

February, 2005

TO: 4-H Youth Specialists
Youth Education Assistants

FM: Barbara B. Casady, Director of Development, Missouri 4-H Foundation

RE: **2005 4-H Community Service Grants**

The Missouri 4-H Foundation is pleased to offer community service grants to 4-H community clubs and county 4-H councils. These grants are made possible with funding from the William T. Kemper Foundation of Kansas City.

4-H groups may apply for grants up to \$500 for supplies, materials, etc. needed to complete a service project in their community. A dollar for dollar match of local funds is required to receive a grant. Matching funds may be donated supplies, equipment or in-kind labor by 4-H members, volunteers, parents and others. **4-H groups are encouraged to use these grants to support youth and adult partnerships in the community. Youth are to take leadership roles and be actively involved in writing the proposal and implementing the service project.**

The primary objectives of these grants are to build youth adult partnerships and to help 4-H members experience the joy and satisfaction of planning and implementing a club or group service project that helps to make their community a better place to live. An additional benefit is to increase the visibility of 4-H both in the local communities and statewide.

It is important that young people and adults work as partners in planning and implementing the grant. When reviewing the grants, the 4-H Foundation wants to see that 4-H members have been a partner in the writing of the grant – and that the community service project will allow for significant input and work from 4-H members. It is important to remember that 4-H Community Service Grants are designed to support the efforts of 4-H groups to encourage youth learning through community service.

A committee will read proposals and funding will be given to 4-H groups that involve young people in meaningful community service projects. Efforts will be made to share funds with all regions if applications permit. We will continue to award funds until they are depleted. The application is only three pages – the application form, project description and budget form. Paper copies should be mailed to: Missouri 4-H Foundation, 212 Whitten Hall, UMC, Columbia, MO 65211.

2005 4-H Community Service Grants Description and Instructions

Overview: The 4-H community Service Grant Program will make grants of \$100 to \$500 available to 4-H groups for community service activities.

Goals of the Program:

- Involve greater numbers of 4-H members, families and community members in helping others;
- Encourage the building of youth and adult partnerships
- Help 4-H groups make their communities safer, healthier, happier places to live;
- Provide recognition for young people as valuable resources to their communities; and
- Provide visibility for Missouri 4-H

Guidelines for 4-H Community Service grant proposals:

Proposals should:

- Be submitted by an organized 4-H entity, such as a county 4-H council, 4-H community club, county 4-H foundation or county University Extension Council acting on behalf of the 4-H program. Multicounty proposals are acceptable. Groups of 4-H clubs may also apply. Proposals must be signed by a 4-H member, 4-H leader and the 4-H Youth Specialist or YEA responsible for the county from which the proposal is sent.

- Be three pages, typewritten - including the application form, budget page and project description.

- Involve 4-H members and adult volunteers, as well as other youth, adults and community members in a meaningful project to serve others, improve the community and make a difference. **4-H members should be actively involved in “learning by doing” through community service.**

- Show receipt of matching funds or in-kind contributions. Grant money requested from this grant must be fully matched with community donations. For example, if you request \$100 from this grant, you must have \$100 in matching funds, or in-kind contributions. This may be materials, supplies, labor, etc.

- Include a public relations plan. Tell how your group will work with the media and other community information sources to recognize 4-H, and the Missouri 4-H Foundation.

Final Reports: Every project must submit a final report. This should be a one or two page typed report that includes;

- What the project was and who benefited from its completion;
- How many youth and how many adults were involved;
- How many hours it took to complete the project;
- How the project goals were met, or were not met;
- Include photos, news clippings and other materials to support the report. Photos are most useful when they show youth and adults actively participating in the project, and participants are wearing shirts or hats with the 4-H Clover.

Final reports are due to the Missouri 4-H Foundation within one month of completion of the project. Groups will be ineligible to receive additional funding until a final report is submitted.

Please Note: We encourage 4-H groups to be creative with their community service projects and to make a strong effort to find local funding to sustain the community service project into the future.

2005 4-H Community Service Grants
GRANT APPLICATION FORM
(Please type this form and all other materials.)

Eligible applicants: County 4-H Councils, 4-H community clubs, county 4-H Foundations, or University Extension Councils acting on behalf of a countywide 4-H program effort.

County: _____ Amt. Requested: \$ _____

Name of group(s) making application: _____

Name of contact person responsible for project: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Day Telephone Number: _____ Evening Telephone Number: _____

Internet address: _____ Fax: _____

NOTE: If funding is awarded, name of group check is to be made payable to:

I/we understand that a final written report is required to be submitted to Missouri 4-H Foundation within one month of completion of the project. Further, we acknowledge that participating groups will be ineligible to receive additional funding until a final report is submitted.

Signatures:

Date: _____

Extension Staff

Date: _____

4-H member (youth) of group submitting application

Date: _____

Volunteer Leader (adult) of 4-H group submitting application

SEND TO: Missouri 4-H Foundation, 212 Whitten Hall, UMC Columbia, MO 65211

2005 4-H Community Service Grants

PROJECT DESCRIPTION

(Type this information on a separate piece of paper.)

Part I. Project Description - One page typed

At the top of the page, list county, name of group(s) making application and name of contact person. Describe the project from beginning to end. Answer the following questions in your description:

- ___ A. Describe the steps you will take to carry out the project. Tell what you will do, when you will do it, and who will help you.
- ___ B. Why is this project important to your community? How will it help your community? Who will it help?
- ___ C. How do you plan to measure the success of your project?
- ___ D. Describe the public relations plan for your project. How will you let the public know about the project? How will you recognize the Missouri 4-H Foundation? How will you promote 4-H with this project?
- ___ E. **Tell how youth have taken the lead in the planning, conducting and evaluating the project.**

Part II. Budget - Complete the Project Budget form. Include the following information

- ___ A. Estimated expenses by type and amount for this project.
- ___ B. Type and amounts of expected funding from sources other than this grant request. Include in-kind contributions - such as donated supplies, volunteer labor/time, materials, etc.
- ___ C. Requested funding from this grant - Total of {A} minus Total of {B}.

Grant recipients must submit a final report on their project within one month of completion of the project. This report should include photos, news clippings and a narrative report on what was done and who were involved.

**2005 4-H Community Service Grants
PROJECT BUDGET FORM**

County: _____

Name of group(s) making application: _____

Name of contact person responsible for project: _____

A. Estimated expenses for total project by type and amount:

	TYPE:	AMOUNT
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
TOTAL ESTIMATED EXPENSES {A}		\$ _____

B. Type and amount of financial match to this grant. **Project must have a \$1.00 to \$1.00 financial or in-kind match.** Include estimates for in-kind contributions of labor, supplies, and equipment; also include other sources of funding for this project (other grants, financial contribution from individuals or groups, additional money that your 4-H groups is using to support this project).

		Funding	In-kind
1.	_____	\$ _____	_____
2.	_____	\$ _____	_____
3.	_____	\$ _____	_____
4.	_____	\$ _____	_____
TOTAL OTHER FUNDING {B}		\$ _____	

C. AMOUNT REQUESTED FROM THIS GRANT \$ _____