

# Twin Cities Fund

## Teens & Tech | Career Pathways Grants

### Application Guidelines

## Introduction

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### **Best Buy Foundation Ignites Potential through Technology**

For half a century, Best Buy has been a catalyst for the rise of technology to improve virtually every aspect of our lives. Technology know-how is crucial for young people preparing to enter the job market for the first time. Nearly 90% of jobs over the next decade will require tech skills. We are committed to giving teens from disinvested communities hands-on access to the tech education and tools they need to be prepared for the tech-reliant jobs of the future.

We open the door to opportunity with technology training and tools that transform teens from consumers to creators – a new generation of engineers, entrepreneurs, teachers, designers and dreamers.

### **Grant Opportunity**

The Best Buy Foundation Twin Cities Fund provides grant funding to organizations serving teens through Career Pathways and Teens & Tech programs. Please note that you may only apply to one program.

## Career Pathways Grant

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Best Buy Foundation seeks nonprofit partners that provide programming outside of school time that generates interest and awareness in tech-related careers, improves access to training, credentialing and employment and supports tech career progression. Our goal is to help teens from disinvested communities obtain the tech skills and training they need to be prepared for a successful career.

The primary responsibilities of the nonprofit organization include:

- Working with schools and other community-based organizations to build awareness of the program to drive youth participation.
- Ensuring access to teens from disinvested communities to programs outside of school time.

- When possible, enabling participation of Best Buy employees to serve as volunteers.
- Developing financial and community support to help sustain the program beyond the grant funding from Best Buy.
- Completing an online impact report for program evaluation purposes. Components include program length, progress made towards goals, number of program participants and demographics, Best Buy volunteer engagement, community collaboration, technology and work life skills gained, organizational change, and teen engagement.

### **Eligibility Criteria**

The Best Buy Foundation invites nonprofits that have a fundamental commitment to youth, ages 13-21, to apply for funding. Minimum eligibility criteria include:

- 501(c)(3) nonprofit organizations with a proven track record of serving youth ages 13-21 from disinvested communities.
- Demonstrated track record in engaging youth at the local level who have been disconnected from education and careers.
- Programming must be within the Twin Cities seven-county metro area.
- Commitment to diversity and inclusion.
- Preferred programs will have some of the following components:
  - Program serves youth ages 16-21 with rigorous tech-related curriculum, mentorship, and soft-/hard-skills training.
  - Align training with labor market needs to ensure youth gain relevant skills and engage youth in work-based learning opportunities (e.g. internships, apprenticeships).
  - Pathways from high school to post-secondary/tech-related credentialing programs.
  - Opportunities for dual enrollment/college credits for teens from disinvested communities completing high school.
  - General career-readiness training such as resume prep, mock interviews, job shadows, etc.
  - Use technology to develop skills in a wide range of areas: 3D design, graphic design/photography, coding/programming, digital music/audio production, game design, mobile apps, multi-media production, robotics, video/film production, etc.
  - Wraparound supports such as food access, housing, transportation, health services, etc.
- Success metrics include developing skills for tech-reliant jobs, achieving a degree or credential with real value in the current labor market, gaining employment with self-supporting wages and/or having opportunities for further education and career advancement.

# Teens and Tech Grant

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The Teens and Tech program grant supports organizations that encourage teens to learn, experiment and collaborate with the latest technologies, developing skills and experiences to help them succeed in their careers, contribute to their communities and lead outstanding lives.

Programs should help teens build tech skills by utilizing cutting-edge technology such as computers, digital cameras, video cameras and professional software in a wide range of areas including, but not limited to:

- Audio production (including music mixing & recording)
- Website development
- Computer maintenance and repair
- UX/UI (user experience/user interface)
- Digital arts, such as graphic design and photography
- Cybersecurity
- Mobile & game app development
- 3D Animation
- Programming & coding
- Virtual Reality/ Augmented Reality
- Robotics
- Green technology

The primary responsibilities of the nonprofit organization include:

- Providing staff and curriculum for the out-of-school time programming.
- Where the opportunity exists, working with schools and other community-based organizations to build awareness of the program to drive teen participation.
- Demonstrating engagement of youth from disinvested communities.
- Developing financial and community support to help sustain the program beyond the grant funding from Best Buy Foundation.
- When possible, enabling participation of Best Buy employees to serve as volunteers.
- Completing an online impact report for program evaluation purposes. Components include program length, progress made towards goals, number of program participants and demographics, Best Buy volunteer engagement, community collaboration, technology and work life skills gained, organizational change, and teen engagement.

