



## **Young Edmonton Grants: Roles and Responsibilities**

Congratulations on your Young Edmonton Grant! As your project unfolds, we want to clarify the roles, responsibilities, and opportunities that exist for yourself, your partner charity, and Edmonton Community Foundation (ECF).

### **Applicant**

As the young person leading this project, you are responsible for making sure it happens. That includes working within the budget that you proposed and following any instructions ECF has made. For example, ECF will sometimes give instructions on what the grant is intended to pay for.

We understand that projects might evolve as you work through them. It's not a problem if you need to make adjustments (for example, scaling the project up or down, timing, planned activities, etc.), just let us know about any major changes.

Also, you need to provide a **simple report to ECF at the end of your project**. Guidelines are included in this package.

### **Partner Charity**

The partner charity is ultimately responsible for ensuring the grant money is used responsibly and appropriately. The charity should also ensure the young applicant has the support needed to file a report to ECF at the end of the project.

The charity is encouraged to assume a mentorship role for young applicants. As the project unfolds please offer advice, help advertise events, and/or provide in-kind support or other resources as appropriate. The degree of this relationship will vary, depending on the project, and is encouraged but not mandatory.

### **ECF**

ECF is also happy to assume a similar mentorship role for a project. We'll gladly help promote events and members of our Young Edmonton Grants Advisory Committee are willing to provide support in a variety of ways. Please contact us at [yeg@ecfoundation.org](mailto:yeg@ecfoundation.org) if there are other ways we can help make this project a success!