**4-H Community Service Grant Application**

**Overview**

Through generous grants from Crader Distributing and Stihldealers.com, the Missouri 4-H Foundation offers up to $1,000 to match a 4-H community service project, with priority given to applications that emphasize youth service-learning involvement.

4-H Community Service Grant Applications will be reviewed and scored based on the following goals:

* Projects are youth-driven; Youth are involved in planning, fundraising and executing the project.
* Projects offer opportunities for serving, working, and developing life skills.
* Projects reflect youth/community partnerships.
* 4-H funds must be matched by community donations of cash, goods, equipment and/or labor.
* Projects must demonstrate a “return on investment” in the community, that is, they provide a needed service or initiate a sustainable community improvement.

Successful service project examples: state lake improvements and waterfowl box construction; raised garden construction at nursing homes; community vegetable gardens; heirloom gardens at historic sites; day camps and events for special needs youth; recycling events; 4-H *Million Trees* initiative.

**Guidelines**

In order to be considered for a community service grant, proposals must:

1. 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 MU Extension council acting on behalf of the 4-H group. County 4-H partnership proposals are acceptable.
2. Be signed by a 4-H member or 4-H leader and the 4-H youth specialist or YPA responsible for the county from which the proposal is submitted and must be complete.
3. 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.**
4. Demonstrate receipt of matching funds or in-kind contributions. Grant monies must have at least 100% match funds. For example, $100 grant request must show $100 in matching funds or in-kind contributions such as labor, materials, supplies, etc. Youth labor is a priority.
5. Show detailed budgets.
6. Include a public relations plan. Describe how your group will work with the media and other community information sources to recognize 4-H, the Missouri 4-H Foundation, Crader Distributing and Stihldealers.com, or DuPont Pioneer.

**Overview**

Community service project funders require full accounting of grant awards. A final report must be submitted within 30 days of project completion. As the project progresses, be sure to record:

1. Number of youth and adult volunteers working on the project and the total number of hours worked.
2. Expenses, gifts-in-kind, community donations (save receipts to include with report)
3. Include photos, news clippings and other materials with the report. Please show youth and adults actively participating in the project wearing shirts or hats with the 4-H clover.

**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.*

**4-H Community Service Grant Application – Part 1**

**Eligible applicants:** County 4-H councils, 4-H community clubs, county 4-H foundations, or MU Extension councils acting on behalf of a countywide 4-H program effort.

Email completed applications to the Missouri 4-H Foundation at [4hfoundation@missouri.edu](mailto:4hfoundation@missouri.edu).

**Only electronic forms will be accepted.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **County:** |  | | | |
| **Amount requested:** |  | | | |
| **County Extension office address:** | | |  | |
| **Project name:** |  | | | |
| **Name of group submitting application:** | | | |  |
| **Name of contact person:** | |  | | |
| **Address:** |  | | | |
| **Phone:** |  | | | |
| **E-mail:** |  | | | |
| **Name of group to make check payable:** | | | |  |

I/we understand that a final written report must be submitted to the Missouri 4-H Foundation **within 30 days of project completion.** Further, we acknowledge that participating groups will be ineligible to receive additional funding until a final report is submitted. **Electronic submission indicates that the following YPA and volunteer leader assume financial responsibility for grant funds.**

|  |  |  |  |
| --- | --- | --- | --- |
| **4-H youth specialist or YPA:** |  | **Date:** |  |
| **4-H member representing group:** |  | **Date:** |  |
| **Volunteer leader:** |  | **Date:** |  |

**4-H Community Service Grant Application – Part 2**

**Project Description:**

|  |  |  |  |
| --- | --- | --- | --- |
| **County:** |  | | |
| **Project Name:** |  | | |
| **Start Date:** |  | **End Date:** |  |

|  |
| --- |
| **Brief Description:** (Why is this project needed? How will it help your community?) |
|  |
| **Who will benefit?** |
|  |
| **How will 4-H youth be involved?** |
|  |
| **How will youth take the lead in planning, conducting and evaluating the project?** |
|  |
| **How will you measure success?** |
|  |
| **Describe how you will publicize the project:** (Newspapers, online, etc.) |
|  |
| **How will you recognize the Missouri 4-H Foundation, Crader Distributing?** (Project signs, etc.) |
|  | |

**Note:** Within 30 days of project completion, the report form **must be submitted electronically** with the Missouri 4-H Foundation. Please email photos, news articles or printed materials to the foundation.

**4-H Community Service Grant Application – Part 3**

**Project Budget:**

|  |  |
| --- | --- |
| **County:** |  |
| **Project Name:** |  |

1. **Total estimated project expenses by type and amount:**

|  |  |  |
| --- | --- | --- |
| **Expenses:** | | **Dollar Amount:** |
| **1.** |  | $ |
| **2.** |  | $ |
| **3.** |  | $ |
| **4.** |  | $ |
| **5.** |  | $ |
| **6.** |  | $ |
| **7.** |  | $ |
| **8.** |  | $ |
| **Total estimated expenses:** (To calculate, right-click on cell and choose “Update Field”) | | **$ 0.00** |

1. **Matching funds that have been secured to support this project.** Include estimates for in-kind contributions of labor, supplies, and equipment. (Estimate adult labor cost at $18.70 per hour; youth at minimum wage ($7.25 per hour). Include other sources of funding including other grants, financial contributions from individuals or groups, etc. **Project must have 100% financial and/or in-kind match.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Support:** | | **Cash:** | **In-Kind:** |
| **1.** |  | $ | $ |
| **2.** |  | $ | $ |
| **3.** |  | $ | $ |
| **4.** |  | $ | $ |
| **5.** |  | $ | $ |
| **6.** |  | $ | $ |
| **7.** |  | $ | $ |
| **8.** |  | $ | $ |
| **Total:** (To calculate, right-click on cell and choose “Update Field”) | | **$ 0.00** | **$ 0.00** |