USA SAGE Youth Venturer:

Seed Capital Application Form

Youth Venture

Dream it. Do it.

SAGE-Youth Venture Action Plan

A resource to plan and launch a successful Venture and the gateway to become a part of the global network of young people creating and leading positive social change.

This Action Plan is designed for teams who prefer to present their ideas in a narrative/essay style presentation. An alternative Action Plan format is available for teams that prefer a worksheet/form-based approach. The alternative format can be found at www.youthventure.org.

.

© Youth Venture, 2007.
All rights reserved.

SAGE-Youth Venture (S-YV)Action Plan

Welcome to SAGE-Youth Venture!

And welcome to an emerging movement of **young people leading real community change**. By forming a SAGE-Youth Venture (S-YV), you are helping to alter the perception and role of youth in society. This is your opportunity to **take charge** and to show the power that you and your team, as young people, have to **shape your world**.

This Action Plan is structured to help you think through your community-benefiting idea and form it into a successful S-YV, an ongoing organization that **positively impacts the community.** Ventures can be school-based clubs, community organizations, or for-profit or nonprofit businesses. S-YV is here to offer a range of support—including **up to $1,000**— to help you launch your idea.

These are the criteria for becoming a SAGE-Youth Venture Team:

- ✓ You and your S-YV leadership team are **ages 12-20**.
- ✓ Your S-YV **benefits the community**.
- ✓ Your S-YV is ***youth*-created** and ***youth*-led**.
- ✓ Your S-YV is a new organization or a new program within an existing organization.
- ✓ Your S-YV is ongoing and **sustainable** (not a one-time event).
- ✓ Your S-YV has clear, **attainable goals** and a realistic budget.
- ✓ You are a part of a **team** that is trustworthy and committed to ethical standards.
- ✓ Your team has the clear support and engagement of at least one adult **ally**
- ✓ You will do your best to start a SAGE **team** at your high school or in your community. To learn more about SAGE, go to http://www.csuchico.edu/sage.

Becoming an official SAGE-Youth Venture Team is a **two-part process**: The first step is to complete and submit ***one*** **Action Plan as a team**. From there, you'll be invited to present your idea and plan to a **Selection Panel**, a group of community members who believe in the power of youth and want to help your team be successful.

This Action Plan will help you structure your S-YV by asking your team to think through and plan your S-YV's goals and activities. If you **thoughtfully** answer the following questions, you will have a clear and **useful tool** that will help your team.

SAGE-Youth Venture (S-YV)Action Plan

Since S-YV wants to help you be truly successful in this effort, we may ask you to **revise** sections of your Action Plan if they are too vague or if your team forgot to mention something significant.

If you have any questions along the way, or if you would like someone from SAGE or Youth Venture to review a draft of your plan, just email or phone us! There's usually someone available Monday through Friday from 9:00am – 5:00pm EST.

Congratulations on choosing to become a SAGE-Youth Venturer! We know you have the power to create and lead your own community-benefiting Venture, and we look forward to helping you! Good luck!

For SAGE-YV inquiries, or SAGE competition questions, contact:

Ross Brown
SAGE-Youth Venture Project Director
(530) 898-4831
rbrown@youthventure.org
www.csuchico.edu/sage

For Youth Venture inquiries or questions about Action Plans contact:

Youth Venture – New England
10 Ferry Street, Suite 320
Concord, NH 03301
(866) 923-9866
yvnhl@youthventure.org
www.youthventure.org

SAGE-Youth Venture Action Plan

Please type your Venture Team's responses to the questions below in a separate document. Read each question carefully and be certain that your response is detailed and thoroughly addresses each part of the question.

1. **What's the name of your Venture?**
   - Clearly state the name of the Venture and describe its meaning or relevance to your Venture idea.
   - If the team name is an acronym, indicate what the acronym stands for.

2. **What's your Venture idea?**
   - Describe the Venture idea in detail. Be sure to include the following:
     - The reason why your team wants to create this Venture
     - The main function and purpose of the Venture
     - The benefit the community will receive from this Venture

3. **What's your immediate action plan?**
   A detailed plan is especially important during the early stages. Having a plan will greatly improve your chances of creating a successful Venture. If you need guidance in answering this question, please see the SMART goal tip sheets available online at www.youthventure.org if you click Take Action.
   - Outline the major goals you will establish that will help you to start and maintain your Venture during its first year. Be as specific as possible.
   - Outline the tasks your team will need to accomplish in order to achieve **each** goal.
   - Clearly state how you will measure the impact and the success of your Venture.

