

Seattle Fund

Teens & Tech | Career Pathways Grants

Application Guidelines

Introduction

The Best Buy Foundation™ is on a mission to build brighter futures through technology.

Every teen has dreams. The Best Buy Foundation™ is working to ensure they have the opportunity to achieve them. By partnering with nonprofit organizations that share our focus on supporting young people through tech access, career training, and the cultivation of vibrant communities, we are better able to prepare the next generation for the tech-reliant jobs of the future. Together, we open a door that transforms teens from consumers to creators – a new generation of engineers, entrepreneurs, teachers, designers and dreamers.

Grant Opportunity

The Best Buy Foundation Seattle Fund provides grant funding to organizations serving teens through technical education and career training. Funding is available in two areas of focus: Career Pathways grants support out-of-school programming focused on career development, including and especially in fields related to STEAM (science, technology, engineering, arts, and mathematics); Teens & Tech grants encourage technological exploration for teens and young people. Please note that you may only apply to one program.

Career Pathways Grant

The 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.

Grant Program Guidelines and Expectations:

- Build awareness of the program to drive youth participation.
- Ensure access to teens from disinvested communities to programs outside of school time.

- Request amount must not exceed 49% of the program budget.
- Completion of 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 (if applicable), 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 with out-of-school time programs that generates interest and awareness in tech-related careers.
- Demonstrated track record in engaging youth at the local level who have been disconnected from education and careers.
- Programming must be within King County.

Preferred Programs

Preferred programs will have some of the following components:

- Program serves youth ages 16-21 with 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/high school and/or college credits, paid education opportunities, etc. 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, mental 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 & Tech Grant

The Teens & 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

Grant Program Guidelines and Expectations:

- Engage youth from disinvested communities.
- Request amount must not exceed 49% of the program budget.
- Completion of 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 (if applicable), 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 with programming that encourages teens to learn, experiment and collaborate with the latest technologies.
- Programming occurs outside of school time.
- Programming must be within King County.

Application Details

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

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.

Grant recipients will be eligible to apply the following year for funding based on demonstrated success and completion of an online impact report.

Review Process

Best Buy Foundation staff will review proposals to determine eligibility. Applicants will be notified by email if their proposal is deemed ineligible. The Seattle Fund Committee comprises local Best Buy employees from across the enterprise. In partnership with Foundation staff, the Committee will review proposals according to program criteria listed in these guidelines. The review committee may choose to conduct a site visit or conference call as part of the selection process. Reviews will not be open to the public. However, applicants may request feedback once funding decisions have been announced by emailing info@bestbuyfoundation.org.

Proposal Deadlines and Administrative Information

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| Grant Awards | Program grants (no general operating) typically range from \$5,000 to \$15,000. |
| Grant Period | Up to one year of funding. Organizations demonstrating success are eligible to apply for future funding in subsequent years. |
| Proposal Due Date | Proposal must be submitted no later than 5:00pm Pacific on March 1. |
| Application Link | https://www.cybergrants.com/bestbuy/seattlegrant |
| Notification Date | No later than April 30 |
| Additional Information | https://www.bestbuyfoundation.org/grants |
| Program Contact | info@bestbuyfoundation.org |
| CyberGrants Support | 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/seattlegrant>.

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| Preview Form | |
| This is an example of the application questions with which you will be presented. It is recommended that you compose the answers to the paragraph questions in a word processing program and then cut and paste that text into the online application. | |
| Contact Information | |
| *First Name (Text) (40 character maximum) | Instructions: |
| *Last Name (Text) (40 character maximum) | Instructions: |
| *Title (Text) (50 character maximum) | Instructions: |
| *Telephone (Text) (30 character maximum) | Instructions: |
| *E-mail Address (Text) (100 character maximum) | Instructions: |
| Organization Information | |
| *Address (Text) (100 character maximum) | Instructions: |
| *Address 2 (Text) (100 character maximum) | Instructions: |