## **Eligibility Criteria**

The Best Buy Foundation invites out-of-school time programs that have a fundamental commitment to youth ages 13-18 from disinvested communities to apply for funding. Minimum eligibility criteria include:

- 501(c)(3) nonprofit organizations with a proven track record of serving youth ages 13-18 from disinvested communities.
- Programming occurs outside of school time.
- Commitment to diversity and inclusion.
- Programming must be within the Twin Cities seven-county metro area.

## Application Details

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Applications for Teens and Tech or Career Pathways grants must be submitted online via the following link: <https://www.cybergrants.com/bestbuy/teensandtech-careerpathways>

If your program requires additional technology to run efficiently, please outline the needs in your program grant request. **IMPORTANT:** It is neither required nor expected that you purchase technology or services from Best Buy. Please include a list of technology to be purchased in your budget details. You should not specify where you intend to purchase these items.

### **Required Elements of the Proposal**

Be sure to address each requirement below in the section that corresponds to the online application. The grant will be to support the operation of the program for one-year from date of implementation. Grant recipients will be eligible to apply the following year for funding based on demonstrated success.

**Organization Information, Leadership and Policies** – General information on proposal contact and organization.

**Proposal Information, Objectives and Impact** – Program title, grant amount requested, request summary, primary program offerings, goals and objectives, technology and work/life Skills, program impact, student progress tracking, logistical opportunities and challenges and volunteer opportunities.

**Demographics and Youth Participation** – Program youth served, gender, age, race and ethnicity and gender, program start and end date, average youth participation.

**Finances** – Organization budget, program budget, additional funding sources and funding sustainability.

**Organization Leadership and Policies** – Board members, diversity of board and staff, non-discrimination policy.

**Authorization** – Diversity and Inclusion/Non-discrimination Policy.

# Review Process

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Proposals will be evaluated and competitively ranked by a review committee from Best Buy. The review committee may choose to conduct a site visit or conference call as part of the selection process. The overall comprehensiveness, quality and clarity of the proposal will be taken into consideration.

## Proposal Deadlines and Administrative Information

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<b>Grant Awards</b>	Program grants (no general operating) typically range from \$5,000 to \$50,000. The median award for Teens and Tech is \$25,000. The median award for Career Pathways is \$30,000.
<b>Grant Period</b>	Up to one year of funding. Organizations demonstrating success are eligible to apply for future funding in subsequent years.
<b>Proposal Due Date</b>	Proposal must be submitted no later than 5:00pm Central on <b>April 1.</b>
<b>Application Link</b>	<a href="https://www.cybergrants.com/bestbuy/teensandtech-careerpathways">https://www.cybergrants.com/bestbuy/teensandtech-careerpathways</a>
<b>Proposal Requirements and Information</b>	Proposals must be submitted electronically.
<b>Notification Date</b>	<b>No later than July 31.</b>
<b>Additional Information</b>	<a href="https://corporate.bestbuy.com/social-impact">https://corporate.bestbuy.com/social-impact</a>
<b>Program Contact</b>	SocialImpact@BestBuy.com
<b>CyberGrants Support</b>	Use the “Need Support?” link at the bottom of the login page.

# Sample Application

NOTE: All applications must be submitted through the CyberGrants portal at <https://www.cybergrants.com/bestbuy/teensandtech-careerpathways>.

