

4-H County Council of Marin

PROJECT/EVENT GRANTS GUIDELINES AND FORM

The County Council of Marin County 4-H sponsors a Grants Program designed to support and enhance the 4-H program. Grants are made available to 4-H Clubs and countywide projects or activities that will benefit the 4-H program and add to the educational experience of the youth members. Available funds may vary from year to year. Grant requests will be considered twice a year with applications due on October 15 and March 1st of each year. This year, the Council has budgeted \$5,000 for grant requests.

Any 4-H leader, project group or club may submit a grant request. Grant Request Forms are available at the 4-H Office.

The County Council reviews each request based on its merit and in conjunction with the other grant requests received. All decisions made on Grand Awards are final. Grant Requests will be considered for any 4-H project, event, or activity regardless of the scope or nature of the request. Funds will generally not be granted for payment of judges, or for expenses normally incurred in carrying out a project. In considering the requests for grants the committee will utilize one or more of the following criteria to aid in prioritizing the beneficiaries of the grants provided:

- Requests that are innovative,
- Projects, events or activities that provide educational or developmental benefits to the members and leaders involved,
- Are county-wide in nature; however, local projects or events will also be considered for sponsorship,
- Include or impact the most individuals,
- Projects that have special themes or areas of emphasis,
- Projects, events or activities that provide opportunities to “Make the Best Better” or to “Learn by Doing”.
- Requests that show the project members or individuals are making an effort to raise some funds on their own.

Grant requests for projects will be considered twice a year.

Grant Application Process

1. **Completed Grant Request Forms should be RECEIVED no later than October 15th or March 1st of each year and mailed to:**

Marin County 4-H Council, 1682 Novato Blvd., Ste 150B, Novato, CA 94947.

2. **Grant applicants should be youth members, ideally project Jr. or Teen Leaders.**
3. **Each grant applicant will be asked to formally present their grant request to Council at a scheduled council meeting. (This should take only 1-5 minutes.)**
4. **Council will review all applicants, and either approve or deny the grant request.**
5. **Letters will be sent to all grant recipients indicating approval or denial.**

If approved:

1. **Recipient will purchase items as outlined in the proposal, and submit receipts for reimbursement. Grant checks will NOT be made out to individuals without receipts.**
2. **Grant funds need to be spent by July 31st after the end of the current program year, (ex. Grants approved in March of 2010 need to be spent by July 31st, 2010.)**
3. **Grant recipients will send a thank you letter to council, and include photos of items purchased and youth using them.**

If denied:

1. **Don't give up! Try again next time.**

Make the best better!

4-H County Council of Marin **Project/Event Grant Request Form**

4-H members, leaders or others supporting the 4-H program are to use this form when applying for a grant from the 4-H County Council of Marin. Please see the Grants Program Guidelines for specific information regarding the program.

Due Date: Received on or before October 15th for Fall grants or March 15th for Spring grants.

Mail Forms To: 4-H County Council of Marin, 1682 Novato Blvd., Ste 150B, Novato, CA 94947

Grant Requestor

Address

Club (or County Project) _____

Phone _____

Name project, activity or event:

Amount of money requested

Who will carry out the project, activity or event?

_____ Individual member _____ Individual 4-H Leader

_____ 4-H Club members _____ 4-H project Group

_____ Other (identify)

Describe your project, or activity.

Briefly summarize you plan of action. This should include the how, where and by whom information of your project.

Please outline your expected budget and timeline of activity.

Why should the 4-H Foundation fund your project, activity or event?

You may include any other materials that will help further describe your project, activity or event.

By signing below, you agree to submit a final written report with photos and the receipts for expenses by July 31 of the current 4-H year. You will be expected to write a letter including pictures of the project, illustrating how the grant money was used.

You will be **reimbursed** for the money spent on this project, activity or event, up to the amount of the grant, after the Council receives the receipts for your expenses. All funds must be used by July 31 of the current 4-H year, unless approved in advance by Council.

Signature of grant requestor

Date

Signature of 4-H Leader

Date