

**Weed and Seed Communities
2009 Youth Leadership Forum**

In January 2009, the Community Capacity Development Office in conjunction with NeighborWorks America selected three Weed and Seed Communities (WSC to host the first round of Youth Leadership Place-based Training (PBT)). These site-focused training opportunities reflect CCDO's commitment to expand the youth leadership pool in WSCs across the country and to ensure greater youth representation on WSC steering committees.

CCDO is pleased to announce a national youth leadership training opportunity for WSCs. Up to six WSCs will be invited to bring a team of four youth (ages 16-19) and one chaperone to participate in the Youth Leadership Forum held at NeighborWorks' Chicago Training Institute, August 16-20, 2009.

Please return the completed application **as an email attachment** to weedandseed@nw.org no later than **May 8, 2009**. It is recommended that you submit your completed application as early as possible. Our preference is to receive applications electronically, however; if unable to email, you may fax the completed application to: 202-376-2168.

Mailing Address:	Weed and Seed Technical Assistance/Training Request Application NeighborWorks® America ATTN: Anthony Austin 1325 G Street NW, Suite 800 Washington, DC 20005
Office Number Fax number:	(202) 220-6308 (202) 376-2168
Email address:	weedandseed@nw.org

If you have questions in completing this application, please call or email:

- Anthony Austin, Project Director 202.220.6308 aaustin@nw.org
- Alyson Parham, Project Consultant 708.935.8796 aparham09@sbcglobal.net

Applicants are responsible for ensuring that all parts of this application package are completed and submitted by the deadline. Incomplete applications will not be considered.

Remember: NeighborWorks® America must receive your application by **May 8, 2009**.

Timeline:

- April 20 – May 8 – application posted on CCDO's website
- **MAY 8 – ALL APPLICATIONS ARE DUE.**
- May 11-15 - Selection and notification of participants by CCDO
- May 18-29 - Sites & invited youth complete registration & parental permission.
- May 30 - All completed registration and signed parental permissions must be submitted to NeighborWorks

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Section One: Youth Leadership Forum Description

CCDO and NeighborWorks® America recognize many Weed and Seed Communities rarely include youth representatives on the steering committee. For some sites, limited youth involved with the steering committee reflects an uncertainty regarding how to identify and engage youth. For others, concerns regarding the leadership skills of youth results in a decision to not solicit youth involvement. Most agree successful implementation and *sustainable* Weed and Seed youth initiatives require expanding the number of youth leaders in the community. The Weed and Seed infrastructure provides the ideal framework for building youth leadership capacity by providing youth with the tools and skills to become visible and engaged in the planning and execution of the overall strategy.

Building the base of youth leaders begins with creating a safe environment to engage in productive learning and dialog about leadership skills, community issues and the Weed and Seed framework. To assist sites across the country in expanding the pool of youth leaders, CCDO has contracted with NeighborWorks America to deliver an innovative, youth leadership and development training. Objectives to be achieved in conducting this training include:

1. Provide community youth with an understanding of what leadership means and how to assess their own leadership style, while also addressing some of the challenges associated with being a leader.
2. Help community youth leaders understand Weed and Seed, how it operates and its impact in the community.
3. Help community youth leaders explore new ways to become engaged in Weed and Seed to promote positive change for other youth and their families living in the community.

As part of the NeighborWorks Training Institute in Chicago, August 16- 21, 2009, up to six sites will be invited to bring a team of youth leaders (ages 16-19) to participate in a highly interactive leadership forum. **Airfare, hotel and registration fees will be covered by NeighborWorks America.** The Youth Leadership training will cover three days. Youth leaders, along with their chaperones, will participate in various training activities designed to build leadership skills while broadening the national pool of youth leaders involved in implementing Weed and Seed strategies.

Criteria for selecting sites:

1. Site must be in good standing with CCDO (to be verified by CCDO Program Managers and the U.S. Attorney's Office).
2. Site must provide evidence that local youth are currently involved in serving on either the Weed and Seed Steering Committee, subcommittee or ad hoc committee.
3. Site must provide examples of how youth have been engaged in the implementation of some aspect of the Weed and Seed strategy.
4. To ensure the maximum number of WSC participate in NeighborWorks training, sites that have not participated in either a place-based training or NeighborWorks Training Institute (NTI) in FY2009 will have a priority over other sites; however, all sites are strongly encouraged to apply.
5. Selected sites will be required to provide all necessary medical and permission documents.

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Other Requirements

- Neighborworks will be responsible for coordinating all airfare for selected site teams and cover housing and registration fees. All WSC teams will be expected to arrive in Chicago on Sunday, August 16, and depart August 20. No late arrivals or early departures are permitted.
- Sites must agree to send a team of four youth (ages 16-19) and one chaperone to the training.
- Youth participants must be residents in the Weed and Seed area, and in good standing with their school.
- All youth selected to attend the NTI must submit signed permission forms from parents/legal guardians to attend the training.
- All participants (youth and chaperone) must travel together.

Please note: all youth will be assigned double rooms. Adult chaperones will be assigned single rooms.

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Section Two: Site Contact Information (All items must be completed)

Primary Contact Person

List the primary contact person who will work with NeighborWorks America to coordinate registration of team members.

Name of Site _____

Name (Last, First, MI) _____

Site Director _____

Office Mailing Address _____

Office Phone No: _____ Office Fax No: _____

E-mail Address _____

Section Three – Site Background Information (All items must be completed)

What year was the site designated as a Weed and Seed Community? _____

Is this a graduated site? Yes No

Which would best describe the WSC: Urban Rural Tribal

Has the site ever participated NeighborWorks America’s Place-based Training (training provided on site to area residents and other community stakeholders):

Place-based Training Yes No If yes, what year? _____

NeighborWorks Training Institutes (NTI): Yes No If yes, what year and NTI? _____

Is there a NeighborWorks America organization serving your community? Yes No Not Sure

How many people actively serve on the steering committee? _____

Please indicate the various subcommittees that current operate under the steering committee:

1. _____
2. _____
3. _____
4. _____

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Section Five - Site Assessment (Required)

Sites requesting technical assistance/training from NeighborWorks must complete this brief assessment.

1. In what year was the site designated as a Weed and Seed Community? _____

2. Does your advisory board/Steering Committee (SC) currently include key decision-making representatives from the following categories?

Nonprofit/community-based agencies	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Private sector	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Designated area residents	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Local government officials	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Law enforcement	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Crime prevention organizations	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Faith-Based organizations	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Others (List) _____				

3. How many of the steering committee members are residents? _____

4. How often does your steering committee meet?
 - Monthly
 - Quarterly
 - Twice per month
 - Every other month
 - Intermittently, as needed for business
 - Other (specify) _____

5. Does each steering committee member have a copy of your:

Weed and Seed strategy	<input type="checkbox"/>	yes	<input type="checkbox"/>	No
Policies and Procedures	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Grant applications	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Budgets	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

6. What are some of your major capacity building priorities? (check up to three)
 - Clarifying roles and responsibilities among steering committee members
 - Hiring or managing your site director
 - Evaluating the impact of programs and services
 - Getting youth involved in leadership roles
 - Recruiting more residents to become involved with the Weed and Seed strategy
 - Implementing one or more component of the Strategy
 - Developing a sustainability plan
 - Developing or maintaining collaborations
 - Strategic planning
 - Securing more funding for activities underway in the community
 - Other _____