<b>Organization Information</b>	
*IRS Letter of Determination (File Upload)File Upload; 5242880 byte limit	Instructions:  Please upload the organization's IRS 501 (c)(3) tax designation.
*Organization Mission Statement (Long Paragraph)(2000 character maximum)	
*Organization Budget (Currency)(20 character maximum)	Instructions:  Annual budget for the organization.
<b>Proposal Information</b>	
*Grant Program Selection (Single-Select List)  <ul style="list-style-type: none"> <li>• Teens and Technology</li> <li>• Career Pathways</li> </ul>	Instructions:  Please select the program type that best aligns with your request.  <b>You may only apply to one program.</b>  <b>Career Pathways:</b> Programs that generate interest awareness in tech-related careers, improve access to training, credentialing and employment and support tech career progression. Our goal is to help teens from disinvested communities obtain the tech skills and training they need to be prepared for a successful career.  <b>Teens and Tech:</b> Programs that encourage teens to learn, experiment and collaborate with the latest technologies, developing skills and

	experiences to help them succeed in their careers, contribute to their communities and lead outstanding lives
*Program Title (Text)(255 character maximum)	
*Requested Cash Amount (Currency)(20 character maximum)	
*Request Summary (Paragraph)(500 character maximum)	Instructions:  Please provide a brief summary or abstract of your grant request.
<b>Objectives and Impact</b>	
*Primary Program Offerings (Long Paragraph)(4000 character maximum)	Instructions:  Please briefly describe your primary program offerings, including the types of curriculum, activities, and materials/resources your organization offers youth
*Goals and Objectives (Long Paragraph)(4000 character maximum)	Instructions:  What are your goals and objectives for this grant? Please describe how you will use the funds from this grant.
*Technology Activity/Content (Checkbox List)  <ul style="list-style-type: none"> <li>• 3D Design</li> <li>• Coding/Programming</li> <li>• Creative writing/Journalism</li> <li>• Digital music/Audio production</li> <li>• Emerging Technology</li> <li>• Game Design</li> <li>• Fashion Technology</li> </ul>	Instructions:  Please select the technology topics/content of activities that are provided to teens through your organization's program. Select all that apply.

<ul style="list-style-type: none"> <li>• Mobile Apps</li> <li>• Multimedia production</li> <li>• Robotics</li> <li>• Sports Technology</li> <li>• Technology - general</li> <li>• Video production/Film Production/Animation</li> <li>• Visual Arts/Graphic Design/Photography</li> <li>• Workforce readiness</li> <li>• Other</li> </ul>	
<p>*Technology Skills (Checkbox List)</p> <ul style="list-style-type: none"> <li>• Awareness of the STEM/technology field</li> <li>• Technology skills and knowledge</li> <li>• Hands-on project or work experience that involves technology</li> <li>• Experience with coding and programming</li> <li>• Experience with technology in arts and media</li> <li>• Knowledge of educational opportunities involving technology (please describe)</li> <li>• Knowledge of career opportunities involving technology (please describe)</li> <li>• Something else (please describe)</li> </ul>	<p>Instructions: What types of technology skills and knowledge do youth gain from your program? (Select all that apply)</p>
<p>Educational Opportunities (Paragraph)(4000 character maximum)</p>	<p>Instructions: Please describe the knowledge youth gain of educational opportunities involving technology.</p>
<p>Career Opportunities (Paragraph)(4000 character maximum)</p>	<p>Instructions: Please describe the knowledge youth gain of career opportunities involving technology.</p>



<p>Others Technology Skills and Knowledge (Paragraph)(4000 character maximum)</p>	<p>Instructions:  Please describe other technology skills and knowledge youth gain from your program.</p>
<p>*Work Life Skills (Checkbox List)</p> <ul style="list-style-type: none"> <li>• Professional communication skills</li> <li>• Time management, organization, and setting goals</li> <li>• Teamwork and collaboration</li> <li>• How to manage conflicts and resolve problems at work</li> <li>• How to balance their needs with the needs of others</li> <li>• How to give and/or receive feedback</li> <li>• Interview skills and preparation</li> <li>• How to build their resume</li> <li>• How to search and apply for jobs</li> <li>• Understanding vocabulary and documents required for employment (e.g., W-4s, paychecks)</li> <li>• Networking techniques for introducing themselves professionally (e.g., LinkedIn)</li> <li>• Something else (please describe)</li> </ul>	<p>Instructions:  What types of life or work skills do youth gain from your program? (Select all that apply)</p>
<p>Other Work Life Skills (Paragraph)(4000 character maximum)</p>	<p>Instructions:  Please describe other life or work skills youth gain from your program.</p>
<p>*Impact (Paragraph)(2000 character maximum)</p>	<p>Instructions:  How will you measure the impact of this program? Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?</p>