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| <p>*City (Text) (50 character maximum)</p> | <p>Instructions:</p> |
| <p>*State (Single-Select List)</p> | <p>Instructions:</p> |
| <p>*Zip (Text) (20 character maximum)</p> | <p>Instructions:</p> |
| <p>Organization Mission Statement (Long Paragraph) (2000 character maximum)</p> | <p>Instructions:</p> |
| <p>*Organization Budget (Currency) (20 character maximum)</p> | <p>Instructions: Annual budget for the organization.</p> |
| <p>*IRS Letter of Determination (File Upload) File Upload; 5242880 byte limit</p> | <p>Instructions: Please upload the organization's IRS 501 (c)(3) tax designation.</p> |
| <p>*Organization Description (Paragraph) (2000 character maximum)</p> | <p>Instructions: Describe your organization, including programs, projects, initiatives and population served.</p> |
| <p>*Name/logo use (Yes/No)</p> | <p>Instructions: The Best Buy Foundation (“Foundation”) may wish to reference and/or promote its donation to your organization on the Foundation’s channels, including but not limited to its website at bestbuyfoundation.org, its annual report, donor-facing marketing, and various social media accounts. Additionally Best Buy Co., Inc. and its affiliates (“Best Buy”) may wish to reference and/or promote the Foundation’s donation to your organization on Best Buy’s channels, including but not limited to its website at bestbuy.com, blog at corporate.bestbuy.com, and various social media accounts. By indicating “Yes” below, you grant the Foundation a</p> |

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| | <p>perpetual, irrevocable, royalty-free, non-exclusive, and transferable right and license to use your organization’s name and trademarks in connection with promoting the Foundation’s donation to your organization. You also grant the Best Buy Foundation and Best Buy, the right to link to your website from the above-mentioned channels and tag or mention your social media handle(s).</p> <p>Your answer to this question will not impact the decision to provide funding to your organization.</p> <p>If you wish to revoke consent at another time, please email info@bestbuyfoundation.org.</p> |
| <p>Name/logo use - comments (optional) (Paragraph) (2000 character maximum)</p> | <p>Instructions:</p> |
| <p>Preferred organization logo (File Upload) File Upload; 10485760 byte limit</p> | <p>Instructions:</p> |
| <p>Proposal Information</p> | |
| <p>Grant Program (Single-Select List)</p> <ul style="list-style-type: none"> • Seattle Fund | <p>Instructions:</p> |
| <p>*Grant Program Selection (Single-Select List)</p> <ul style="list-style-type: none"> • Teens and Technology • Career Pathways | <p>Instructions:</p> <p>Please select the program type that best aligns with your request.</p> <p>You may only apply to one program.</p> <p>Career Pathways: 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</p> |

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| | <p>disinvested communities obtain the tech skills and training they need to be prepared for a successful career.</p> <p>Teens & Tech: 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</p> |
| <p>*Program Title (Text) (255 character maximum)</p> | <p>Instructions:</p> |
| <p>*Program Summary (Paragraph) (500 character maximum)</p> | <p>Instructions: Please provide a brief summary or abstract of your grant request.</p> |
| <p>*Requested Cash Amount (Currency) (20 character maximum)</p> | <p>Instructions:</p> |
| <p>Proposal Description, Objectives and Impact</p> | |
| <p>*Primary Program Offerings (Long Paragraph) (4000 character maximum)</p> | <p>Instructions: Please briefly describe your primary program offerings, including the types of curriculum, activities and materials/resources your organization offers youth</p> |
| <p>*Goals and Objectives (Long Paragraph) (4000 character maximum)</p> | <p>Instructions: What are your goals and objectives for this grant? Please describe how you will use the funds from this grant.</p> |
| <p>*Technology Activity/Content (Checkbox List)</p> <ul style="list-style-type: none"> • 3D Design | <p>Instructions: Please select the technology topics/content of activities that are provided to teens through</p> |

