



To: Bellevue Human Services & Commission
From: Bellevue Youth Link Board
c/o Patrick Alina, Youth Link Program Coordinator
Date: February 25, 2020
Subject: Youth Link Board Human Services Commission Youth Grant Review Proposal

OVERVIEW:

The Youth Link Board is appointed by the City Manager and consists of 12 youth from schools across our community and 6 adults. Youth Link Board members provide representative voice, and advocate for the needs of youth across the City.

The Youth Link Board would like to partner with the Human Services Commission, to include youth voice and perspective in the Commission's work. Specifically, the Youth Link Board has developed the following proposal for potential collaboration during the Human Services Commission grant review process:

Once all funding applications have been received, Youth Link staff and Human Services staff will review the applications and identify those agencies that are applying for funding to serve youth, or those that may be applying for funding for an area that Youth Link has specifically identified as a focus area. Those applications will then be taken to the Youth Link Board for review.

While the review process may need to be modified over time, the current plan would be to separate the youth-related proposals into groups based on the Youth Link Board's current sub-committees. The sub-committees would then review the proposals.

A representative from each sub-committee would then return to the Human Services Commission at an agreed upon date to share observations and feedback on the reviewed applications, with the intention of the Human Services Commission involving this reflection in their considerations when they make final funding recommendations.

PROPOSED STRATEGY:

- A. **Notification to Grant Applicants** – To ensure transparency with application and review process, applicants will be notified when application is submitted that youth members from the Youth Link board will assist in the process and provide feedback to the HSC.
- B. **Youth Link Board Review Process** – After grant applications have been selected for review by YL program and Human Services staff, Youth Link board sub-committee members will review youth-related grant applications on May 25.
- C. **Utilize Youth Link "Youth Lens" Review Questionnaire** – Develop and utilize youth grant evaluation tool for youth reviewers that helps identify immediate and emergent youth needs, current organizational program services, delivery method, impact on youth, and gaps or unmet



need of other diverse youth population to assess youth-related project/program proposal relevance.

- D. YL Board Sub-Committee Report of Grant Application Review to HSC** – Scheduled presentation of grant review application findings by youth sub-committee members. Provide an evaluation result matrix based on the result of the “youth lens” review questionnaire at the next HSC grant evaluation meeting on either June 2 or June 16 as scheduled by HS staff.

METHODOLOGY & USE CASE EXAMPLE:

Currently, HSC grant request application questionnaire asks the following areas: program information, program description, program impact and program accessibility. Specifically, under program impact and accessibility, here an example of the current question:

Program Impact - How do you ensure program services are culturally relevant and accessible to all eligible clients? Provide one or two examples that best demonstrate how this is achieved (e.g. staff composition, community partnership, best or promising practices, etc.)

Youth Link “Youth Lens” Review Questionnaire:

- **Who – Who are represented in the youth population with the program or project? Who are not represented or served in the program or project?**
- **What – What current services are in place to meet the current need of the youth population being served? What are some potential barriers for the delivery of services to underrepresented youth?**
- **How – How are the current services providing and meeting the needs of the youth population being served? How are they different? How do the youth in the program or project satisfied with the services that they are receiving?**
- **Why – Why is the project or services important for the identified youth community?**