<p>*Student Progress (Yes/No)</p>	<p>Instructions:  Do you track your students longitudinally once they leave the program?</p>
<p>Time Period (Text)(500 character maximum)</p>	<p>Instructions:  Please provide the number of years.</p>
<p>*Logistical Opportunities and Challenges (Long Paragraph)(4000 character maximum)</p>	<p>Instructions:  Is there anything important that we should be aware of about the logistical aspects of your program, given the Covid-19 pandemic? Please describe any notable logistical challenges and opportunities.</p>
<p>*Volunteer Opportunities (Yes/No)</p>	<p>Instructions:  Do you have in-person or virtual volunteer opportunities?</p>
<p>Volunteer Opportunities (Paragraph)(2000 character maximum)</p>	<p>Instructions:  Please describe in-person and/or virtual volunteer opportunities.</p>
<p>Best Buy volunteers (User-Defined List)</p>	<p>Instructions:  Have any Best Buy employees volunteered at your organization? If so, list the names below.</p>
<p>Optional: Additional Information (Long Paragraph)(5000 character maximum)</p>	<p>Instructions:  Please use this space to add any additional information that was not included above that you feel is important to this request. This is not required.</p>
<p>Optional: Additional Information Upload (File Upload)File Upload; 524288 byte limit</p>	<p>Instructions:  Please upload any additional documentation you would like to share regarding your programming.</p>

## Demographics and Youth Participation

<p>*Youth Served (Number)(15 character maximum)</p>	<p>Instructions: Approximately how many youth does your program serve?</p>
<p>*Age (Percentage List)</p> <ul style="list-style-type: none"><li>• 12 and under</li><li>• 13-15</li><li>• 16-18</li><li>• 19-21</li><li>• 22 or older</li></ul>	<p>Instructions: Approximately what percentage of youth in your program fall into each of the following age groups? Note: Your responses below should total 100%.</p>
<p>*Gender (Percentage List)</p> <ul style="list-style-type: none"><li>• Female</li><li>• Male</li><li>• Non-binary</li><li>• Unknown</li></ul>	<p>Instructions: Approximately what percentage of youth in your program identify with each of the following genders? Note: Your responses below should total 100%.</p>
<p>*Race</p> <ul style="list-style-type: none"><li>• % African American or Black</li><li>• % Alaska Native or Native American</li><li>• % Asian American or Asian</li><li>• % Native Hawaiian or Pacific Islander</li><li>• % White</li><li>• % More than one race/ethnicity</li><li>• % Unknown</li></ul>	<p>Instructions: Approximately what percentage of <b>youth in your program</b> identify with each of the following racial backgrounds? <b>Note:</b> For this question, we understand if your responses do not total 100%.</p>
<p>*Ethnicity (Percentage List)</p>	<p>Instructions: Approximately what percentage of youth in your program identify as Hispanic, Latino/a or</p>

<ul style="list-style-type: none"> <li>• Hispanic, Latino/a, or Latinx</li> <li>• Not Hispanic Latino/a, or Latinx</li> <li>• Unknown</li> </ul>	<p>Latinx? Note: Your responses below should total 100%.</p>
<p>*Program start date (Date)</p>	
<p>*Program end date (Date)</p>	
<p>*Program Weeks (Single-Select List)</p> <ul style="list-style-type: none"> <li>• 1 week or less</li> <li>• 2 weeks - 1 month</li> <li>• 2 - 3 months (e.g., 5–15 weeks)</li> <li>• 4 – 5 months (e.g., 16–24 weeks)</li> <li>• 6 – 8 months (e.g., 25–36 weeks)</li> <li>• 9 or more months (37 or more weeks)</li> </ul>	<p>Instructions: For how many weeks does your program run?</p>
<p>*Program Hours (Single-Select List)</p> <ul style="list-style-type: none"> <li>• Less than 1 hour a week</li> <li>• 1 hour a week</li> <li>• 2 hours a week</li> <li>• 3 – 4 hours a week</li> <li>• 5 or more hours a week</li> </ul>	<p>Instructions: On average, how many hours per week does each teen participate in the program?</p>
<p><b>Finances</b></p>	
<p>*Organization Budget Upload (File Upload)File Upload; 20971520 byte limit</p>	<p>Instructions: Please upload the organization's budget.  If needed, please click the link below to download an organization budget template. <a href="#">Organization Budget Template.</a></p>

