



**TeenWorks**  
1110 American Parkway NE, Suite F-120  
Allentown, PA 18109  
610-770-4636  
johnw@unitedwayglv.org

Sponsored by Lehigh Valley Labor Unions

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Dear TeenWorks Program Applicant,

Please read both this letter and the following pages thoroughly to ensure proper completion of your TeenWorks grant application. **The application must be filled out in its entirety or the form will be returned and you must re-submit.**

The types of teen groups include the following:

- Schools i.e. Middle, Charter and High Schools
- Faith Community i.e. Church, Synagogue, CYO
- Organizations i.e. Boys & Girls Clubs, Youth Groups, Scouts

The fiscal agent is a key part of this application. The TeenWorks Program will only release funds to organizations that are **not-for-profit corporations**. The fiscal agent will act as a liaison between the TeenWorks Program and you. You should make sure that you contact your fiscal agent to let them know you are applying for this funding.

Criteria for the project include the following:

- Project must be done in Lehigh or Northampton counties
- Project must accomplish a task otherwise unattainable by the community it benefits
- Project must be planned and implemented by teens
- Project must be presented before the TeenWorks Board of Directors

Presentations will be evaluated on the following:

- Planning process and overall presentation
- Project addresses a demonstrated need in the recipient community
- Ability to work with other groups if necessary

**Please note: Primary consideration will be given to inner-city projects and those that serve communities whose needs are greatest. Other projects receive secondary consideration and will be reviewed on a case-by-case basis.**

You will receive an email to notify you of your time for the presentation. The presentation will be 5-15 minutes, including additional questions from the Board. The presentation must show collaboration between the teen(s) and the adult leader. The teen(s) must plan on doing the actual presentation. Presenters should bring all necessary visual aids, materials or copies of hand outs. We would like to keep one hand out for our records and the rest may be taken with you in order to save on your expenses. Applications are due in the office by the first day of every month. Extensions cannot be granted, but we will hold your application to the next monthly review of applications by the Board. We look forward to working with you on your project.

Very truly yours,

John Werkheiser  
Labor Liaison  
United Way of the Greater Lehigh Valley

# TeenWorks Program Application

*Please complete application in blue or black ink.*

Date of application: \_\_\_\_\_

Name of teen group: \_\_\_\_\_

Type of teen group:     \_\_\_\_\_ School     \_\_\_\_\_ Faith Community     \_\_\_\_\_ Youth Group

How many teens are involved with this project? \_\_\_\_\_

Teen leader name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Adult leader name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized nonprofit to receive money (please include 501 C3): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

How much money are you requesting from TeenWorks? \_\_\_\_\_

Is TeenWorks your first source of funding? \_\_\_\_\_ Yes \_\_\_\_\_ No

(please note that you are required to look for other sources of funding before presenting to the TeenWorks Board, for example: fundraisers, donations, etc.)

What other groups or stores have you requested and/or secured funding from? Please list fundraisers (including dates), donor groups or stores and dollar amounts.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you partnering with any other community groups? If yes, please list:

\_\_\_\_\_  
\_\_\_\_\_

You are required to send digital pictures of your project to TeenWorks. Will this be an issue?

\_\_\_\_\_ Yes     \_\_\_\_\_ No

Do you need AV equipment for your presentation? If yes, explain:

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Project Goal. Describe your project in detail:

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Why did you choose to complete this project?

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What does this project mean to you? What is its value?

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After your project is completed, how will your project impact the community or the people it is serving?

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Project location: \_\_\_\_\_

TeenWorks is an affinity group of United Way, whose goal is to provide health and human services to the communities that need it most. How does your project fit this vision?

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How will you recognize TeenWorks if you receive funding?

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Approximate time frame for project completion:

From: \_\_\_\_\_

To: \_\_\_\_\_

## Teen Works Program Official Budget Layout

If everything does not fit on the budget sheet below, please attach a full budget overview and include all items you will need to complete your project. If you have already received items both as a donation or as a purchase, please list it below and note that the item(s) is/are secured.

**Remember: The TeenWorks Program is a collaborative effort between organized labor and United Way. Please make every attempt to purchase union-made products. If buying union-made products is not possible, then at least purchase American-made products. Information on American- and union-made products can be found at [www.howtobuyamerican.com/content/db/b-db-american-union-made.shtml](http://www.howtobuyamerican.com/content/db/b-db-american-union-made.shtml); [www.americansworking.com](http://www.americansworking.com); and [www.madeinusa.org](http://www.madeinusa.org).**

Quantity	Description	Price Each	Total Cost	Union-Made	American-Made	Where the product is purchased
<b>Total Budgeted Cost:</b>			\$			

If you have any questions, please contact TeenWorks at 610-770-4636. This form should be completed and returned with any additional information to:

United Way of the Greater Lehigh Valley  
 Attn: TeenWorks  
 1110 American Parkway NE, Suite F-120  
 Allentown, PA 18109

Applications must be received by the first day of every month. Teens should typically be prepared to give their presentations the second Tuesday of that month. Plan on handing this application in at least two months prior to the start date of your project. Applications are reviewed on a first come, first serve basis.

Teen Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Signature: \_\_\_\_\_ Date: \_\_\_\_\_