

Best Buy Teen Tech Center®

Career Pathways Technical Skills Program

Request for Proposals

Program Overview

The Best Buy Foundation™ seeks local and/or national non-profit organizations to provide hands-on, STEAM (science, technology, engineering, arts, and/or mathematics) skills training and paid summer internships to teens participating in the Best Buy Teen Tech Center® Career Pathways program. Prospective organizations should have a demonstrated track record of asset-based programming that amplifies the strengths of young people from disinvested communities and experience engaging teens in out-of-school time settings.

The Career Pathways Program (available in select Teen Tech Center locations) provides Teen Tech Center members ages 16-19 with the opportunity to earn money while developing key technical, professional, and life skills. Participants receive personalized coaching and mentorship, while deepening their knowledge of career opportunities in STEAM that they apply to real-world settings via team projects and paid summer internships.

Teen Tech Centers implementing the Career Pathways Program are paired with a Career Pathways Technical Skills Partner (TSP) – local and/or national organizations with a demonstrated track record of increasing technical skill proficiency, providing career readiness and exploration and securing internship opportunities for high school juniors and seniors. The TSP and Teen Tech Center work collaboratively to implement the four key components of the program:

- **Technical Skills Training:** Weekly workshops (Oct-May) delivered by TSP teaching introductory or intermediate skills in a relevant STEAM focus area.
- **Life/Soft Skills Training:** Weekly workshops (Oct-May) delivered by Teen Tech Center staff, TSP, and/or other subject matter experts that teach core workforce readiness skills and prepare Career Pathways participants for summer internships and post-secondary endeavors.
- **Pre-Internship Project:** Group and/or individual project that reflects the culmination of participants technical skills and life/soft skills learning over the year.

- **Paid summer Internship:** Hands-on, 6–10-week, paid work experience with a reputable organization/company.

Program Year Timeline:

The Career Pathways program will run from October 1 – August 15.

- October 1 to late-May: Programming + Project
- June 1 to mid-August: Summer Internships

Learn more about Best Buy Teen Tech Centers, including a list of locations [here](#).

Career Pathways Technical Skills Partner (TSP) Expectations

Prospective TSPs will submit a sample curriculum for review. If selected by a Teen Tech Center, the TSP will work collaboratively with Teen Tech Center staff to tailor their curriculum and seamlessly integrate it into the comprehensive Career Pathways Program at their partner site. Expectations include:

Technical Skills Curriculum

- Create and facilitate in-person training to equip participants with introductory to intermediate skills in a relevant STEAM skill focus area. Provide all curriculum materials and resources necessary for technical skills workshops.
- Preferred TSPs will deliver programming that enables youth to obtain an industry-recognized workforce certification or credential.
- Partner with Teen Tech Center Career Pathways Facilitator to outline the programming calendar schedule for the year, ensuring that programming dates align with the individual Teen Tech Center’s operating days and hours.

Program Administration

- Identify, hire and train a local instructor to deliver weekly, in-person workshops. The on-site instructor should be comfortable working with teenagers in an after-school setting and be able to connect with youth from diverse backgrounds and cultural identities.
- Prioritize in-person program delivery, unless otherwise deemed necessary due to emergency situations, inclement weather conditions, facility closures or other unforeseen circumstances.
- Designate one liaison as the relationship manager between the Teen Tech Center, TSP organization, and the Best Buy Foundation.
- Attend recurring check-in meetings with Teen Tech Center staff and/or Best Buy Foundation representative, including:

- Beginning of year intro call with the Teen Tech Center and Best Buy Foundation representative.
- Weekly planning and preparation meetings with Teen Tech Center staff. Meeting cadence may fluctuate.
- Recurring group or individual check-in calls with other TSPs, Teen Tech Centers and/or Best Buy Foundation representatives.

Career Exploration and Mentorship Programming

- Serve as an advisor for soft-skills curriculum content, providing insight into industry-specific skills expectations.
- Connect technical skills curriculum with industry job titles, career paths, companies, etc.