4. **Create a timeline of your Venture's activities.**
   Start by listing every month for the next year, beginning with the current month. Next, list all of the projects, tasks, and events that will occur during each month. You need to indicate when each of the goals listed in your response to Question 3 will occur. You may use the Timeline that's available if you click Take Action at www.youthventure.org or you may create your own timeline using a word-processing or spreadsheet program.

5. **How will you maintain your Venture in the long-term?**
   Ventures are sustainable, ongoing organizations; they are not short-term projects designed to last for a week, a month, or a year. In this section, explain how the infrastructure of the organization will be maintained. For further guidance, please see our tip sheet on Sustainability, which is available if you click Take Action at www.youthventure.org. Your response should include…
   - Membership: How will you recruit new members or volunteers?
   - Funding: How will your Venture earn funding after the start-up grant is spent?
   - Leadership: How will you choose a new leader after the current leaders have moved on to jobs or other schools?

6. **Who will do what on your team? Who will support your team?**
   - List and describe the role of each member of your team. Be certain that a team member is responsible for each of the tasks listed in your response to Question 3.
   - Specifically indicate who will be responsible for the team's finances.
   - Include the name and contact information of at least one Ally, a non-controlling mentor your team can call upon for expertise and guidance as you start and run your Venture. For additional guidance around your Ally search, please visit www.youthventure.org and click Take Action.

7. **What is the budget of your Venture?**

   Youth Venture awards grants of up to $1,000 to help Ventures get started. This means that the Youth Venture grant can be used to cover expenses accrued until a Venture starts earning funding on its own.

   This budget is your team's chance to illustrate your Venture's financial needs, the amount it will cost your Venture to start running. Show all of the expenses and income you expect to amass as you launch and sustain your Venture—at least through the first year. Youth Venture and a Selection Panel will decide upon the total amount of Youth Venture grant funding your Venture is eligible to receive based on the information provided in your budget.

   Follow the bullet points below and illustrate your budget through the YV budget forms, or in a table or spreadsheet. (You are strongly encouraged to use the budget forms available at www.youthventure.org - click Take Action) to complete your budget or, if you prefer, you may create your own budget forms using a word-processing or spreadsheet program.) You should never hesitate to contact us at YV if you need guidance.

   - ***List all of your Venture's start-up expenses.*** *Be as specific as possible (i.e., rather than listing art supplies for mural painting at $150.00, indicate specific costs like 8 pints of colored paint at $9 per can = $72; 5 brushes at $6 each = $30; etc.). Please note that Youth Venture grants cannot be used for salaries, payments to team members or anything unnecessary to the success of your Venture.*

   Also remember that Venturers are entrepreneurial: Be creative and resourceful in finding ways to accomplish what you've set out to do. Accordingly, your Venture's Action Plan should reflect that you've…
   - Asked for donations (as many as possible!)
   - Borrowed material, if possible, rather than purchased new material
   - Asked for discounts, deals or "in-kind" donations when making purchases
   - Done your research on costs and purchased products or services at the best value

   - **List all of the income you expect your Venture to receive.** Consider possible sources of income, such as fundraisers, cash donations, donated services or materials, admission fees, or revenue from selling a product or service. How will your Venture acquire funding after the start-up grant has been spent? Estimate how much your Venture will be able to raise in order to sustain itself.

Team Information

***Lead Venturer Information**: The lead Venturer coordinates communication for the whole team and is responsible for staying in touch with SAGE-Youth Venture (S-YV).*

Tip: Teams must complete and submit three and twelve-month self-evaluations after receiving funding from S-YV. The lead Venturer will be responsible for making sure both of these evaluations are sent to S-YV.

Lead Venturer:		***Completed Team Member Contact Form & Agreement*** ☐

***Team Member List**: Please list the names and signatures of all core team members. By signing this, team members are making a commitment to each other; they are committing to fulfill their role and help make this Venture a reality. Lastly, check to make sure that each team member has completed the Team Member Contact Form and Agreement (page 11--required) and signed the Media Parental Permission Form (page 12--optional).*

If you are submitting your Action Plan electronically, please snail-mail or fax this, and other forms that require signatures.