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| <ul style="list-style-type: none"> • Coding/Programming • Creative writing/Journalism • Digital music/Audio production • Emerging Technology • Game Design • Fashion Technology • Mobile Apps • Multimedia production • Robotics • Sports Technology • Technology - general • Video production/Film Production/Animation • Visual Arts/Graphic Design/Photography • Workforce readiness • Other | <p>your organization's program. Select all that apply.</p> |
| <p>*Technology Skills (Checkbox List)</p> <ul style="list-style-type: none"> • Awareness of the STEM/technology field • Technology skills and knowledge • Hands-on project or work experience that involves technology • Experience with coding and programming • Experience with technology in arts and media • Knowledge of educational opportunities involving technology (please describe) • Knowledge of career opportunities involving technology (please describe) • Something else (please describe) | <p>Instructions:</p> <p>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:</p> <p>Please describe the knowledge youth gain of educational opportunities involving technology.</p> |

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| <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"> • Professional communication skills • Time management, organization, and setting goals • Teamwork and collaboration • How to manage conflicts and resolve problems at work • How to balance their needs with the needs of others • How to give and/or receive feedback • Interview skills and preparation • How to build their resume • How to search and apply for jobs • Understanding vocabulary and documents required for employment (e.g., W-4s, paychecks) • Networking techniques for introducing themselves professionally (e.g., LinkedIn) • Something else (please describe) | <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</p> |

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| | work (staff, board, constituents, community, consultants)? |
| *Student Progress (Yes/No) | Instructions: Do you track your students longitudinally once they leave the program? |
| Time Period (Text) (500 character maximum) | Instructions: Please provide the number of years. |
| *Logistical Opportunities and Challenges (Long Paragraph) (4000 character maximum) | 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. |
| *Volunteer Opportunities (Yes/No) | Instructions: Do you have in-person or virtual volunteer opportunities? |
| Volunteer Opportunities (Paragraph) (2000 character maximum) | Instructions: Please describe in-person and/or virtual volunteer opportunities. |
| Best Buy volunteers (User-Defined List) | Instructions: Have any Best Buy employees volunteered at your organization? If so, list the names below. |
| Optional: Additional Information (Long Paragraph) (5000 character maximum) | 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. |
| Optional: Additional Information Upload (File Upload) File Upload; 20971520 byte limit | Instructions: |

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| | Please upload any additional documentation you would like to share regarding your programming. |
| Program Demographics, Youth Served, and Hours of Operation | |
| <p>*What area of King County will this program serve? (Paragraph) (500 character maximum)</p> | <p>Instructions: Please enter the city names.</p> |
| <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"> • 9 and under • 10-12 • 13-15 • 16-18 • 19-21 • 22-24 • 25 and older | <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"> • Female • Male • Non-binary • Unknown | <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 and Ethnicity - Program Participants (Percentage List)</p> <ul style="list-style-type: none"> • Asian/Asian American • Black/African American | <p>Instructions: What percentage of program participants identify with each of the following categories? Percentages must total 100%.</p> |

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| <ul style="list-style-type: none"> • Hispanic/Latine/Latino/Latina/Latinx • Middle Eastern/North African • Native American/American Indian/Alaska Native/Indigenous • Native Hawaiian/Pacific Islander • White/Caucasian/European • People who prefer to identify with another race or ethnicity • Unknown • Decline to state | |
| <p>*Program start date (Date)</p> | <p>Instructions:</p> |
| <p>*Program end date (Date)</p> | <p>Instructions:</p> |
| <p>*Program Weeks (Single-Select List)</p> <ul style="list-style-type: none"> • 1 week or less • 2 weeks - 1 month • 2 - 3 months (e.g., 5–15 weeks) • 4 – 5 months (e.g., 16–24 weeks) • 6 – 8 months (e.g., 25–36 weeks) • 9 or more months (37 or more weeks) | <p>Instructions:</p> <p>For how many weeks does your program run?</p> |
| <p>*Program Hours (Single-Select List)</p> <ul style="list-style-type: none"> • Less than 1 hour a week • 1 hour a week • 2 hours a week • 3 – 4 hours a week • 5 or more hours a week | <p>Instructions:</p> <p>On average, how many hours per week does each teen participate in the program?</p> |
| <p>Finances</p> | |

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| <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. Organization Budget Template.</p> |
| <p>*Organization Budget Description (Paragraph) (2000 character maximum)</p> | <p>Instructions: Provide a brief narrative description of the organization's budget.</p> |
| <p>*Project 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. Program Budget Template</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> |

Organization Leadership and Policies

*Current Board Members
(File Upload) File Upload; 20971520 byte limit

Instructions:
Attach a list of current board members.