Internships

- Secure at least two paid summer youth internship placements per Teen Tech Center site with a reputable business, corporation or 501c3 non-profit organization with the following requirements:
 - Internships may be provided in-house or via an identified partner company/organization.
 - Intern work responsibilities and projects should be substantial and complementary to the skills developed during the program.
 - Internships should be approximately 6-10 weeks for a minimum total of 120+ hrs.
 - Interns should work an average of 20-30 hours per week and may not exceed 40 hours/week. Internships that are shorter in duration may be permitted on a case-by-case basis; but they must meet the minimum requirement of 120 total hours.
 - Interns must be paid at a rate that is at or above local minimum wage.
 - The intern host is responsible for managing the hiring, onboarding and wage administration of intern pay.
 - Interns should have a designated manager and participate in weekly check-in meetings with their manager or other designated leader/mentor.
 - Youth participants may or may not have access to a car. To ensure equity in access, internship work locations that are accessible via public transportation and within a reasonable commutable distance from the local Teen Tech Center location are preferred.

Application Requirements

- **Program Overview.** Overview of the organization, program model and the specific STEAM discipline that your program focuses on. Include any links to former projects, short videos, alumni success stories, etc.
- **Curriculum and Learning Outcomes.** Sample syllabus that outlines weekly lessons, including timeline, time commitment and learning outcomes.
- **Technology Requirements.** Each Teen Tech Center is outfitted with [standard equipment](#). Please note that any additional specialized equipment or supplies necessary for TSP programming is the responsibility of the TSP. The Best Buy Foundation or the Teen Tech Center cannot be responsible for damaged, lost or stolen property of third-party vendors or external partners. The TSP must work with Teen Tech Center staff to ensure that equipment is stored properly and handled correctly.
- **Additional Program Requirements.** Any special requirements that Teen Tech Center staff should be aware of before partner selection (program timing and delivery requirements, space requirements, etc.)
- **Geographic Availability.** At which Teen Tech Center site(s) can your organization best facilitate in-person programming and utilize your network of prospective internship hosts.
- **Number of Sites.** For national organizations or cities with multiple Teen Tech Center sites, what are the minimum and maximum number of sites at which you can effectively implement in-person programming?
- **Referrals.** Have you or are you currently working with a Teen Tech Center site? Were you referred to this grant application by a Teen Tech Center site?
- **Detailed Program Budget.** Program budget (using provided [template](#)) with estimated cost per site, including anticipated costs associated with the following requirements:
 - Each TSP is expected to provide at least two paid summer internships per Teen Tech Center site as part of the budget.
 - Local in-person instructor.

Selection and Matching Process

Upon application review and approval, finalists will be invited to join the pool of organizations eligible to be matched with a Best Buy Teen Tech Center Career Pathways program. Please note that joining the menu as a finalist does not guarantee a match with a Teen Tech Center.

During the matching period (late spring/early summer), Teen Tech Centers will have opportunities to learn more about the TSP finalists available in their city.

1. **Pathways Menu:** The menu will include an overview of each organization, information on the program model, a sample curriculum, and links to any additional websites/videos, etc. shared in the TSP application.

2. Virtual Information Sessions: TSP finalists will be invited to participate in virtual information sessions for Teen Tech Center staff. More details on the info sessions will be provided at a later date.

At the conclusion of the matching period, Best Buy Teen Tech Center Career Pathways staff will rank their preferred TSPs. Final matches will be determined by geographic availability, number of sites and are subject to budget approval.

Those organizations with a match will receive information on next steps for grant funding, including the submission of a final budget based on number of sites. Finalists that are not selected as a TSP may opt-in to be considered for future training offerings with Teen Tech Centers.

General Eligibility

Who is Eligible to Apply?

- Demonstrated ability to work effectively across differences, including developing rapport with youth from multi-cultural backgrounds.
- 501(c)(3) nonprofit organizations with a proven track record of serving youth ages 15-19 in and out of school context and informational learning spaces.
- Best Buy Teen Tech Center host organizations with qualified in-house programming may apply for the TSP grant for their site. In-house programs are subject to all the same requirements as external organizations.