Team Member Name *(please print)*	***Signature of Commitment***	***Completed Team Member Contact Form & Agreement***
		☐
		☐
		☐
		☐
		☐
		☐
		☐

Team Information

Delivery of Grant Check*: If your team is awarded a start-up grant from SAGE-Youth Venture, we will need to know to whom and where to send your check. WE invest in* young people *as agents of social change. Normally, we make grant checks payable to the lead Venturer, but your team can choose who receives the check: a team member, an Ally, a parent, your school, or someone else who is trustworthy. Please provide the information below.*

Make check payable to:		
Mailing Address:		
Town:	***State:***	***Zip Code:***
Daytime Telephone:	***Evening Telephone:***	
Relationship to Team:	***Email:***	

Please note: There may be tax consequences associated with the grant funding received from SAGE-Youth Venture. There may be an obligation to report the grant as income and to pay taxes to Federal, State, and/or Local government. It is up to the Venture Team, Ally, and recipient of the grant check to determine the tax consequences associated with the funds.

Press Releases: SAGE-Youth Venture may send a press release to local newspapers to announce the launch of new Ventures. In the space below, please indicate which local newspapers, radio stations, or other media you would like to hear about your Venture.

Name of Local Newspaper, Magazine, Radio Station, etc.
1.
2.
3.

References

Please provide the name and contact information of two adult references that will attest to your team's integrity. If you are forming a Venture through school or another organization, you only need to list one reference: your teacher or group leader. References cannot include relatives.

Reference's Name:		
Mailing Address:		
Town:	***State:***	***Zip Code:***
Daytime Telephone:	***Evening Telephone:***	
Relationship to Team:	***Email:***	
How long have you known this individual?		

Reference's Name:		
Mailing Address:		
Town:	***State:***	***Zip Code:***
Daytime Telephone:	***Evening Telephone:***	
Relationship to Team:	***Email:***	
How long have you known this individual?		

Conditions of Association

Nothing is more critical in becoming a SAGE-Youth Venturer than knowing right from wrong and being trustworthy and responsible. These Conditions of Association define core standards everyone in Youth Venture can expect from their colleagues. By joining the SAGE-Youth Venture community, you accept these standards as your own. You make clear that you understand the responsibilities associated with becoming a SAGE Youth Venturer, and you agree not to pursue activities that could potentially harm other individuals or teams or discredit SAGE Youth Venture as an organization.

Because these issues are so important, all of us, from your Allies to SAGE-Youth Venture nationally, would be delighted to help you think them through. Please call on us if you would like to discuss any potentially controversial components of your Venture. By signing this document, you, your Venture team, and all members of the team agree to abide by the following standards of behavior. SAGE-Youth Venture reserves the right to withhold or withdraw membership and support from any Venturer or team that violates any of the following principles:

1. **Violence.** Youth Venturers will not advocate for, participate in, or endorse any types of violence.

2. **Diversity.** Youth Venturers will not tolerate discrimination of any kind, including, but not limited to, discrimination on the basis of race, age, class, religion, ethnicity, nationality, gender, or sexual orientation.

3. **Illegal Activity.** Youth Venturers will not engage in or advocate for any type of illegal activity.

4. **Religious Respect.** SAGE Youth Venturers respect religious freedom. We welcome partnerships with people of faith and faith-based organizations. SAGE Youth Venturers and their teams, consistent with these values, can be moved by faith but may not coerce others or use their Venture to preach or to try to recruit or convert others.

5. **Political Partisanship.** SAGE Youth Venturers are active citizens. It is entirely appropriate for teams to undertake issue advocacy and education, including support for referenda. However, it is important that no Venture be used for partisan political ends. Venture teams may not endorse, advocate for, or promote political parties or candidates for public office – directly or indirectly.

SAGE-Youth Venture supports the right of <u>every</u> young person to dream his or her own dream -- and to organize and make it happen. We welcome every young person who has the courage and energy to do so as members in the SAGE-Youth Venture community, conditional on accepting and respecting these five values and standards of conduct. SAGE-Youth Venture's support of a team does not necessarily indicate endorsement of its perspective or proposals, but rather support of the right of young people to be change agents in their communities.

