

State of Illinois – Illinois Department of Natural Resources

Illinois Youth Recreation Corps – 2011 Grant Instructions

- Purpose:** The Illinois Youth Recreation Corps was established for making grants to local sponsors to provide wages to youth operating and instructing in recreational and conservation programs for the benefit of other youth. Such programs shall provide recreational opportunities for children of all age levels and shall include, but not be limited to, the coordination and teaching of physical activities, arts and handicrafts, and learning activities.
- Applicants:** Potential applicants include local sponsors who can provide necessary facilities, materials and management for summer recreational and conservation activities for youth within the community and who desire a grant for hiring eligible youth as supervisors, instructors, instructional aides or maintenance personnel. Local sponsors must be units of local government or not-for-profit entities.
- Evaluation:** Applications shall be evaluated based on program content, location, need, local commitment of resources, and consistency with the purposes of the grant program.
- Eligible Youth:** Enrollment (hiring) is limited to citizens of the State of Illinois who, at the time of hiring, are 16, 17, 18 or 19 years of age, and who have skills that can be used in the summer recreation / conservation program. Youth currently employed in any manner by the local sponsor are not eligible for inclusion in the program.
- Term:** The employment period for any youth hirer is limited to no more than 60 working days during the months of June, July and August. The Illinois Department of Natural Resources dictates wage amounts, and hires shall work hours as required by the recreational program but no more than eight (8) hours in a single day unless otherwise approved by the Department of Natural Resources. Only wages for eligible youth hired pursuant to this program may be paid from funds received through this grant.
- Deadline:** Local sponsors interested in seeking a grant under the Illinois Youth Recreation Corps must complete the application and submit it electronically to the Illinois Department of Natural Resources by close of business June 30, 2011. Failure to submit a completed application by the specified deadline will result in grant rejection for that grant cycle. Submit applications by clicking on the “Submit by Email” button at the top right corner of the main application page once the application is complete. Applicants should print a copy of the application prior to submittal.

Address further questions to the Illinois Department of Natural Resources via email at dnr.grants@illinois.gov or by phone at (217) 782-7481.

State of Illinois Department of Natural Resources
Illinois Youth Recreation Corps Program – FY2011 Grant Application

GENERAL INFORMATION

Choose one of the following:

Local Sponsor: _____

Project Title: _____

City where program is located: _____ County: _____

Senate District: _____ Representative District: _____

US Congressional Districts: Senate: _____ House: _____

LOCAL SPONSOR INFORMATION

Organization: _____

Chief Officer Name: _____ Title: _____

Chief Officer Name: _____ Title: _____

Chief Officer Name: _____ Title: _____

Chief Officer Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Web URL: _____

Federal Employer Identification Number (FEIN) of Local Sponsor: _____

Primary Contact Name: _____ Title: _____

E-Mail: _____ Phone: _____ Fax: _____

Address: _____ City: _____ Zip: _____

GRANT REQUEST SPECIFICS

Illinois Youth Recreation Corps Grant Amount Requested \$ _____

Potential youth employment categories and proposed number of youth hired using Grant funds: (mark YES or NO)

Youth Supervisors: YES / NO #: _____ Youth Instructors: YES / NO #: _____

Instructional Aides: YES / NO #: _____ Maintenance Personnel: YES / NO #: _____

Does the Local Sponsor currently operate a summer youth conservation or recreation program: YES / NO

If YES, number of youth between ages of 16 to 19 currently employed: _____

If NO, has the Local Sponsor operated a similar program within the past 18 months: YES / NO

Total population served by the Local Sponsor: _____

Acres managed by the Local Sponsor for youth conservation or recreation activities: _____

Number of programs operated for youth conservation or recreation (including arts and handicrafts): _____

Does Local Sponsor have sufficient supervision and operational capacity to support youth workers hired under this Grant:

YES / NO

If YES, proposed ratio of supervisors to youth hires: _____

Full-time employees: _____ # Perm Part-time: _____ # Volunteers: _____

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Instructions: Provide complete and concise responses to the following questions (Limit to space provided below, single space, minimum 10 point font)

SCOPE OF WORK - Clearly describe how proposed funds will be used for the recreational project, and the role of eligible youth

Describe the local resources available to successfully operate the program – Describe facilities, materials and management

Describe the demographics of the community and the youth to be served by the recreational project

Describe the need for youth employment in the community.

Describe how this grant will enhance recreational activities or facilities in the community.

REQUIRED ATTACHMENTS

- Exhibit A: Detailed Budget Estimate for Grant Amount Requested (define costs for each element of proposed scope of work)
- Exhibit B: Detailed Expenditure Schedule for Grant Funds (for what, how much and when funds will be expended)
- Exhibit C: Copy of federal IRS Not-for-profit Certification Letter (if not-for-profit organization)

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Exhibit B: Detailed Expenditure Schedule for Grant Funds

Employment Category	Estimated # Youth Hired	Estimated Days Employed	Estimated Hours Worked *	Estimated Wages by Category
Total - Expenditure Schedule				

Youth Criteria	16 Years Old	17 Years Old	18 Years Old	19 Years Old
New Employee Summary - # Hired				

Certification of Hires under Illinois Youth Recreation Corps

All enrollees under the Illinois Youth Recreation Corps Program shall be new hires of the Local Sponsor. No enrollee funded through this grant shall be currently employed in any manner by the Local Sponsor. By signature on the line below, the Local Sponsor certifies that this provision of the grant shall be fully enforced. Per the Illinois Grant Funds Recovery Act (30 ILCS 705), failure to comply with this provision will result in immediate termination of any grant agreement and require immediate reimbursement of all funds provided to the Local Sponsor for this program.

 Signature of Authorized Official

 Signator Name (Printed)

 Signator Title (Printed)

 Date