Ineligible Applicants

- Applications requesting only supplies or product donations.
- Organizations seeking funds to benefit:
 - Political, labor, fraternal or civic organizations
 - Religious organizations (for sectarian purposes)
 - Individuals
 - Endowments
 - Award ceremonies, memorials, conferences or travel
 - Athletic teams or events

Application Process

Preparing to apply: All application materials must be submitted online at <https://www.cybergrants.com/bestbuy/NationalGrant>

Registering with CyberGrants: If you are registering for the first time, you may create credentials through the Standard Login option (recommended) or CyberGrants FrontDoor. You will need to select this option every time you log into the system. For organizations registering with FrontDoor, the verification process takes 5-7 business days, after which you will be able to enter the system. For more information on FrontDoor, visit the [CyberGrants website](#).

Applicants who have previously applied for funding from the Best Buy Foundation may select the standard login option and use their existing credentials.

For account support, use the “Need Support?” option at the bottom of the login page.

Application Deadline: Applicants must submit their completed application, including all required supplemental materials by 5 PM Eastern on April 1, 2024. Late applications will not be accepted. Applicants will receive a confirmation email when their full application has been successfully submitted.

Grant Awards & Administration

Applicants receive notification with grant determination on or around August 15, 2024. Award recipients will receive a notification email when checks are distributed.

Reporting/Evaluation Requirements

TSP grant partners will be required to submit an impact report one year from grant distribution to receive subsequent years of general operating support funding. This report will address actual financial information, audience/participant demographics and other information based on application criteria. This may also include additional surveys or focus groups. See sample impact report below.

Proposal Deadline and Administrative Information

Grant Awards	Up to \$70,000 per site.
Grant Period	Up to one year of funding.
Application Site Opens	Tuesday, January 2, 8 AM Eastern Applications must be submitted through the online application portal .
Open office hours	<p>Thursday, February 1, 2024 12:00 PM – 1:00 PM EST Register for February 1</p> <p>Friday, March 1, 2024 2:00 PM – 3:00 PM EST Register for March 1</p> <p>Monday, March 25, 2024 3:00PM – 4:00 PM EDT Register for March 25</p>
Proposal Due Date	Proposal must be submitted no later than Monday, April 1, 5 PM Eastern.
Finalists Notified	On or around May 15, 2024.
Virtual Information Sessions and Prospective Partner Meetings	May 15 – June 14, 2024.
Award Notification Date	On or around August 15, 2024.
Application Support	Use the “Need Support” link on the webpage
Program Contact	info@bestbuyfoundation.org

Sample Application

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

Contact Information	
Salutation (Text) (100 character maximum)	
*First Name (Text) (40 character maximum)	
*Last Name (Text) (40 character maximum)	
*Title (Text) (50 character maximum)	
*Telephone (Text) (30 character maximum)	
*E-mail Address (Text) (100 character maximum)	
Organization Information	
*Legal Name (Text) (255 character maximum)	
*Address (Text) (100 character maximum)	
Address 2 (Text)(100 character maximum)	

<p>*City (Text) (50 character maximum)</p>	
<p>*State (Single-Select List)</p>	
<p>*Zip (Text) (20 character maximum)</p>	
<p>*IRS Letter of Determination (File Upload) File Upload; 5242880 byte limit</p>	<p>Please upload the organization's IRS 501 (c)(3) tax designation.</p>
<p>*Organization Mission Statement (Long Paragraph) (2000 character maximum)</p>	
<p>*Organization Budget (Currency) (20 character maximum)</p>	<p>Annual budget for the organization.</p>
<p>*Name/logo use (Yes/No)</p>	<p>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 perpetual,</p>

	<p>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>
Name/logo use - comments (optional) (Paragraph) (2000 character maximum)	
Preferred organization logo (File Upload) File Upload; 10485760 byte limit	
Proposal Information	
*Requested Grant Amount (Currency) (20 character maximum)	
*Program Title (Text) (255 character maximum)	
*Program Summary (Paragraph) (500 character maximum)	Please provide a brief summary or abstract of your grant request.
*Lead Contact Name (Text) (500 character maximum)	

