



#RISINGYOUTH
community service grants



#JEUNESACTION
subvention de service communautaire

#RisingYouth Grantee Welcome Toolkit



FUNDED BY / FINANCÉ PAR
CANADA SERVICE CORPS
SERVICE JEUNESSE CANADA





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1. Welcome to #RisingYouth

A) Letter from the Grantee Support Team

Hello Grantee,

Congratulations on the approval of your grant and welcome to #RisingYouth! We are so proud of you for taking this first step into making a positive impact on your community!

We put together this welcome kit in the hopes that it would help guide you through the journey of completing your #RisingYouth project.

If you have any questions about the content of this guide, please feel free to let us know by emailing your Grantee Support Coordinator, or by sending us an email to funding@takingitglobal.org.

Sincerely,

The #RisingYouth Grantee Support Team



2. Completing Your Approval

To complete your approval, there are a few final steps you must complete:

Completing Your Contract

- Signing the contract
- Choosing a method of payment

Creating an account on the Grantee Support Hub and Completing the [Understanding your Contract Quiz](#)

A) HelloSign & Signing Your Contract

Your #RisingYouth contract comes from an electronic signature tool called HelloSign. You will receive your contract by email and can sign it virtually. If you are below the age of majority in your province or territory, after you sign your areas on the contract, your trusted adult will also be sent a separate e-mail from HelloSign requesting their signature on the document as well.

Here are the ages of majority in each province and territory:

Alberta: 18

Manitoba: 18

Ontario: 18

Prince Edward Island: 18

Quebec: 18

Saskatchewan: 18

British Columbia: 19

New Brunswick: 19

Newfoundland, Northwest Territories: 19

Nova Scotia: 19

Nunavut: 19

Yukon: 19

If you don't see your contract in your e-mail after receiving your approval letter, please make sure you check your Spam folder as these emails can easily find their way into your junk mail, especially for Hotmail accounts.



If, for whatever reason, you are having difficulty with signing online with HelloSign, we can send you a PDF copy of the contract, which you can print out, sign, and send back to us by e-mail or fax to (416) 352-1898 if needed.

The contract also contains a section where you can choose whether you'd like to receive a direct deposit or cheque for your grant funds, and will ask for the email address or mailing address that you'd like the money to be sent to. We recommend using direct deposit wherever possible as you will receive funds much quicker!

B) Grantee Support Hub and the Understanding Your Contract Quiz

Once your contract is signed, you will be asked to sign up for our Grantee Support Hub. The Grantee Support Hub is a website of resources created by the #RisingYouth team based on grantee feedback. This is where you will be expected to complete the "[Understanding Your Contract Quiz](#)" as well.

If there's anything you'd like to see added to the Grantee Support Hub, you can email your Grantee Support Coordinator.

Visit the Grantee Support Hub: <https://risingyouth.tiged.org/grantees/>

The [Understanding Your Contract quiz](#) is a short multiple choice quiz that is designed to help you understand the contract that you signed with TakingITGlobal and the #RisingYouth program.

If you have any questions about the quiz and its questions, please don't hesitate to contact your Grantee Support Coordinator or feel free to email funding@takingitglobal.org

Once these tasks have been completed, your approval is considered complete and your grant funds will be processed and sent within 3 business days.

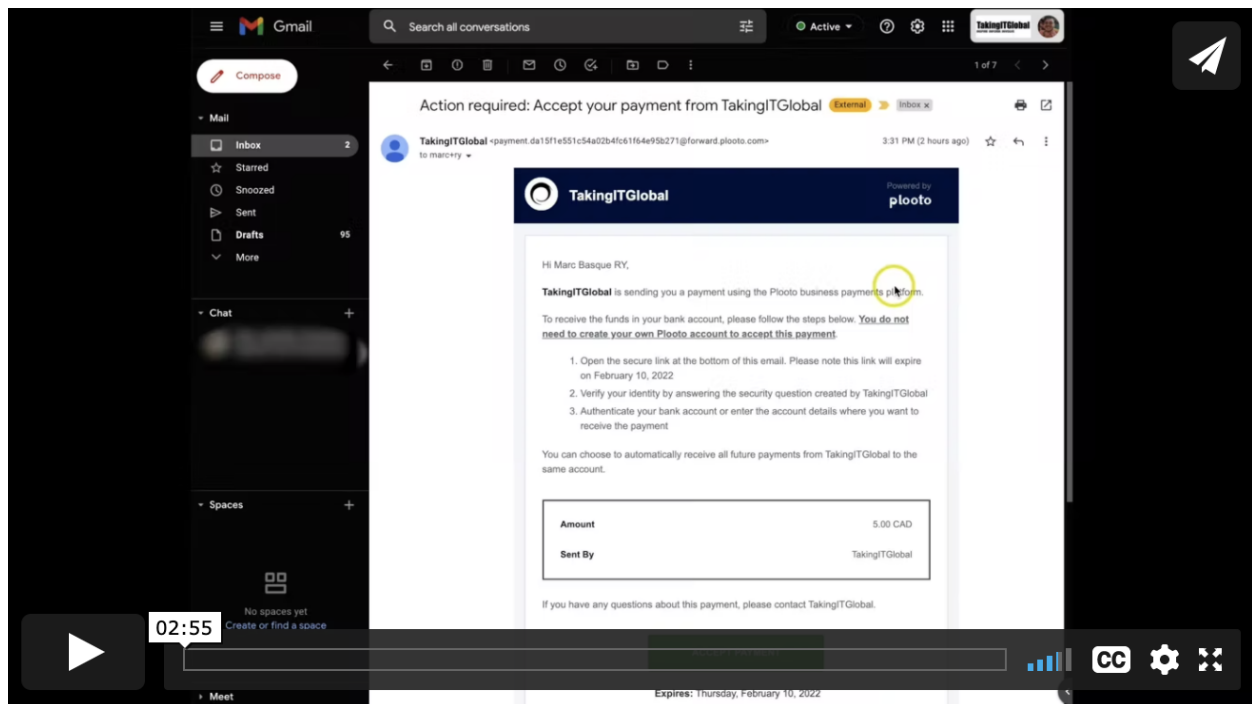


3. Receiving Your Grant Funds

A) Direct Deposit via Plooto

Receiving an Direct Deposit from Plooto is as easy as receiving an Interac E-mail Money Transfer. Plooto supports all Canadian banks and credit unions, and you can either enter in your banking details manually, or if you use online banking, connect to your bank directly to choose the account you'd like the funds deposited to. Once you complete this step, funds will be transferred within 24 business hours.

