



S.L.U.G. STUDENT-LED UNITY GRANT MINI-GRANT PROGRAM

CALLING ALL SAN PABLO YOUTH!

San Pablo students in grades 5 through 12 now have the chance to turn their ideas into action. The San Pablo Youth Commission is offering youth-led project grants of up to \$1,000 to support initiatives that promote college and career readiness, including trade schools, and raise awareness about the importance of mental health.

WHO CAN APPLY: Students in grades 5th-12th, at least one student needs to be San Pablo Incorporated Resident (click [here](#) to verify address), and at least one adult ally. The adult ally needs to be 18 years old or older and should not take lead of the project, but provide general guidance and support.

THE OPPORTUNITY: Apply for **up to \$1,000** to fund your project idea to create opportunities for students grades 5th-12th to engage in activities designed to increase knowledge of and access to college and career readiness education (including trade school) and increase knowledge and awareness of the importance on mental health.

FIND A SUPPORTING NONPROFIT ORGANIZATION: This organization will financially sponsor your project and is often referred to as a fiscal agent. The organization will receive the grant awarded for your project and will cover expenses related to the project. Examples of supporting nonprofit organizations can include school parent groups, after school programs, and community-based organizations.

The San Pablo Youth Commission will review all applications and select the grant recipients. Each selected applicant will be awarded a grant amount based on their proposal. The City will issue a check for the full grant amount to the fiscal agent (the supporting organization) prior to the start of the project. The fiscal agent is responsible for managing and disbursing these funds to cover all project expenses. At the conclusion of the project, a final project report, completed media release forms, and itemized receipts for all expenses must be submitted. Additionally, eligible applications are required to give a presentation to the San Pablo Youth Commission summarizing your project, including its outcomes and overall impact. City staff will contact organizations directly with the details. Failure to complete all requirements may result in the grantee being ineligible for future funding.

TIMELINE: Applications are **due by 5pm on Friday, January 9th, 2026 and must be submitted via email to CSDGrants@SanPabloCA.gov**. Grant awardees will be selected in the month of January 2026. Project planning, implementation, and completion must take place February-June 2026, with all activities completed by **June 12th, 2026**.

Continue reading and follow the steps below to apply!

MINIMUM QUALIFICATIONS

- **Youth Leadership:** Projects must be created and led by at least **three youth team co-leads** (grades 5–12). At least one youth lead must be a resident of incorporated San Pablo. Additional youth may participate as part of the overall project team and the project must at have at least 30% of San Pablo resident participants. Each team must also include an adult ally (age 18+) who provides general guidance and support, but does not take the lead.
- **Fiscal Agent:** Each project must partner with a supporting nonprofit organization with 501(c)(3) status to serve as its fiscal agent and manage grant funds.
- **Participants:** Projects must serve a minimum of 15 students. Youth serving on the project team count toward this total. (Project Team Members)
- **Project Focus:**
 - Create opportunities to increase youth knowledge of and access to college and career readiness (including trade schools) through education and activities.
 - Create opportunities to increase youth knowledge and awareness of mental health issues through education and activities.
- **San Pablo Resident Participation:** To qualify, at least 30% of those benefited by the project must be youth residents of incorporated San Pablo.

INTENDED OUTCOMES & IMPACT

- Increase awareness about college admissions for youth and families.
- Increase youth awareness around educational opportunities (including trade school).
- Reduce financial impact of youth exploring college options.
- Build youth knowledge of the college application process and requirements.
- Increase awareness regarding mental health for youth and families.
- Increase effective ways to promote positive mental health.
- Reduce impact of youth dealing with mental health illnesses.

SUGGESTIONS OF, COLLEGE READINESS ACTIVITIES & POSITIVE MENTAL HEALTH

These are some examples of projects, but you are not limited to these examples. We encourage you to be creative with your project ideas.

- Field trips for students to attend college campus tours, events, and activities that occur on campus.
- Group or class cost to host an undergraduate student presentation.
- Group or class cost to host a college and career event to promote different career paths (trade schools or vocational programs).
- Promote mental health awareness month (May) in schools or community.
- Group or class cost to host educational courses regarding mental health.
- Group outdoor excursion for mental wellness such as hiking, nature walk, etc.

STEPS TO APPLY

Complete the application form (starting page 6) and the attachments that will capture information in the following categories.

