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## Submitting Funding Proposals to the Diamond Valley Youth Foundation

### Purpose:

To establish a clear, transparent process for individuals and organizations to submit proposals for funding to support initiatives aimed at benefiting youth, under the Diamond Valley Youth Foundation.

### 1. Scope

This procedure applies to all individuals, community groups, educational institutions, and organizations submitting funding proposals to the Diamond Valley Youth Foundation for youth-related initiatives.

### 2. Responsibilities

- **Proposers:** Responsible for submitting complete and accurate proposals.
- **Board:** Reviews all proposals, ensures compliance with guidelines, and makes funding recommendations. Provides final approval and allocates funds to successful proposers.

### 3. Eligibility Criteria

To be eligible for funding, initiatives must meet the following criteria:

- Focus on youth development (ages 6-21).
- Operate within the Diamond Valley region or have a direct impact on the local community.
- Promote positive social, educational, cultural, or environmental outcomes for youth.
- Be led by or involve partnerships with community organizations, schools, or other youth-serving entities.



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### 4. Funding Priorities

Priority will be given to initiatives that:

- Address youth mental health, skills development, or social inclusion.
- Offer innovative solutions to youth challenges (e.g., mentorship, sports, arts).
- Demonstrate measurable outcomes that benefit youth over the long term.
- Encourage youth leadership or peer-to-peer learning.

### Procedure for Submitting Funding Proposals

#### Step 1: Download the Proposal Guidelines

Visit the Diamond Valley Youth Foundation's website to access the official funding proposal guidelines [[Link to Guidelines](#)].

#### Step 2: Prepare the Proposal

Create a detailed proposal that includes the following sections:

- **Project Overview:** A brief description of the initiative, including the target audience, goals, and timeline.
- **Budget:** Provide a detailed budget outlining how the requested funds will be allocated.
- **Youth Impact:** Explain how the initiative will benefit youth in the Diamond Valley region.
- **Partnerships:** List any organizations or partners involved in the project.
- **Outcomes & Evaluation:** Describe the expected outcomes and how the project's success will be measured.



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### Step 3: Submit the Proposal

Submit the completed proposal through one of the following channels:

- **Email:** Send to [[info@diamondvalleyyouth.ca](mailto:info@diamondvalleyyouth.ca)]

**Deadline:** Ongoing.

**Decision Notification:** Proposers will be notified of the foundation's decision within 30 days of submission.

**Number of grants:** The DVYF aims to approve up to 12 proposals for funding annually, within the maximum annual budget set by the board each year. The fiscal year runs from April 1 to March 31<sup>st</sup>.

### Step 4: Approval & Disbursement of Funds

- **Approved Proposals:** Successful proposers will receive confirmation of approval, outlining terms of funding and reporting requirements.
- **Disbursement of Funds:** Funds will be disbursed within 14 days.
- **Reporting:** Fund recipients must submit progress and final reports as specified here, detailing the use of funds and project outcomes.

### Contact Information

For questions or assistance with the proposal process, please contact:

Diamond Valley Youth Foundation

Email: [info@diamondvalleyyouth.ca](mailto:info@diamondvalleyyouth.ca)

**Effective Date:** October 19<sup>th</sup>, 2024

**Review Date:** By October 31<sup>st</sup>, 2026