If you'd like to learn a little more about accepting your Direct Deposit from Plooto, you can watch this short video:



B) Cheque

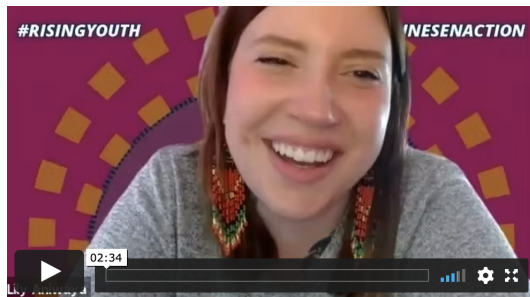
If you select the Cheque option, you should receive your cheque within 10 days and it will come labeled from Plooto, our payment processing provider. If you don't receive the cheque within 14 business days, please contact us at rypayments@takingitglobal.org



4. Grantee Support

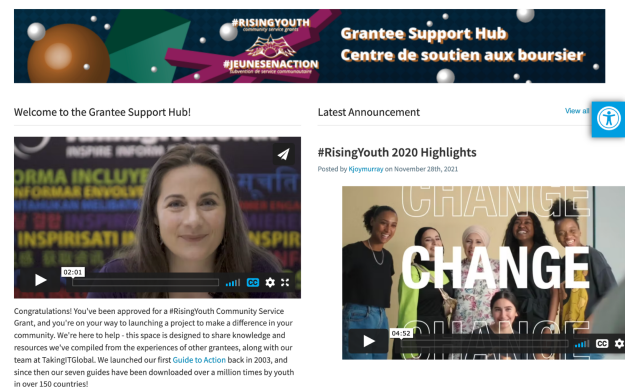
A) Grantee Support Coordinator

You would have received an email from your Grantee Support Coordinator. If you'd like to learn more about them - check out their ["Meet The Team" video](#) on the Grantee Support Hub!



B) The Grantee Support Hub

As previously mentioned, the #RisingYouth [Grantee Support Hub](#) is a website of resources created by the #RisingYouth team based on grantee feedback. There are five different learning categories on the website. The five categories are planning, budgeting, team building, outreach and reporting. On this website, you can also find a [#RisingYouth calendar](#) where you can add your own event for others in the #RisingYouth network to attend as well as an [opportunities board](#), where you can create a callout for other youth to get involved with your project. You can also download past editions of the #RisingYouth [Grantee Newsletter](#) from the website!





If there's anything you'd like to see added to the Grantee Support Hub, you can email your Grantee Support Coordinator.

C) Virtual Grantee Drop-Ins

The #RisingYouth Virtual Grantee Drop-Ins take place on a monthly basis. Please check your email for the invitation to attend OR check the [calendar on the Grantee Support Hub](#) for any upcoming events!

D) The Grantee Newsletter

The #RisingYouth Grantee Newsletter is released on a monthly basis. It is designed to highlight grantee stories, and to inform our grantees about opportunities and events.

Check out [past editions of the #RisingYouth Grantee Newsletter on the Grantee Support Hub!](#)

#RisingYouth Grantee Newsletter: August 2021 Edition Remove Edit Added by: Katie Murray Aug 13th, 2021 (7 views)	#RisingYouth Grantee Newsletter: December 2021 Edition Remove Edit Added by: Katie Murray Feb 2nd, 2022 (0 views)	#RisingYouth Grantee Newsletter: January 2022 Edition Remove Edit Added by: Katie Murray Feb 2nd, 2022 (0 views)	#RisingYouth Grantee Newsletter: July 2021 Edition Remove Edit Added by: Katie Murray Jul 20th, 2021 (9 views)



5. Resources:

A) Logos and advertising:

If you are creating a poster or social media graphic for your event/project, we would ask you to include the [logos](#) for both #RisingYouth and the Canada Service Corps.

B) #RisingYouth Social Media Accounts:

If you would like to see what other #RisingYouth grantees and alumni are doing in their communities, check out our [#RisingYouth Instagram](#) page and [TikTok](#). Tagging #RisingYouth in your Instagram stories is a great way to promote your project.

If you would like to be featured on our TikTok, please send us video clips and/or photos from your project using this [submission form](#).

C) The Impact Report Web Form

The most important part of your Impact Report is submitting all of your receipts. If your project involves paying an honorarium, please use our [Honorarium receipt template](#).

To learn how to submit an excellent Impact Report, check out our [#RisingYouth Guide to an Excellent Impact Report!](#)



If your project is completed, please take a few minutes to submit your Impact Report on the [web form](#) OR by using the #RisingYouth [Mobile App](#).



D) The #RisingYouth Mobile App

The [#RisingYouth Mobile App](#) is a very useful tool for keeping track of your receipts as you carry out your project, and also will allow you to fill out, save, and edit your report.



If you'd like to learn more about how to use the #RisingYouth app, [check out this handy video!](#)