	Who will be the main point of contact with Best Buy for grant/partnerships?
*Lead Contact Title (Text) (500 character maximum)	
*Lead Contact Email (Text) (500 character maximum)	
*Program Contact Name (Text) (500 character maximum)	Who will be the main point of contact with Teen Tech Centers for local program implementation?
*Program Contact Title (Text) (500 character maximum)	
*Program Contact Email (Text) (500 character maximum)	
*Program Timeline Confirmation (Yes/No)	<p>The Career Pathways Program will run from October 1 – August 15.</p> <ul style="list-style-type: none"> • October 1 to late-May: Programming + Project. CareerPathways Technical Skills partners are expected to deliver weekly, in-person workshops during this time period. • June 1 to mid-August: Summer Internships <p>Can your programming fall within this time period?</p>
Teen Tech Center Referrals (Paragraph) (1000 character maximum)	Do you have any current or previous experience working with the Best Buy

	Foundation and/or Best Buy Teen Tech Centers? Please describe.
*Program Description (Paragraph) (4000 character maximum)	Please provide an overview of the organization, program model and the specific STEAM discipline that your program focuses on. Please discuss the types of hands-on projects/activities that youth will participate in. Include any links to former projects, short videos, alumni success stories, etc.
*Teen Tech Center Integration (Paragraph) (4000 character maximum)	Please describe how your program fits into the vision, mission and model of the Best Buy Teen Tech Center?
*Learning Outcomes (Long Paragraph) (4000 character maximum)	<p>What are the intended learning outcomes for youth who participate in this program? Please provide a specific list of 2-3 learning outcomes. Be sure to indicate how these learning outcomes will be measured.</p> <p>For example, “Participants will gain beginner level proficiency in HTML by learning and practicing coding in a 6-week in-person class. Participants will be able to independently code a basic webpage by the end of this course.”</p>
*Post-secondary Opportunities (Paragraph) (2000 character maximum)	Please describe any apprenticeships, fellowships, certifications, credentials, etc. available to alumni who want to further their learning/career growth in this area after completing this program.

<p>*Internship Opportunities (Paragraph) (2000 character maximum)</p>	<p>Career Pathways Technical Skills Partners are required to secure at least two paid summer internship placements per Teen Tech Center match.</p> <p>Please describe the summer internship opportunities available to youth in your program. How do you support youth throughout the summer internship experience?</p>
<p>*Additional Extracurricular Opportunities (Paragraph) (2000 character maximum)</p>	<p>In addition to weekly workshops at the Teen Tech Center, are there other extracurricular opportunities available to participants such as field trips, events, travel, competitions, etc.?</p>
<p>*Curriculum Upload (File Upload) File Upload; 5242880 byte limit</p>	<p>Please a proposed syllabus that outlines weekly lessons, including timeline, time commitment and learning outcomes.</p>
<p>*Career Pathways Program Location Availability (Checkbox List)</p> <ul style="list-style-type: none"> • Selma, AL • Phoenix, AZ • East Palo Alto, CA • Los Angeles, CA • Oakland, CA • San Leandro, CA • San Marcos, CA • Denver, CO • Hartford, CT 	<p>Career Pathways Technical Skills Partners must be able to provide in-person instruction and secure at least two paid summer internships at each site they are matched with. Please select the Teen Tech Center location(s) you can service. Select all that apply.</p>

- | | |
|--|--|
| <ul style="list-style-type: none">• Washington D.C.• Fort Lauderdale, FL• Miami, FL• Orlando, FL• Atlanta, GA• Des Moines, IA• Gary, IN• Indianapolis, IN• Louisville, KY• New Orleans, LA• Boston, MA• Detroit, MI• Minneapolis/St. Paul, MN• St. Cloud, MN• St. Louis, MO• Omaha, NE• Charlotte, NC• Las Vegas, NV• New York, NY• Cleveland, OH• Philadelphia, PA• Pittsburgh, PA• Oklahoma City, OK• Portland, OR• Memphis, TN• Nashville, TN• Austin, TX• Dallas, TX• El Paso, TX• Houston, TX• San Antonio, TX• Salt Lake City, UT• Kenosha, WI | |
|--|--|

