

Mount Vernon Youth Bureau Guidelines for Contract Requests/ Schedules A and B

A community-based organization or individual which provides a public service that supports the Mount Vernon Youth Bureau's mission can request funding from the Mount Vernon Youth Bureau. Mount Vernon Youth Bureau utilizes subcontractors to expand its reach in providing positive youth development to Mount Vernon residents ages 7-24. Contracts to provide such services must be supported by the below information. The request must be a clear statement of the contract's public purpose.

Agency Information:

- Legal name and address of Agency
- Name, title and contact information for person(s) authorized to sign contracts
- Corporate resolution or unincorporated organization resolution indicating the person or persons authorized to contract on behalf of the Agency
- List of Board of Directors
- Federal Tax ID for Agencies or W9 (social security number) for individuals
- Proof of liability insurance
- Non-Profit 501C (3) Status Certification

Describe the program to be provided:

- Detail the content and scope of services currently provided by the Agency
- Describe the need for the proposed project and the methodology used to justify this need
- Discuss the marketing plan for such services and how clients are identified and qualified (target population)
- Is this a new program or existing project? If existing, describe how the Bureau's funding will supplement existing services

Program Components

- Please indicate goal and objectives of project
- Please indicate services and supports offered as well
- Number of youth served and target population
- Please indicate evaluation process (how you will evidence success/results)
- Proposed budget, including match or in-kind sources of funding specific to this project