



# Youth Program Resilience Fund

## Reporting Guidelines

**L**illy Endowment recognizes that the challenges facing Indiana youth-serving organizations caused by the COVID-19 pandemic are unprecedented. To help address these challenges, the Endowment announced last summer the Youth Program Resilience Fund (YPRF). This unique statewide program seeks to benefit school-age youth and their families by helping the youth-serving organizations that serve them reopen and/or modify and strengthen programming and services to meet pandemic-related needs. In the fall of 2020, the Endowment awarded 297 grants totaling nearly \$25 million from the YPRF.

In furtherance of the Endowment's ongoing interest in learning from its grantmaking, it would like to know more about the impact of the YPRF grants on the organizations that received them and on the youth and families they serve. Accordingly, it is asking each YPRF grantee to complete and submit an information form, a brief program narrative report, and a financial report as described below. The suggested length of the combined reports (program narrative and financial reports) is five pages. However, you are welcome to submit any additional information you would like to share in attachments including data you believe is relevant to understanding the COVID-19 impact on your organization and the youth and families that you serve, as well as stories illustrating how youth benefitted from your program or service.

The programming period for funds awarded under YPRF is September 2020 - August 2021. Expenses incurred prior to September 2020 to prepare for programming consistent with YPRF aims are eligible to be included as long as there is a rationale for the expense in relation to reopening or continuing programming in compliance with the public health guidelines.

In preparing your organization's reports, it may be helpful to review again the YPRF Request for Information (RFI).

In particular, note the COVID-related expense categories for which YPRF grant funds can be used. They are as follows:

1. General Operations: Expenses relating to a range of operational needs including, but not limited to, retention of existing staff, adding new staff to maintain appropriate ratios or serve smaller groups due to COVID-19, volunteer expenses, rent/mortgage expenses, insurance, utilities, costs to reopen, planning efforts and training, staff healthcare and wellness care, other workforce supports, and other general costs of operations.

2. Supplies and Equipment: Personal protective equipment (PPE), cleaning and sanitization supplies, extra materials required for social distancing, and other related expenses needed for programs serving several youth in-person in various ways.
3. Modest Site Modifications, Scaling/Expansion: Costs to make environmental improvements, sanitation, and safety enhancements, and/or accommodations for safe program or service delivery.
4. Contractual and/or Consultant Assistance: Programs and services provided by individuals or organizations that may be needed to help organizations meet challenges presented by COVID-19, such as mental health supports, special training for staff and other services.
5. Technology: Expenses relating to computers/devices and software for on-site and off-site staff and program/service participants and costs to expand technology capacity to provide remote programs and services.

Please include information in your reports that indicates how and the extent to which your organization served populations of special interest to the Endowment as described in the RFI, including youth who:

- Are in low-income households and qualify for free and reduced-price lunch
- Are members of communities of color or immigrant populations that are disproportionately impacted by COVID-19 and other health and social challenges
- Are at high risk of lacking adequate adult supervision, care or protection
- Have physical or developmental disabilities
- Are exposed to adverse childhood experiences in the home or community that impact healthy development, including violence, substance abuse, mental health illnesses and disorders, parental incarceration or other traumatic experiences

### How and when to submit your report

Please email the completed report forms to [yprf@lei.org](mailto:yprf@lei.org) no later than **October 31, 2021** (\*updated).

### Questions

Please contact us if you have questions by sending an email to [yprf@lei.org](mailto:yprf@lei.org).

# Youth Program Resilience Fund Information Form

**Due: October 31, 2021 (\*updated)**

## 1. Responsible Grantee Organization:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Program Location (City and County): \_\_\_\_\_

Lilly Endowment Grant #: \_\_\_\_\_

## 2. Person Responsible for Completing the Report:

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

## 3. Program Delivery:

In-person       Virtual       Hybrid

## 4. Dates of Program/Service Operation:

Date: \_\_\_\_\_

## 5. Program Information:

To the extent feasible, please provide the following data during the period of September 2020 - August 2021:

Total number of youth served: \_\_\_\_\_

(Total number with each youth counted one time)

Number of days per week programs/services were offered: \_\_\_\_\_

Number of weeks programs/services were offered: \_\_\_\_\_

# Youth Program Resilience Fund Narrative Program Report

**Due: October 31, 2021 (\*updated)**

**Narrative Program Report:** Please provide responses to the following questions noted below. Please remember that the relevant timeframe is September 1, 2020, through August 31, 2021. Suggested narrative report length is no more than 4 pages.

1. How were your organization's programs and services adapted, redesigned or entirely recreated to meet COVID-19 pandemic challenges? What are the most pressing challenges arising from the pandemic that the youth and families that you serve have faced and continue to face? How many unduplicated youth were served? How many youth in which the Endowment has a special interest benefited from your program or service?
2. What impact did the YPRF grant have on your organization's ability to serve youth and their families? (Consider what the grant enabled you to do that you may not have done without the support. Examples include: increasing your ability to serve more youth, intensifying or enhancing services to youth, or developing ways to address the emerging needs of youth. Please refer to the expense categories in the RFI to provide additional context for how the grant funds were used to achieve the results you describe.)
3. What if any lessons has your organization learned that will be instructive to you and your team as you plan future operations? Were new processes, programs, and/or services developed due to the pandemic that you plan to continue? Were there emerging needs that your organization intends to address?
4. What if any impact has the grant had on the financial health and stability of your program/service/organization? Also, please describe any other COVID-related funding specifically for youth programs that your organization received. Do not include funding you typically receive for youth programs.

# YPRF Financial Report Format

September 2020 - August 2021

Name of Grantee

Grant #

## Budget Categories

Amount Awarded

### YPRF INCOME:

Lilly Endowment Grant YPRF

\$

### COVID-RELATED EXPENSE:

Actual Expense by line item

Operations

\$

Supplies and Equipment

\$

Modest Site Modifications, Scaling/Expansion

\$

Contractual and/or Consulting Assistance

\$

Technology

\$

Other (please explain in your narrative)

\$

### TOTAL EXPENSE

\$

Cash Balance (If the balance is not \$0 please contact the Endowment about your plans for the balance. A grant extension from the Endowment may be required.)

\$

If applicable, please indicate any other COVID-19 funding received for youth programs (from private or public sources)

\$

(PRINT)

PERSON COMPLETING THE FINANCIAL REPORT  
PLEASE INCLUDE TITLE

(SIGNATURE)

**\*The programming period for funds awarded under YPRF is September 2020 - August 2021. Expenses incurred prior to September 2020 to prepare for programming consistent with YPRF aims are eligible to be included as long as there is a rationale for the expenses in relation to reopening or continuing programming in compliance with public health guidelines.**