

Bristol Bay Economic Development Corporation

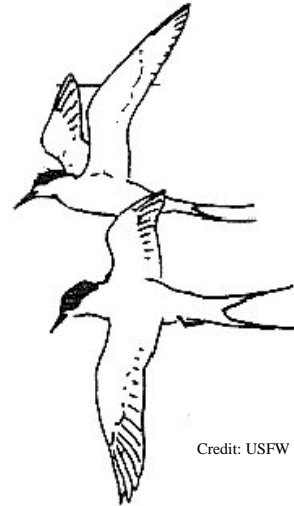
“*Arctic Tern*”

Program Description & Guidelines

Program Overview

The BBEDC Board feels strongly that introducing youth to the workplace can provide a small income as well as a head start on valuable work skills. These work skills will help them to succeed over the long term; whether it is as an employee or as a small business owner/operator. Further, providing these opportunities in their resident community encourages pride and a sense of community responsibility.

Also of value are educational activities related to employment opportunities, economic issues, career choices, leadership forums and educational opportunities. These activities enhance resident youth’s exposure to the world of work. This allows youth to gain the self-confidence, career awareness, financial literacy, and interpersonal competencies needed to succeed over the long term



Credit: USFW

The BBEDC Board is aware that resident young people in BBEDC communities have limited opportunities for employment and communities have few resources for creating opportunities. Therefore the Board established the *Arctic Tern* Program as a vehicle for providing an annual grant to each of the CDQ communities to be used for jobs and educational activities for youth.

Purpose

To grant funds to BBEDC communities to be used to support and foster jobs, employment activities or learning opportunities for resident young people up to 17 years of age.

Grant Amounts

In 2007, funds are allocated for up to \$5,500.00 per community.

Eligible Entities

The fund recipient will be either the Tribal Council or City Council. In any case, if both entities exist within a community, both must provide a resolution in support of the project application. The resolution must contain language specified in the *Arctic Tern* Application.

Recipient Responsibility

The Recipient Organization shall submit an application for the grant funds using the form provided by BBEDC. The application shall contain a plan that describes how the organization will use the grant funds and resolutions from the Tribal and/or City organization(s).

The Recipient Organization shall not discriminate in the selection of resident youth participants because of ethnic background, religious preference, sexual preference, gender or family affiliation.

The Recipient Organization is responsible for oversight of their community program, supervision of participants and reporting responsibilities to BBEDC. The Recipient Organization will execute an agreement with BBEDC. In accepting this grant, the Recipient agrees to indemnify, release, and hold BBEDC, its directors, officers, employees, contractors and agents, harmless from and against any disputes which might arise from activities and transactions performed or contemplated. This indemnity and release shall include costs and attorneys fees incurred by BBEDC in defending itself from any filed or threatened legal action related to this Grant or Agreement.

The Recipient Organization is responsible for assuring compliance with all local, state and federal employment, labor, Internal Revenue Service (IRS) and other laws.

Program Close-Out

The *Arctic Tern* Program will end on October 31. Final Reports are due from the Recipient Organization by November 5, 2007 (in time for the BBEDC budget process).

The Recipient Organization shall provide BBEDC with a close out report that describes how the funds were spent, the number of youth employed/involved in total, what activities were carried out, performance of the participants, what was contributed to the community and overall how the program was received in the community. The report should be significantly detailed to allow BBEDC to evaluate the effectiveness of the program on an annual basis.

Eligible Activities

Recipients may use the grant funds as wages to employ youth in positions within the community or to fund youth participation in educational and learning activities.

Participants may be employed to work, under supervision provided by the Recipient Organization, in any capacity within the law that benefits the community in general. Activities may include assistance to elderly or disabled residents (shoveling snow, assist in household activities, pack water and wood for steams, etc.), assisting city or tribal departments (phone/mail duties, pick up litter, shoveling snow, paint community equipment such as benches, garbage cans or other), assisting with school extra curricular and/or community related activities (organize and assemble specific events such as after school activities, community events, and etc.).

