

County 4-H Mini Grants Program
Funded by the
South Dakota 4-H Leaders Association
Application Guidelines for Grants that Address
Youth Needs in Local Communities/Counties
Application deadline: December 31
Award Decision by January 15
Project Must be Completed by September 30

Mini-Grant Program Funds Available: up to \$400 per county
not to exceed \$1200 per project

The max amount per year per individual county is \$400. If two counties do a project together, you may apply for up to \$800 for the project. If three counties do a project together, you may apply for up to \$1200 for the project. The max available per project is \$1200. SD 4-H Leaders may choose to fund a partial grant amount.

Decision:

The purpose of the County 4-H Grants Program is to address youth needs at the local level. The 4-H Leaders Association recognizes that the greatest impact of 4-H occurs at the local level, usually between youth and 4-H volunteers. It is the local 4-H club, the county wide 4-H program, the special interest group, and to some degree, the school enrichment program where most youth development occurs.

1. An application may be initiated by a 4-H youth or volunteer or a group of 4-H youth or volunteers (representing a club or several clubs), or a 4-H Advisor or Advisors (representing a county or up to 3 counties). Only 4-H clubs and/or staff may apply.
2. Proposal must have the approval of the local 4-H Advisor or 4-H Club Leader who by his/her approval acknowledges responsibility for the proposed activity and who will be accountable to the South Dakota 4-H Leaders Association for the results of the grant investment.
3. Grant applications are due by December 31st. The grant committee of the SD 4-H Leaders Association will review the applications and award the grants by January 15th. Projects must be completed by September 30th of the current year.
4. Grants funds can be used to purchase educational materials and supplies, expenses/honorariums for speakers, travel and training. Generally, snacks for refreshments, give-away items, e.g. t-shirts, etc. and building rental are not approved expenditures. Monies can't be used for capital equipment or hardware (defined as items and material with a life expectancy of greater than five years) or building drives.
5. Criteria for awarding funds:
 - * Potential for youth involvement in the planning and implementation of the project.
 - * Potential impact on addressing youth issues at a local level through either a traditional or nontraditional setting.
 - * Potential for increasing life skill outcomes for youth.

- * Potential for reaching expanded youth audiences e.g. at-risk low income, single parent families, other cultures, disabled, etc.
- * Potential for transitioning new youth audiences into more “traditional” or ongoing 4-H programs.
- * Consistency with present directions of statewide 4-H/youth development programs.
- * Cost of project relative to youth reached and outcomes achieved.

6. Proposal must follow the attached proposal outline. Send to Executive Secretary of the SD 4-H Leaders Association. The proposals will be reviewed by the SD 4-H Leaders Association Grant Committee.

7. The grantee must complete and return to the Association, within 60 days of completion of the project/program, an evaluation, sample promotion material recognizing the 4-H Leaders Association and a final accounting of funds expended. Future grant requests will be considered relative to meeting these requirements.

Sample wording to use in promoting your program; **This program is made possible by a grant to _____ County 4-H or _____ 4-H Club from the South Dakota 4-H Leaders Association.**

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Program Title: _____ County: _____

Amount Requested: _____ Number of Youth Reached: _____

Amount of Local Financial Support: _____

Define youth concerns in your community that will be addressed by this proposal (use statistics, numbers, etc.):

What is the impact/change to be accomplished as a result of this proposal?

Define specific goals and/or objectives.

Describe actions to be taken to achieve goals and/or objectives.

Describe how you will know if you have accomplished your goals/objectives (how the program will be evaluated).

Name(s) and phone number(s) of individuals who will provide leadership to this program.

Name(s) of club(s), county(s) involved in program:

Describe the timetable, from start to finish, for the program.

Use attached budget form to describe how the funds will be used, if awarded. Also list other contributions (cash or in-kind) which might be generated at the local level to support this project.

Local project coordinator (youth or volunteer)	Phone	Date
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4-H/Youth Advisor	Phone	Date
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If chosen, grant should be sent to:

Club or County Name _____

Contact Name: _____

Address: _____

Return form postmarked by December 31 of current year to:

Paula Linke
Executive Secretary
SD 4-H Leaders Association
39833 233rd St
Woonsocket SD 57385

Or, scan completed form and email to sd4hleaders@santel.net.

Mini-Grant Program

BUDGET

County _____

Project Title: _____

Number of youth reached: _____

(List all anticipated income and expenses for the project in the space below.)

Anticipated income for project

Anticipated expenses/costs of project

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Total income \$ _____ Total Expenses \$ _____

Net Amount Needed for Project (Income less Expenses) \$ _____

List any non-extension in-kind support
