

Dodge County 4-H Endowment Fund

GUIDELINES & CRITERIA FOR 4-H GRANTS

Who can apply?

Any Dodge County 4-H member and/or leader can apply on behalf of his/her Dodge County 4-H club; any Dodge County 4-H subcommittee or group; Dodge County 4-H Leaders Association, Inc.; and/or Dodge County UW-Extension agent.

What are the funding criteria?

Preference will be given to projects that meet the following criteria:

- Projects with an innovative or educational purpose,
- Projects open to all of your club's members, and
- Projects that increase awareness of 4-H in your community.
- Projects with a community service focus.

Projects with the same activity and same target audience will **not** be funded a second time.

What are the application procedures?

- Grant Application **deadlines are January 31 and June 30.**
- Applications will be reviewed by the Dodge County 4-H Endowment Fund Committee in February and July respectively.
- Recommendations are approved by the 4-H Leader's Executive Board.
- A letter announcing results will be sent to youth and adult contact person after April 1 and August 1 respectively.
- If funding is awarded, a check will be sent with the results letter.
- Funds are limited for request up to \$500. Grants will NOT cover total cost of the project. If application has no matching-type funds, time can serve as a monetary value for completion of activity. Include this information on your grant application.
- Not all applications submitted may receive funding.
- Application must be completed and submitted by a member **and** leader.
- Clubs may submit up to two (2) grant applications per year.
- A follow-up on project must be submitted to the Dodge County 4-H Endowment Fund Committee within 30 days of completing the project or activity. The follow-up will consist of one (1) paragraph on what the members learned, photographs, and any other supporting material in relation to the project along with a Grant completion form. An article for the 4-H Newsletter must accompany this final report. Receipts must be included. The project must be completed within one year of application date.
- Funds not used within the one year time frame, must be returned to the Dodge County 4-H Endowment Fund
- Fill out the enclosed application and send to the Dodge County 4-H Endowment Fund Committee, 127 E Oak St, Juneau WI 53039.

If you have any questions, please contact: Marie Witzel at 920-386-3790 or marie.witzel@ces.uwex.edu
The Dodge County 4-H Endowment Fund Committee has the right to clarify procedure before approval of application.

GRANTING CYCLE

January 31 and June 30:	Grant Application due to the UW-Extension Office
February and July:	Grants reviewed by Dodge County 4-H Endowment Fund Committee & Grants approved by Dodge County 4-H Leaders' Executive Board
April 1 and August 1:	Funds available for distribution

DODGE COUNTY 4-H ENDOWMENT FUND GRANT APPLICATION

4-H Club/Group Applying _____ Activity _____

Total Estimated Cost _____ Amount Requested _____

Number of Youth in Club/Group _____ Number of Youth Involved _____

Youth Member Contact Person _____ Telephone _____

Address _____

E-mail address _____ Date(s) of Project _____

Adult Leader Contact Person _____ Telephone _____

Address _____

E-mail address _____

Please answer the following questions pertaining to your project.

I. Describe your project, listing the purpose, goals, and procedure for meeting those goals.

II. How will youth be involved in the project and what will the participants learn?

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III. Briefly explain what the grant funds will be used for including a list of individual expenses and describe the other funding you will have for this project.

IV. Will this project increase awareness of 4-H in your community? If so, how?

Youth Applicant Signature: _____ Date _____

Adult Applicant Signature: _____ Date _____

If your request is funded, we will need the following information

Who should we make the check payable to? _____

Contact Person: _____

Phone Number _____ Fax Number _____

Address: _____ City: _____ Zip: _____

Email: _____

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Please SEND COMPLETED APPLICATION to:
Dodge County 4-H Endowment Fund Committee, 127 E Oak St, Juneau WI 53039

Dodge County 4-H Endowment Fund Final Report

4-H Clubs/Receiving Funds: _____

Activity: _____

Person Completing Report: _____

Amount Received: _____

Total Cost: _____

Please attach receipts.

Additional Funds Needed: _____ and how they were raised.

Date Completed: _____

Follow-up: Please write one paragraph on what members learned. Include photographs or any other supporting material.