



## Youth Ambassador Pilot Program Application Guidance

The purpose of this document is to assist you in completing your Youth Ambassador Pilot Program application with additional guidance and examples. If you have further questions, please direct them to [climate@aspen.gov](mailto:climate@aspen.gov).

**COMPLETE YOUR APPLICATION HERE:** [City of Aspen Commit to Tomorrow Youth Sustainability Ambassador Grant Application](#)

### **Overview**

The City of Aspen's Commit to Tomorrow Campaign is supporting youth to implement environmental and climate action projects within our community with funding (up to \$1500) and mentorship through the Youth Sustainability Ambassador Grant program.

This program intends to empower Aspen youth in local climate leadership by supporting hands on climate innovation while fostering leadership and developing project management skills. These youth-led projects will further City of Aspen's Environmental Health and Sustainability Department's mission to protect and nurture an equitable, healthy, and resilient community and environment through partnership, purposeful service, and innovative action.

Primary goals of the program:

1. Foster understanding of local climate initiatives
2. Engage the community on climate issues through real world projects
3. Empower and amplify local climate leadership

### **Eligibility**

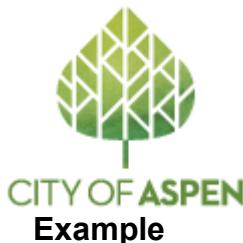
Youth ages 24 and under.

Submit a winning sustainable project for the community.

Reside in the [Aspen urban growth boundary](#) and/or attend Aspen Public Schools.

### **Allowable Use of Funding**

Projects must align with the themes, goals, objectives, and/or action items outlined in the [Aspen Sustainability Action Plan \(ASAP\)](#) priorities. These priorities can include but are not limited to the following areas and examples:



Category	Example
Buildings	Leads a project to improve energy efficiency in a community building by supporting insulation air sealing, installing simple energy-savings upgrades
Waste	Implement reusable dishware kits for school events.
Transportation	Organize a “bike, walk, or bus to school” day.
Energy	Retrofit a van with solar power, battery, and insulation
Nature & Recreation	Repair/repurpose old outdoor gear, then host a clothing swap.
Resilience	Design “climate-ready kits” for wildfire smoke preparation.

Funding is available for purchasing Materials, Travel, and Other:

- Materials: Includes equipment, tools, construction materials, infrastructure, supplies for events (i.e., food, materials to use during the event).
- Travel: transportation costs for buses, cars, etc.
- Other: food for meetings, overhead costs, event space cost, communication, outreach

## Timeline

Deliverable/Phase	Dates
Application Opens	Dec 5, 2025
Application due	Jan 26, 2026
Ambassadors announced	Mid-late February 2026
Project implementation	Feb – May 2026
Showcase (tentative)	June 2026

## Evaluation Criteria

### Scoring Scale (1–5):

- 5 – Outstanding: Project idea and plan is very clear, very relevant, highly impactful, and creative.
- 4 – Exceeds Expectations: Project idea and plan is clear, relevant, impactful, and shows some creativity and may have minor gaps.



- 3 – Meets Expectations: Project idea and plan is explained and relevant, with some impact and creativity, with some gaps or areas for improvement.
- 2 – Needs improvement: Project idea is limited in planning, clarity, or impact.
- 1 – Unsatisfactory: Project idea shows minimal effort and has unclear impact or an incomplete plan.
- 0 – Incomplete: Information is not provided or not completed.

### Weighted Criteria

Criterion	Weight	What Reviewers Will Look For	Guiding Questions
Community Impact	<b>35%</b>	How much positive effect the project will have on the community	<ul style="list-style-type: none"> <li>-Does the applicant clearly identify a community problem or need?</li> <li>-Are there measurable outcomes (e.g., number of people reached, items reused, energy saved)?</li> </ul>
Feasibility	<b>30%</b>	How realistic and achievable it is	<ul style="list-style-type: none"> <li>-Is there a clear timeline?</li> <li>-Are materials and costs listed?</li> <li>-Is the budget realistic and linked to activities?</li> <li>-Are challenges considered?</li> </ul>
Alignment with Program Goals	<b>25%</b>	How well the project matches ASAP priorities and Youth Ambassador Objectives	<ul style="list-style-type: none"> <li>-Does the project fit one of the ASAP categories?</li> <li>-Does it support Youth Ambassador goals?</li> <li>-Are outcomes meaningful for the program?</li> </ul>
Creativity and Innovation	<b>10%</b>	Originality and engagement	<ul style="list-style-type: none"> <li>-Does the project show creative problem-solving or new approaches?</li> <li>-Does it engage or inspire the community?</li> </ul>