<ul style="list-style-type: none"> • Milwaukee, WI 	
<p>Program Location Availability - Comments (optional) (Paragraph) (2000 character maximum)</p>	
<p>*Number of Sites (Worksheet)</p>	<p>For national organizations or those serving regions with multiple Teen Tech Center sites, what are the minimum and maximum number of sites at which you can effectively in-person programming and provide at least two paid summer internships?</p> <p>Maximum Number of Sites</p> <p>Minimum Number of Sites</p>
<p>*Technology Requirements (Paragraph) (2000 character maximum)</p>	<p>What technology requirements exist for successful participation (i.e. device type, device specifications, software licenses)?</p> <p>Each Teen Tech Center is outfitted with standard equipment. Please note that any additional specialized equipment or supplies necessary for TSP programming is the responsibility of the TSP. The Best Buy Foundation or the Teen Tech Center cannot be responsible for damaged, lost or stolen property of third-party vendors or external partners. The TSP must work with Teen Tech Center staff to ensure that equipment is stored properly and handled correctly.</p>
<p>*Logistical Opportunities and Challenges (Long Paragraph) (4000 character maximum)</p>	<p>Is there anything important that we should be aware of about the logistical aspects of your program? Please describe any notable logistical challenges and opportunities.</p>

	<p>For example, does your program have set meeting days? Are there aspects of your program that require more than one weekly in-person meeting?</p>
<p>*Impact (Paragraph) (2000 character maximum)</p>	<p>Upon being matched and receiving grant funding, your organization will be required to submit an Impact Report that highlights information such as program outcomes, participation, successes, challenges and learnings.</p> <p>How will you measure the impact of this program? Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?</p>
<p>*Alumni Engagement (Yes/No)</p>	<p>Please describe how you continue to engage program alumni, including any longitudinal studies or tracking.</p>
<p>*Cultural Competency (Paragraph) (4000 character maximum)</p>	<p>The Best Buy Teen Tech Center Career Pathways Program is an after-school program that serves diverse teens from disinvested communities ages 16-19.</p> <p>Please describe your organization's experience working with youth from this demographic.</p> <p>How do you ensure your program content is up-to-date, relevant, and inclusive?</p> <p>How do you ensure direct service staff have cultural competency and classroom management/teen engagement skills?</p>

<p>Optional: Additional Information Upload (Long Paragraph) (5000 character maximum)</p>	<p>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; 20971520 byte limit</p>	<p>Please upload any additional documentation you would like to share regarding your programming.</p>
<p>Demographics, Leadership and Administration</p>	
<p>*Youth Served (Number) (15 character maximum)</p>	<p>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>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>Approximately what percentage of youth in your program identify with each of the following genders? Note: Your responses below should total 100%.</p>

<ul style="list-style-type: none"> • Decline to state 	
<p>*Race and Ethnicity - Program Participants (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>What percentage of program participants identify with each of the following categories? Your responses below should total 100%.</p>
<p>*Board of Directors (User-Defined List)</p>	<p>List the names of any Best Buy employees who have served on the Board of Directors over the past 12 months. Include board tenure and special roles held.</p> <p>(ex: Jim Smith, 3 years on Board, Director. *If none, please enter N/A.)</p>
<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 	<p>What percentage of your organization's board identify with each of the following categories? Percentages must total 100%.</p>

<ul style="list-style-type: none"> • People who prefer to identify with another race or ethnicity • Unknown • Decline to state 	
<p>*Race and Ethnicity - Leadership (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>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%.</p>
<p>*Race and Ethnicity - Staff (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>What percentage of your organization's staff identify with each of the following categories? Percentages must total 100%.</p>

<p>*Non-Discrimination Policy (File Upload) File Upload; 20971520 byte limit</p>	<p>Please upload your organization's current Non-Discrimination Policy.</p>
<p>Finances</p>	
<p>*Organization Budget Upload (File Upload) File Upload; 20971520 byte limit</p>	<p>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>Provide a brief narrative description of the organization's budget.</p>
<p>*Audited Financial Statement (File Upload) File Upload; 20971520 byte limit</p>	<p>Please upload your most recent audited financial statement.</p>
<p>*Program Budget Upload (File Upload) File Upload; 20971520 byte limit</p>	<p>Please use this Program Budget Template to provide a detailed program budget with estimated cost per site, including anticipated costs associated with the following requirements:</p> <ul style="list-style-type: none"> • Each TSP is expected to provide at least two paid summer internships per Teen Tech Center site as part of the budget. • Local in-person instructor • Any specialized equipment/technology.