*Race and Ethnicity - Staff
(Percentage List)

- Asian/Asian American
- Black/African American
- Hispanic/Latine/Latino/Latina/Latinx
- Middle Eastern/North African
- Native American/American Indian/Alaska Native/Indigenous
- Native Hawaiian/Pacific Islander
- White/Caucasian/European
- People who prefer to identify with another race or ethnicity
- Unknown
- Decline to state

Instructions:
What percentage of your organization's staff identify with each of the following categories? Percentages must total 100%.

*Race and Ethnicity - Leadership
(Percentage List)

- Asian/Asian American
- Black/African American
- Hispanic/Latine/Latino/Latina/Latinx
- Middle Eastern/North African
- Native American/American Indian/Alaska Native/Indigenous
- Native Hawaiian/Pacific Islander
- White/Caucasian/European
- People who prefer to identify with another race or ethnicity
- Unknown
- Decline to state

Instructions:
What percentage of your organization's leader(s) (Executive Director, CEO, Artistic Director, etc.) identify with each of the following categories? Percentages must total 100%.

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| <p>*Race and Ethnicity - Board (Percentage List)</p> <ul style="list-style-type: none"> • Asian/Asian American • Black/African American • Hispanic/Latine/Latino/Latina/Latinx • Middle Eastern/North African • Native American/American Indian/Alaska Native/Indigenous • Native Hawaiian/Pacific Islander • White/Caucasian/European • People who prefer to identify with another race or ethnicity • Unknown • Decline to state | <p>Instructions:</p> <p>What percentage of your organization's board identify with each of the following categories? Percentages must total 100%.</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:</p> <p>Please upload your organization's current Non-Discrimination Policy.</p> |
| <p>Payee Information</p> | |
| <p>It is important to ensure the payee information is accurate. If awarded, the check will be sent to this name and address.</p> <p>For returning users: If this is not correct, please click the EDIT button below and enter the correct name and address that the check should go to.</p> <p>For FrontDoor users: Any changes should be made through your organization's profile page.</p> | |
| <p>*Payee Name1 (Text) (100 character maximum)</p> | <p>Instructions:</p> <p>Payee Name1</p> |
| <p>*Payee Address1 (Text) (100 character maximum)</p> | <p>Instructions:</p> <p>Address1</p> |

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| Payee Address2 (Text) (100 character maximum) | Instructions: Address2 |
| *City (Text) (50 character maximum) | Instructions: City |
| *State (Single-Select List) | Instructions: State |
| *Zip (Text) (20 character maximum) | Instructions: Zip |
| <p>Authorization</p> | |
| Non-Discrimination Policy (No input required) | Instructions: Best Buy is an equal opportunity employer committed to an environment free of discrimination. Organizations seeking financial support from Best Buy or the Best Buy Foundation are asked to verify that their programs and services are offered without regard to race, color, ancestry, religion, gender identity or expression, sexual orientation, marital status, age, national origin, physical or mental disability (actual or perceived), medical condition, pregnancy (including childbirth or related medical conditions), veteran status, or any other characteristic protected by federal, state or local law, regulation or ordinance. Applicant organizations which offer gender-based programs or have services designed to address the needs of specific populations (Native American, teens, etc.) may not, in and of themselves, be considered discriminatory and may be considered for funding. |

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| <p>*Certification (Checkbox List)</p> <ul style="list-style-type: none">• I certify that the organization complies with these statements. | <p>Instructions:</p> |
| <p>*Electronic Signature (Text) (500 character maximum)</p> | <p>Instructions: By entering your name and checking the certification box and selecting YES above, you are certifying that all information in the proposal is true and correct.</p> |