1. **General Information:** Assemble a group of students and form a project team, in grades 5th-12th, and designate at least three youth co-leads (at least one youth co-lead must be a San Pablo Incorporated resident), an adult ally aged 18 or older (for example, a mentor, after school/summer program staff member, or teacher) with a supporting community organization with 501(c)3 tax status that has agreed to be your group's fiscal agent, to either: 1) develop a youth-led project that focuses on increasing San Pablo youth access and awareness to college readiness/ trade school opportunities through education and activities; or 2) raise mental health awareness by educating youth about mental health issues and working toward creating a positive environment for all. Students on the project team must be included in the group of youth who are served by this project.
2. **Project Summary:** Provide an overall description of your project, making sure to completely answer all of the listed questions (see below). You may include pictures and drawings in your responses to the questions.
3. **Project Planning & Implementation Timeline:** Break your project idea down into steps that show the order and timeline for both planning and implementation activities. This will help us see the bigger picture and help you organize and plan your project! You may include pictures and drawings in the provided template.
4. **Estimated Budget:** Please provide an itemized budget outlining how you will spend the requested funds. Include categories of expenses (e.g., materials, equipment, personnel), brief descriptions and cost estimates for each item, and justifications for their necessity. Clearly state the total amount requested, ensuring it aligns with your itemized expenses.

Examples of eligible uses of grant funds include, but are not limited to:

1. Transportation costs
2. Event/activity food costs
3. Materials and supplies related to the event/activity
4. Presenter fees
5. Event/activity registration fees

Grant funds shall not be used for:

1. Services that do not primarily benefit San Pablo Incorporated youth residents (with *primarily* defined as at least 30% of participants);
2. Services that do not primarily benefit youth in grades 5th-12th.
3. Paying for individual services or activity fees. The project must benefit a minimum of 15 youth.
4. Purchase of items intended for personal use or that will remain with an individual beyond duration of the grant.
5. Capital expenditures (building renovations, large equipment purchases)

Submission: Complete and submit application to CSDGrants@sanpabloca.gov by **5:00pm, January 9th, 2026.**

For questions, email CSDGrants@sanpabloca.gov.

ESTIMATED GRANT TIMELINE

<p>Application Release This is when we will begin accepting applications.</p>	<p>Tuesday, September 2, 2025</p>
<p>Question Submission Period Ends If you have questions about the application and process, please let us know. Between September 2, 2025- November 7, 2025 you can email questions to CSDGrants@sanpabloca.gov.</p>	<p>Friday, November 7, 2025 by 5pm</p>
<p>Answers to Questions Posted City Staff will post the answers to all questions received on the San Pablo Youth Commission webpage: https://www.sanpabloca.gov/1467/San-Pablo-Youth-Commission</p>	<p>Friday, November 14, 2025</p>
<p>Application Deadline All applications must be received by the deadline to be considered for funding. Applications must be submitted via email to CSDGrants@sanpabloca.gov.</p>	<p>Friday, January 9, 2026 by 5pm</p>
<p>Grantees Selected San Pablo Youth Commission will be reviewing applications and selecting final candidates. Grantees will be informed via email.</p>	<p>Friday, January 16, 2026</p>
<p>Document Finalization with Grantees City staff will work with grantees to compile necessary documents via a meeting.</p>	<p>January 26 – January 30, 2026</p>
<p>Program Period Begins Supporting Agency will receive checks via mail and this is when the projects should begin.</p>	<p>February 2026</p>
<p>Grant Period Ends This is when all project activities must be completed.</p>	<p>June 12, 2026</p>
<p>Submit a Written End of Project Report and Receipts Must be submitted to CSDgrants@sanpabloca.gov. Include receipts and media release forms.</p>	<p>Before or by June 26, 2026</p>
<p>Mandatory in Person Report to SPYC Verbal presentation to the San Pablo Youth Commission. Meetings are held every 3rd Thursday of the month at City Hall from 5pm-6pm</p>	<p>Before or by, July 16, 2026</p>

GRANTEE COMMITMENT

If your project is selected to receive funding, your project team (minimum three youth co-leaders, adult ally, and supporting organization contact) are committing to:

- Signing and returning an Acknowledgement of Funds (form will be provided).
- If receiving \$600 or more, submitting a completed 1099 form.
- Completing your project, no later than June 12th, 2026.
- Submitting receipts and a closing report (forms will be provided) no later than June 26th, 2026.
- Providing 5-10 photographs of your project with the closing reports, along with completed City of San Pablo Media Release Forms by/for all persons in the submitted photographs.
- Attend a San Pablo Youth Commission meeting to present project outcomes and overall impact.

SELECTION CRITERIA	Maximum Points
<p>Completeness of Application</p> <ul style="list-style-type: none"> ○ Completed general information (steps 1-4 listed above) ○ Identified qualified adult ally ○ Identified qualified supporting organization ○ Provided other team member information 	4
<p>Youth Centered Program and Project</p> <ul style="list-style-type: none"> ○ Project team led by at least 3 youth, including at least one Incorporated San Pablo youth resident ○ Youth taking lead ○ Youth completed application ○ Project serving San Pablo youth in grades 5-12. ○ Project serving at least 15 youth, at least 30% of whom must be residents of incorporated San Pablo 	5
<p>Project Design, Organization, and Implementation Plan</p> <ul style="list-style-type: none"> ○ Provided clear plan for organizing and implementing project ○ Assigned tasks to youth members that seemed achievable ○ Understanding of how the project supports the intended impacts & outcomes ○ Feasible timeline ○ Project not reliant on execution by adult ally ○ Clear plan for measuring project impact ○ The project must be designed to develop a youth-led project that focuses on increasing San Pablo youth access and awareness to college and career readiness (including trade school) through education and activities. Raise awareness by educating youth about mental health issues and working toward creating a positive environment for all. To qualify, at least 30% of those benefited by the project must be San Pablo youth residents 	7