<p>*Additional Funding (Paragraph) (2000 character maximum)</p>	<p>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>Payee Information</p>	
<p>Please ensure the payee information is accurate. If awarded a grant, the check will be sent to this name and address. 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>FrontDoor users will need to update their organization profile.</p>	
<p>Please ensure the payee information is accurate. If awarded a grant, the check will be sent to this name and address. If this is not correct, please click the EDIT button below and enter the correct name and address that the check should go to. (No input required)</p>	
<p>*Payee Name1 (Text) (100 character maximum)</p>	<p>Payee Name1</p>
<p>*Payee Address1 (Text) (100 character maximum)</p>	<p>Address1</p>
<p>Payee Address2 (Text) (100 character maximum)</p>	<p>Address2</p>
<p>*City (Text) (50 character maximum)</p>	<p>City</p>

<p>*State (Single-Select List)</p>	<p>State</p>
<p>*Zip (Text) (20 character maximum)</p>	<p>Zip</p>
<p>Authorization</p>	
<p>Non-Discrimination Policy (No input required)</p>	<p>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.</p> <p>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.</p>
<p>*Electronic Signature (Text) (500 character maximum)</p>	<p>By entering your name and checking the certification box and selecting YES above,</p>

	you are certifying that all information in the proposal is true and correct.
<p>*Certification (Checkbox List)</p> <ul style="list-style-type: none">• I certify that the organization complies with these statements.	

Sample Impact Report

Due October 30, 2024.

Impact Information	
<p>*Youth Served (Number) (15 character maximum)</p>	<p>Approximately how many youth were served by the funding you received for this grant altogether?</p>
<p>*Youth Served By Site (Worksheet)</p>	<p>Approximately how many youth were served per site?</p> <ul style="list-style-type: none"> • Program Youth Served • How many Teen Tech Center youth completed this year's program? • How many Teen Tech Center youth completed an internship?
<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>On average, how many hours per week did youth served by the funding you received for this grant participate in the long-form program?</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>On average, how many weeks did youth served by the funding you received for this grant participate in the long-form program?</p>

<p>*Technology Skills Impact (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>When you think of the youth served by the funding you received for this grant, what types of technology skills and knowledge do you believe they gained? <i>(Select all that apply)</i></p>
<p>Technology Skills – Educational Opportunities (Paragraph) (4000 character maximum)</p>	<p>Please describe the knowledge youth gained of educational opportunities involving technology.</p>
<p>Technology Skills – Career Opportunities (Paragraph) (4000 character maximum)</p>	<p>Please describe the knowledge youth gained of career opportunities involving technology.</p>
<p>Technology Skills – Other (Paragraph) (4000 character maximum)</p>	<p>Please describe other technology skills and knowledge youth gain from your program.</p>
<p>*Work Life Skills Impact (Checkbox List)</p> <ul style="list-style-type: none"> • Professional communication skills 	<p>When you think of the youth served by the funding you received for this grant, what types of life or work skills and</p>

<ul style="list-style-type: none"> • 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>knowledge do you believe they gained? <i>(Select all that apply)</i></p>
<p>Work Life Skills - Other (Paragraph) (4000 character maximum)</p>	<p>Please describe other life or work skills youth gained from your program.</p>
<p>*Goals and Objectives (Long Paragraph) (4000 character maximum)</p>	<p>Please describe your progress towards your goals and objectives, including the following in your response:</p> <ul style="list-style-type: none"> • Progress made toward your original goals and objectives for this grant. (Please use this space to provide specific examples of outcomes, successes, or opportunities that have resulted from receiving this grant.)

	<ul style="list-style-type: none">• Description of the curriculum, activities, or materials/resources that were most useful in supporting you to make progress towards your goals and objectives.
<p>*Goals Progress Made (Single-Select List)</p> <ul style="list-style-type: none">• None• Some• A lot• On hold	<p>Which of the following best describes what progress you have made towards your goals and objectives for this grant? <i>(Select one)</i></p>