SAGE-Youth Venture Terms and Legal Agreement

Please review the SAGE-Youth Venture terms listed below and sign to indicate that you have read and agreed to the following:

1) *Your Venture team will spend the start-up money provided by SAGE-Youth Venture within the first 12 months of operation and only for the purposes outlined in your SAGE-Youth Venture Action Plan.* ***Your team must keep all receipts of all expenditures and provide copies of them in your reports to SAGE-Youth Venture.*** *The 12-month period begins when you receive the SAGE-Youth Venture welcome letter.*

   At the end of the first 3 months and at the end of the first 12 months, you and your team will provide a report directly to SAGE-Youth Venture. SAGE-Youth Venture will send you and your Venture team a report outline that will ask for:
   a. *An overview of the Venture which describes the activities completed to date*
   b. *Your evaluation of the progress of the Venture, including goals achieved, youth participation, and future plans*
   c. *Details of how all start-up money received has been used*

2) *At the end of every month, you and your team will provide a monthly update to SAGE-Youth Venture. You can email, mail the monthly update to SAGE-Youth Venture.*

3) *Any funds provided by SAGE-Youth Venture that are not spent by the end of the 12-month grant period shall be returned to SAGE-Youth Venture.*

4) *You and your team will work with at least one Ally to develop your Venture.*

5) *You and your team will acknowledge the full range of SAGE-Youth Venture's support in interviews, conferences, and recognition opportunities related to your Venture.*

6) *You and your team agree and understand that your failure to carry out any of the terms described in this agreement may result in termination of support for your Venture.*

7) *You and your team take full responsibility for all actions related to your Venture and understand that Youth Venture is not responsible for your Venture or any of its activities.*

8) *Your organization will provide contact information for all team members, both current and in the future.*

Terms of Agreement.

Each Venture team member must sign the Team Member Contact Form and Agreement to indicate that (s)he has read and agreed to the terms described on the preceding pages and the YV legal agreement below. Venture team members under the age of 18 must also have a parent or legal guardian sign this form. All team members must sign this agreement.

THIS IS AN IMPORTANT LEGAL NOTICE: PLEASE READ THE FOLLOWING CAREFULLY. IF YOU DO NOT UNDERSTAND IT, HAVE SOMEONE READ IT AND EXPLAIN IT TO YOU. YOU ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

1. YOUTH VENTURE, INC. ("YV") PROVIDES ASSISTANCE, RESOURCES, AND GRANTS FOR START-UP EXPENSES TO PARTICIPANTS IN VENTURES.

2. YV IS NOT, FOR LEGAL OR OTHER PURPOSES, A PARTNER, JOINT VENTURER, PRINCIPAL, AGENT, MANAGER, DIRECTOR, SHAREHOLDER, OR MEMBER OF ANY VENTURE OR ANY PARTICIPANT IN ANY VENTURE. NEITHER YV, NOR ANY OFFICER, DIRECTOR, OR EMPLOYEE OF YV, HAS ANY RIGHT, POWER, OR AUTHORITY TO MAKE DECISIONS FOR OR TO BIND LEGALLY ANY VENTURE OR PARTICIPANT, OR TO CONTROL ANY OF THE ACTIVITIES, BUSINESS, OR AFFAIRS OF ANY VENTURE OR PARTICIPANT IN ANY VENTURE. PARTICIPANTS IN VENTURES ARE SOLELY AND EXCLUSIVELY RESPONSIBLE FOR MANAGEMENT AND CONTROL OF THE VENTURE, FOR THE ACTIVITIES AND BUSINESS OF THE VENTURE, AND FOR ALL OF THEIR CONDUCT, ACTS, OR OMISSIONS.

3. PARTICIPANTS IN VENTURES ARE SOLELY RESPONSIBLE FOR CONSULTING WITH QUALIFIED PROFESSIONALS AND INVESTIGATING, UNDERSTANDING, AND COMPLYING WITH ANY AND ALL FEDERAL, STATE, AND LOCAL LAWS, CODES, REGULATIONS, AND ORDINANCES WHICH MAY APPLY TO THEIR VENTURES AND THE ACTIVITIES AND/OR BUSINESS IN WHICH SUCH VENTURES MAY ENGAGE.

4. THERE MAY BE TAX CONSEQUENCES ASSOCIATED WITH THE FUNDS A VENTURE OR PARTICIPANTS IN A VENTURE RECEIVE FROM YV, AND WITH ANY INCOME RECEIVED BY A VENTURE, WHICH MAY INCLUDE, AMONG OTHERS, AN OBLIGATION TO REPORT AS INCOME AND TO PAY TAXES ON SUCH FUNDS/INCOME TO FEDERAL, STATE, AND OR LOCAL AUTHORITIES. IT IS UP TO THE VENTURE'S PARTICIPANTS TO DETERMINE THE TAX CONSEQUENCES OF SUCH FUNDS/INCOME, AND TO COMPLY WITH ALL APPLICABLE LAWS IN ALL RESPECTS.