Funds may be used to fund participation in educational and learning activities. Funds may be used to pay for travel, registration or other fees associated with sending resident youth to an educational and or learning activity (career/employment events, college exploration events, leadership events such as AFN Youth Conference and etc.).

Ineligible Activities

No more than \$500.00 of the grant funds may be used for project/grant management. Grant management activities include but are not limited to: office/facility costs, indirect costs, supervision/chaperone costs and other costs not directly related to wages or travel for youth participants.

Fund Accountability

By applying for the fund, the applicant acknowledges and agrees to the BBEDC Accountability Policy as outlined below.

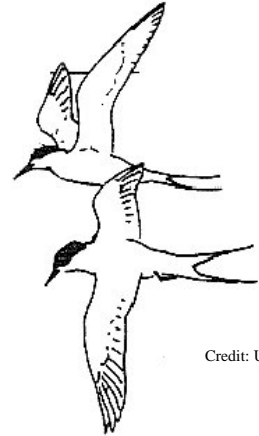
Failure to comply with the accountability requirements can result in denial of payment and the applicant may become ineligible for funding of later phases of the current fund and/or subsequent fund cycles

Specific Policy (Applies to all BBEDC Fund Projects):

- A. A Budget that is reasonably detailed must be included with the application.
- B. The Application proposal must include a reasonably detailed Project Timeline that fits the BBEDC required ending date.
- C. The entity receiving the fund must select and identify whom they wish to be the project manager.
- D. Grant funds will be issued to the Recipient Organization in one lump sum after approval of the application. Payment will be made to the Recipient Organization only.
- E. The Recipient Organization will be required to submit a close out report. The report must contain the information required with supporting receipts, check copies and financial reports.
- F. A total limit of 10% of the total approved grant up to a maximum of \$500.00 may be used as indirect, administrative and/or project management.

Bristol Bay Economic Development Corporation

Arctic Tern Program
Application



Credit: USFW

Instructions: Applicant shall use this page as a cover sheet for their application. The remainder of the application may be the following form or may be submitted as a simple narrative in whatever format is desired, provided it contains the information required.

Date _____

Name & Address of Entity Requesting Grant:

Specific Contact Person:

Name: _____
Title: _____
Address: _____

Phone Number: _____
Fax Number: _____
E-mail Address: _____

Project Title:

Total Amount Being Requested: _____

Brief Description of Project _____

Signature by an authorized official of the Recipient Organization below acknowledges the intent to operate according to the program purpose and guidelines and assures that all information contained in this application is true and correct.

Signature

Date

The following can be used to simply fill in the blanks after each question or the items can be addressed in a simple written narrative provided that all information is included. The preceding cover sheet should be included in any case.

Refer to Program Description and Guidelines for further information.

1. Project Title: _____
2. Describe the number of youth that are expected to be employed or involved.
3. Describe the work or activities that the youth are expected to accomplish.
4. Describe the timeline for the entire grant. If the grant includes multiple projects, include timelines for each project. For example if 1 project involves employing youth and a 2nd project includes travel, include a timeline for each of the projects.
5. Describe anything that the youth are expected to submit (reports, presentations or other).
6. Describe how the youth will be supervised and/or chaperoned. Include the name(s) of the supervisor(s) and/or chaperone(s).
7. Provide a budget that is reasonably detailed. .
8. Attach a resolution from the applicant that includes the following statements:
 - a. The Recipient Organization acknowledges legal responsibility for assuring that all local, state and federal laws will be adhered to in any actions under this grant project.
 - b. In accepting this grant, the Recipient agrees to indemnify, release, and hold BBEDC, its directors, officers, employees, contractors and agents, harmless from and against any disputes which might arise from activities and transactions performed or contemplated. This indemnity and release shall include costs and attorneys fees incurred by BBEDC in defending itself from any filed or threatened legal action related to this Grant or Agreement
9. Attach a resolution from other (city or tribal) government organization if appropriate that supports the application.