<p>*Program Budget (Currency)(20 character maximum)</p>	<p>Instructions:  What is the budget for this program?</p>
<p>*Program Budget Upload (File Upload)File Upload; 20971520 byte limit</p>	<p>Instructions:  Please upload the completed Program Budget.  If needed, please click the link below to download a program budget template. <a href="#">Program Budget Template</a></p>
<p>*Program budget description (Paragraph)(2000 character maximum)</p>	<p>Instructions:  Provide a brief narrative description of the program's budget.</p>
<p>*Additional Funding (Paragraph)(2000 character maximum)</p>	<p>Instructions:  List names of corporations and foundations from which funding has been requested. Include dollar amounts and indicate which sources are committed or pending. Please use the following format: Amount - Organization - Status</p>
<p>*Funding Principle (Paragraph)(2000 character maximum)</p>	<p>Instructions:  What is the plan to sustain this program going forward? What are your long-term funding strategies?</p>
<p>Organization Leadership and Policies</p>	
<p>*Current Board Members (File Upload)File Upload; 20971520 byte limit</p>	<p>Instructions:  Attach a list of current board members.</p>
<p>Best Buy Board Members (User-Defined List)</p>	<p>Instructions:  Is there a Best Buy employee serving on the board of this organization? If yes, list the names of any Best Buy employees who have served on the Board of Directors over the past 12 months.</p>

	<p>Include board tenure and special roles held. (ex: Jim Smith, 3 years on Board, Director. *If none, please enter N/A.)</p>
<p>*Leadership</p> <ul style="list-style-type: none"> <li>• % African American or Black</li> <li>• % Alaska Native or Native American</li> <li>• % Asian American or Asian</li> <li>• % Native Hawaiian or Pacific Islander</li> <li>• % White</li> <li>• % More than one race/ethnicity</li> <li>• % Unknown</li> </ul>	<p>Instructions:</p> <p>Approximately what percentage of your organizational leadership identify with each of the following racial backgrounds? Note: For this question, we understand if your responses do not total 100%.</p>
<p>*Leadership (Percentage List)</p> <ul style="list-style-type: none"> <li>• Hispanic, Latino/a, or Latinx</li> <li>• Not Hispanic Latino/a, or Latinx</li> <li>• Unknown</li> </ul>	<p>Instructions:</p> <p>Approximately what percentage of your organizational leadership identify as Hispanic, Latino/a or Latinx? Note: Your responses below should total 100%.</p>
<p>*Diversity of Board (Paragraph)(2000 character maximum)</p>	<p>Instructions:</p> <p>What is the current diversity of your board?</p>
<p>*Diversity of Staff (Paragraph)(2000 character maximum)</p>	<p>Instructions:</p> <p>What is the current diversity of your staff?</p>
<p>*Is your organization BIPOC-led (Black, Indigenous, People of Color)? (Yes/No)</p>	<p>Instructions:</p> <p>An organization with an executive director who identifies as BIPOC or a board with more than 50% of its members who identify as BIPOC would be considered BIPOC-led.</p>
<p>*Does your organization have a Non-Discrimination Policy? (Yes/No)</p>	<p>Instructions:</p>

<p>Non-Discrimination Policy (File Upload)File Upload; 20971520 byte limit</p>	<p>Instructions:  Please upload your organization's current Non-Discrimination Policy.</p>
<p>Equity, Diversity, Inclusion and Access (File Upload)File Upload; 20971520 byte limit</p>	<p>Instructions:  If one exists, please update your Board adopted plan to address any/all of the following: Equity, Diversity, Inclusion and Access.</p>