5. YV CANNOT PROVIDE LEGAL OR TAX ADVICE. PLEASE CONFER WITH QUALIFIED PROFESSIONALS TO HELP YOU DETERMINE AND COMPLY WITH YOUR LEGAL AND TAX OBLIGATIONS.

Team Member Contact Form and Agreement

****Photocopy this form! **Each** team member is required to complete and submit this form.

Upon selection as a SAGE-Youth Venture team, SAGE-Youth Venture will provide business cards with the SAGE-Youth Venture logo for members of the core team of each Venture. The information in the top section of this form will be printed on your business card. Put an asterisk (*) next to information you wish to exclude from your business cards.		
Name:		
Role in the Venture (e.g. President, Designer, etc.):		
Name of Venture Team:		
Mailing Address:	Street Address (if different from mailing address):	
Town:	State:	Zip Code:
Home Phone:	Cell Phone:	
Email:	AIM Screen Name:	
Date of Birth:	I am currently in (circle one): **Middle School** **High School** **College** **Other**	
Name of Your School:	Expected Graduation Date:	
Would you like your contact information shared with other Youth Venturers? Circle one: **YES** **NO**		
How did you hear about Youth Venture?		
Core team members of approved teams receive a YV t-shirt. Shirt size (circle one): **small** **medium** **large** **XL**		

By my signature below, I acknowledge that I have reviewed and considered the preceding Conditions of Association in its three-page entirety, and that I accept the standards of behavior prescribed and the terms of agreement governing participation as a SAGE Youth Venturer.

Your Signature:	Date:
Parent/Guardian's Signature (**required if you're under 18**):	Date:
Parent/Guardian's Name:	

Media Parental Permission Form

****Photocopy this form! **Each** team member should complete and submit this form.

I_____,(if under 18) parent/guardian of _____, agree and authorize the use by SAGE-Youth Venture and its partner organizations of pictures and information about my son/daughter and/or their Venture in any and all promotional materials including websites, print, (newspapers, magazines, catalogs, brochures) and all digital and electronic (TV/radio) media.

SAGE-Youth Venture's partners may include, but are not limited to, schools, community based organizations, youth organizations, corporate and nonprofit sponsors, public relations firms and advertising agencies.

Parent/Guardian Signature _____ Date _____

Tip: **Everyone**, regardless of age, needs to sign this form if they would like to give SAGE-Youth Venture permission to use their image and story; however, only individuals under the age of 18 need to have their parents/guardian's signature as well.

Media Parental Permission Form

****Photocopy this form! **Each** team member should complete and submit this form.

Once you complete this Action Plan, you should be ready to submit it to SAGE Youth Venture. From here, it's on to Selection Panel—and then the actual launch of your Venture. Congratulations!

Final Steps:

- Before submitting your Action Plan, take a few moments to review your responses. They should answer each question fully, be an accurate and detailed depiction of your Venture, and it should be clearly written (spell check!).
- **Photocopy or reprint the Venture Team Member Contact Form and Agreement (page Appendix D-11) for each member of your team. EACH team member is REQUIRED to complete, sign, and submit this form with the Action Plan. Team members under 18 are required to have their parents or guardians sign as well.**
- Photocopy or reprint the Media Parental Permission Form for each member. This form is optional. All team members who choose to give SAGE-Youth Venture permission to use their image and story must sign this form; however, team members under the age of 18 must have a parent/guardian sign as well.
- Please check to be sure your Action Plan includes the following:

  ❑ Typed responses to Questions 1-7, including a Timeline of your Venture's activities

  ❑ Team Information (pages 4-5)

  ❑ References (page 6)

  ❑ Team Member Contact Form and Agreement (one per team member) (page 10)

  ❑ Media Parental Permission Form (one per team member) (page 11)

- Please send your completed Action Plan by email to the SAGE-Youth Venture office by email to rbrown@youthventure.org, by fax to **(530) 898-4970**, or by regular mail to: **SAGE-Youth Venture, Center for Entrepreneurship, California State University, Chico, CA 95929-0011.**

Media Parental Permission Form

****Photocopy this form! **Each** team member should complete and submit this form.

- Your Action Plan will be reviewed within a few days of our receipt of it. If any revisions are needed, you will be guided in doing that. Then, you'll be invited to present your Venture idea to a Selection Panel. Selection Panels typically occur approximately two-to-four weeks after submission.

Questions? Just let us know—we're here to help!