for support)

January 2021

Gather team to solidify plan, form sub-groups to work on each video, set a timeline as to when we want each video to be complete (e.g., if we receive funding we foresee having one video per month produced as a good possibility); review lessons learned from our last video and discuss essentials of our next set of videos (e.g., highlighting creativity, art, connection, challenging youth, etc.); purchase resources; 1st "[redacted] [redacted] video supported by this grant (technically episode #2 - likely theme: "[redacted] Coping with Art!") produced by end of January; support local high school students to complete their video (i.e., [redacted] can help revise script, offer advice, help with editing, etc.,)

February 2021

Promote previous videos; continue working on next video: "[redacted] episode 3 (likely theme: [redacted] another coping strategy - e.g., music, meditation/yoga, journaling) to be produced by end of February

March 2021

Promote previous videos; continue working on next video: "[redacted] episode 4 (likely theme: "[redacted] Helping a Friend" - fun video on ways to help a friend, break stigma, reach out for help, etc.,) to be produced by end of March

April 2021

Promote previous videos; continue working on next video: "[redacted] episode 5 (likely theme: highlighting other [redacted] across Ottawa and their "[redacted] by end of April; put highlight reel and report together to submit to CPO by end of April

Q29

Digital signature of applicant (please type your full name in lieu of a handwritten signature)

██████████

Q30

Today's date

Please select from the menu **30/11/2020** below.

SAMPLE

INSTRUCTIONS:

Please use this template to share how you will use the grant funds. Feel free to add any other costs in column A based on the needs of your project. If you have questions, or need support for filling this out, please contact us. You can reach us at cpo@ottawa.ca.

Things to remember:

- The project must be youth-led.
- If you are using funds from other sources, please add a note in the section about the items you will be using the grant for.

Amount of grant money being requested \$500-1000 for youth, \$1000-\$5000 for community organizations representing youth.

Shine: Youth Arts Microgrants Budget

Name of project: [REDACTED] Video Series

*Please see in-depth notes on budget lines in pages below

EXPENSES	Total Project Expenses	Amount Requested from CPO	1. Please provide relevant details about your costs. 2. Please specify which items will be paid for by the grant, and which will be covered by other sources of funds.
Supplies & Materials: Please share the supplies and materials you will be purchasing (e.g. paper, craft supplies, etc...)	\$ 873.40	\$ 573.40	We can find an additional \$300 for other necessary supplies
Equipment: Please list the equipment you plan to purchase here (e.g. camera, software, easel, etc...)	\$ 1,852.88	\$ 1,487.63	We found funds to cover \$365.25 for 3 software programs
Artist fees: Please indicate how much each participant will receive. Please explain why one participant may get more than another.	\$ 1,000.00	\$ 1,000.00	We would like to provide honouraria for youth leaders
[REDACTED] taff support: Coordination, facilitation, technical support and youth engagement time	\$ 3,240.00	\$ 1,512.00	We found some additional funding to support \$1728 (4hpw)
(you can add additional line items here for other items that may not fit into the categories above)	\$ -	\$ -	
(you can add additional line items here for other items that may not fit into the categories above)	\$ -	\$ -	
TOTAL PROJECT BUDGET	\$ 6,966.28	\$ 4,573.03	

*Note: As explained in the notes section above, the budget items we've included are "wishlist" items and we recognize we may not get everything we ask for and hope that you will consider our project and even partially fund us. Anything is appreciated :)

NOTES ON BUDGET LINES:

Supplies & Materials: Bullet journals ($\$7.65 \times 4 = \30.60); pack of good journalling pens ($\$10.03 \times 4 = \40.12); 10 pack of acrylic paint ($\$2.26 \times 4 = \9.04); paint brushes ($\$4.52 \times 4 = \18.08); paint pallets ($\$2.83 \times 4 = \11.30); sketchbooks ($\$2.26 \times 4 = \9.04); canvases ($\$2.83 \times 4 = \11.30); yoga mats ($\$3.72 \times 4 = \14.87); ukelele ($\$33.89$); small keyboard piano ($\$39.54$); drumsticks for free drummings ($\$10.16 \times 2 = \20.32); 3-pack of knitting needles ($\$1.12$); yarn ($\$4.52 \times 4 = \18.08); Other supplies - e.g., patterns, mandalas/colouring books, pencil crayons, self-help/care books on things like mindfulness exercises, ingredients for cooking, fidgets for anxiety, etc., ($\$300$); For many of our videos we will require other art materials, props or supplies of some kind or another, so if anything more comes up in our planning for what we might need, we will find funds somewhere to pay for them (up to another $\$300$)