Budget o Reasonable cost of goods o Cost reflect group costs; not costs for individuals o Reflects use of all requested funds o Supporting Fiscal agent/Adult Ally sign-off on budget template	4
Total Possible Points	20

S.L.U.G Application

GENERAL INFORMATION -- REQUIRED

Project Name:	
*Youth Co-Lead #1 Name:	Grade:
Cell Phone:	Email:
School:	San Pablo Incorporated Resident? Yes or No:
Address:	
*Youth Co-Lead #2 Name:	Grade:
Cell Phone:	Email:
School:	San Pablo Resident? Yes or No:
Address:	
*Youth Co-Lead #3 Name:	Grade:
Cell Phone:	Email:
School:	San Pablo Resident? Yes or No:
Address:	
Adult Ally (18 or older) Name:	
Organization Affiliation and Title:	
Relationship to Youth Leaders:	
Phone:	Email:
Supporting Organization:	
Address:	
501(c)3 tax id #:	
Supporting Organization Contact Name:	

GROUP INFORMATION – REQUIRED

1. How long has your project team worked together? It is okay to have formed the group for just this project; just let us know.

2. Where does your project team meet?

3. Will your project team meet on an ongoing basis to plan the proposed activity or project? YES or NO

4. How many hours will your project team meet per week?

5. When does your project team meet? (Please check all that apply.)

- During school
- After school
- Before school
- On weekends

PROJECT SUMMARY -- REQUIRED

The project summary describes your overall idea of your project and how you will implement the project. The foundation of your project is the project goal, which should be S.M.A.R.T. (specific, measurable, achievable, results-focused, and timebound). Please answer the following questions:

6. What is your project?

7. How will it support San Pablo youth access to college, careers, and trade school readiness and/or raise awareness to youth regarding mental health?

8. Which of the intended impacts and outcomes does your project meet? (Please check all that apply.)

- Increase awareness about college admissions for youth & families
- Increase youth awareness around postsecondary educational, career, and training opportunities
- Build youth knowledge of the college application process & requirements
- Reduce financial impact of youth exploring college and/or careers, including trades
- Increase awareness regarding mental health for youth and families
- Increase effective ways to promote positive mental health
- Reduce impact of youth dealing with mental health illness

9. Why did you choose this project?

10. Why is this project important to your team?

11. Please explain how you will measure the success of your project, (i.e. surveys, listening sessions, etc.)? How will you monitor or track the outcomes of your project?

12. Estimate the number of youths your project will benefit and explain how you reach that number. _____

13. Estimate the number of San Pablo youth your project will benefit and explain how you reach that number. _____

PROJECT PLANNING AND IMPLEMENTATION TIMELINE -- REQUIRED

*Break your project idea down into steps. Complete the **green** boxes to show how your plans will lead to your project goal from start to end date. Complete the **blue** box(es) to show how you plan to complete the project. We understand your planning and implementation timeline may change, but this will help us see the big picture and help you organize and plan your project. Please feel free to use as many boxes as you need, by adding or removing boxes.*

EXAMPLE	
Planning Project Activity	Target Date
<i>First planning meeting to review goals, roles of group members, and schedule a weekly planning meeting time.</i>	<i>1/9/26</i>

Planning Project Activity	Target Date

Planning Project Activity	Target Date

Planning Project Activity	Target Date

Planning Project Activity	Target Date

Implementation Project Activity	Target Date

Implementation Project Activity	Target Date

Implementation Project Activity	Target Date

Implementation Project Activity	Target Date

Implementation Project Activity	Target Date

SUBMISSION -- FINAL CHECK LIST

Make sure you have checked off this list before submitting your application:

- Your project is led by a project team with a minimum of three youth members. One core member is a San Pablo Incorporated youth resident. Your youth members are in elementary school (5th/ 6th grade), middle school and/or high school, and you are in partnership with an adult ally.
- The project serves a minimum of 15 youth
- Your project team has partnered with a supporting organization having 501(c)3 tax status
- Your project primarily benefits San Pablo Incorporated youth residents (with primarily defined as at least 30% of participants)
- You fully completed the General Information
- You fully completed the Group Information
- You fully completed the Project Summary
- You provided a detailed Project Planning & Implementation Timeline
- You provided a detailed Estimated Budget
- If you have any pictures or drawings, make sure to copy and paste them into the body of your email, or attach them as a PDF. Images that are not pasted into the body of the email or attached as a PDF will not be accepted into the application packet.

Submit your application and attachments by emailing them to CSDGrants@sanpabloca.gov no later than 5:00 pm, January 9th, 2026.