### Weighted Score: Out of 100

### EXAMPLE APPLICATION

#### Project Proposal



1. Project name: "Climate-ready kits" for wildfire smoke preparation
2. What community problem or need are you addressing?
  - *Wildfire smoke events are becoming more common in Aspen and are a great health risk for residents, workers, and tourists. Many people don't have access to protective gear or clear information about safety and wildfire prevention.*
3. Which category does your project align with? (Waste, Transportation, Energy, Nature & Recreation, Resilience) *if project fits another category, please explain why it's important to climate action and the City of Aspen.*
  - *Resilience: this project helps the Aspen community be prepared for harsh climate events and helps protect people from bad air quality*
4. What is your project idea to address this problem?
  - *We will partner with the Roaring Fork Wildfire Collaborative to design and distribute 30 "Climate Ready Kits" that include N95 masks, portable air purifiers, and informational flyers on wildfire smoke and wildfire prevention. In addition, we will have an interactive game that will engage the community with wildfire trivia. Kits will be handed out at a downtown Aspen event, where residents, tourists, and workers can stop by and learn about smoke protection and prevention.*
5. How does your project idea demonstrate innovation and creativity?
  - *This project combines education with practical resources, allowing the community to stay safe while learning. It engages participants through interactive activities, giving them opportunities to ask questions, think critically, and explore new ways to respond to increasing climate risks.*
6. How will your project benefit the community? (List 1-3 tangible impacts)
  - *30 people will receive high-quality protective kits.*
  - *Attendees will learn practical steps for wildfire prevention and gain knowledge of the risks of wildfire smoke and pollution.*
  - *Community resilience will increase through education and preparedness.*
7. How will you measure success? (e.g., # of people reached, items reused, energy saved)
  - *Number of kits handed out (30)*
  - *Number of people who stop by event (estimated 200)*
  - *Engagement with interactive game at event (target 60)*
8. Is there future maintenance that needs to be considered for this project?
  - *One time event. No ongoing maintenance.*

## Timeline

1. List your project milestones (planning, implementation, wrap-up)
  - a. *Planning*
    - i. *Secure materials by 2/28*
    - ii. *Design flyers (smoke safety and wildfire prevention info) by 3/10*
    - iii. *Coordinate event location by 3/25*



*b. Implementation:*

i. Promote event (4/1-4/25)

1. Post 4x on social media channels
2. 2x school-wide announcements
3. 1x email to local nonprofits
4. 10x printed flyers for posting on local businesses' bulletin boards

- ii. Host downtown Aspen event, distribute kits, engage with community through interactive prevention tips (conversations, game at event) on 4/25

c. *Wrap up: Collect leftover supplies, share results at Youth Climate Ambassador Showcase on 6/4*

## Budget

1. How much money are you requesting? (up to \$1500)
2. For your funding request, list the items, cost, and include a brief description. The total should add up to the amount you requested in question 15.

Spending Category	Item/ Description	Cost
<i>Eg Materials, Travel, Other</i>	<i>Eg, plants for rain garden, tools, bus fares...</i>	<i>Eg, \$150</i>
Materials	30 KN95 Masks	\$20
Materials	Travel size air filters/purifiers (30 @ \$30 each)	\$900
Materials	Wildfire prevention/safety info cards (printing)	\$50
Materials	Bags for kits	\$50
Other	Snacks for event booth	\$50
Other	Advertising for event booth through boosted social media post and printing flyers.	\$30
<b>Total</b>		<b>\$1,100</b>