Equipment: Camera - Canon Rebel T5 ($\$450.87$); Light studio kit, umbrella and stand ($\$51.92$); Logitech webcam with tripod included for HD video recording with multiple people ($\$111.87 \times 2 = \223.74); Microphones for smart phone ($\$96.04 \times 2 = \192.07); tripod for main camera ($\$39.05$); 6 small tripods for youth to film securely with smartphones ($\$18.63 \times 5 = \93.15); Video studio backdrop kit ($\$98.86$); Davinci Resolve or Final Cut Pro software for video editing ($\$337.87$); As we are a small nonprofit, we do not have access to most of this kind of equipment, so anything that can be purchased through this grant would be amazing to help us make these videos good quality and give our youth leaders experience with real equipment. However, we did receive a small amount of money to purchase the following: VideoScribe animation software ($\$166.75$); Canva pro for stock images and graphic design ($\$155.56$); Royalty free music/sound effects with Incompetech ($\$42.94$).

Artist Fees: As we currently have 7 youth leaders, plus 3 others involved in this project through our Youth Ottawa partnership at a local high school, we would like to offer all youth involved a $\$100$ honourarium for the hard work they put into this exciting project. If these funds cannot be guaranteed, but we get approved for partial funding, we will find other ways to provide this to the youth leaders as we feel this is extremely important to recognize their contributions and show how much we value their work.

██████████ **Staff Support:** As this represents a significant project we would undertake, we would want to dedicate at least 1 staff for 7.5 hours per week (at a rate of \$27 from Jan. - Apr. 2021) to ensure that the group is supported, that genuine youth engagement processes can occur, and to support youth involved in learning helpful skills (e.g., script writing, video editing, filming, etc.) through the process. Thus, this budget item includes the following: 2 hpw for ██████████ planning meetings, 1 hpw helping with technical/promotional tasks (e.g., integrating videos, infographics, etc., into our website, developing social media challenges to go along with the videos, etc.); 1 hpw liaising with our community partners supporting this project (e.g., Youth Ottawa and YSB), and the additional 3.5 hpw for additional ongoing tasks (e.g., coordinating and helping facilitate project meetings, procuring and helping youth get access to necessary materials, helping the youth leaders to research, storyboard, write scripts, film, edit, etc.). We would hope that this grant could cover the 3.5 hours allotted and we would use other funding sources for the additional 4 hours.

SAMPLE

Dear Crime Prevention Ottawa Selection Committee:

I am writing today to provide a community reference for [REDACTED] application for the SHINE Youth Arts Microgrant.

[REDACTED] is a local nonprofit that empowers young people to become engaged in their communities. We believe that all youth have the creativity and potential to spark extraordinary change in their communities and we partner with various other community organizations to make this vision a reality.

We have worked with [REDACTED] on several youth engagement projects over the years and are currently embarking on another project with them related to this grant application. Specifically, with a view to giving students who are struggling to stay engaged with school an artistic outlet, we are partnering with them and a local high school class of students in a remedial program stream to plan and carry out a creative media arts project related to visual art, mental health and coping.

[REDACTED] should be selected for this project funding as they tap into the mental health piece that is an essential, but often missed, factor in helping young people dealing with various barriers (e.g., street-involvement, substance use and addiction, parental mental health issues, etc.) to become positively engaged in their communities.

[REDACTED] should lead this project as they, like Youth Ottawa, are champions of the youth voice and always advocate for genuine youth engagement throughout their projects. Further, the [REDACTED] Youth [REDACTED] Committee is made up of youth ages 13-20 who will carry out this art project. The staff at [REDACTED] will continuously support these youth to take the lead and develop a video series that will benefit other youth, their communities, as well as those developing the videos themselves.

We look forward to supporting many more young people to access support and become empowered through this project!

Sincerely,

[REDACTED]
Deputy Executive Director [REDACTED]
T: (613) [REDACTED] E: [REDACTED]@ [REDACTED].ca