

# **Douglas County 4-H Foundation**

## **Guidelines for Grant Applications**

**Purpose:** To encourage Douglas County 4-H youth to reach their fullest potential through educational opportunities, personal achievement and leadership. To provide funding for projects that enhance the goals and objectives of the Douglas County 4-H program. To provide funding to Douglas County 4-H youth, clubs and the 4-H Council for projects, scholarships, and other activities that are deemed appropriate by the Douglas County 4-H Foundation and the 4-H Council.

**Person Eligible to Apply for Grants:** Applicant(s) must be current active 4-H members or clubs that are in good standing in accordance with Douglas County 4-H rules regarding enrollment, attendance, record keeping and project completion.

**Eligible Proposals:** Proposals must be submitted by an eligible applicant and can be for any number of activities including: attending national competitions; attending educational seminars, clinics and conferences; hosting educational seminars, clinics and conferences; undertaking capital improvements that would benefit a large number of 4-H members.

[Note: The above list is not inclusive of the types of proposals that may be considered. The list is simply to provide examples of types of projects contemplated by the Foundation at the time the "Guidelines for Grant Applications" were drafted.]

**Due Date:** Due quarterly, two weeks prior to 4-H Foundation board meetings. Contact the Extension Office for specific deadlines.

**Selection Criteria:**

- ~ The degree to which the proposal promotes educational opportunities, personal achievement and leadership.
- ~ The degree to which the proposal represents efforts of the applicant(s) ability to secure matching funding.
- ~ The degree to which the proposal represents a creative or innovative approach to the accomplishments of the objectives.
- ~ The degree to which the proposal is clear and logical.

- Selection Process:**
1. Application forms may be obtained at the Douglas County Extension Office or online at [www.douglascountyextension.org](http://www.douglascountyextension.org).
  2. Grant applications must be received by the above stated due date.
  3. Grant applications will be given to the Douglas County 4-H Foundation Grant Application Review Committee for their comment and review. The Foundation's Grant Application Review Committee is made up of the following members:
    - a) Three Foundation Directors appointed by the President of the Foundation Board of Directors.
    - b) 4-H Coordinator
    - c) 4-H Council Leader Advisor
    - d) 4-H Council President
  4. For each grant application submitted, the Grant Application Review Committee shall make one of the following recommendations: a) approval; b) approval with conditions and/or modifications; c) disapproval with suggestions for re-submission; and d) disapproval.
  5. Grant applications will be reviewed by the 4-H Council Board of Directors, 4-H Council Leader Advisor, and the 4-H Extension Coordinator for congruence with 4-H council policies and procedures. The 4-H Council President, 4-H Council Leader Advisor, and 4-H Extension Coordinator will sign Grant applications successful in this review process.
  6. If recommended for approval by the 4-H Council Board of Directors, the Grant Application Review Committee shall present the grant application to the Board of Directors of the Douglas County 4-H Foundation for review and formal approval.
  7. If the grant application is approved with conditions, disapproved with suggestions for re-submission, or disapproved, the Grant Application Review Committee will provide the applicant(s) with an explanation of its recommendation.
  8. If approved by the Board of Directors, the application is presented to the 4-H Council for formal acceptance.

9. The applicant(s) will be notified of funding decisions no later than one month after the quarterly 4-H Foundation meeting. This time frame will be determined prior to each grant cycle.
10. Projects will be funded in a time frame based on the Grant Application Committee's recommendation. Depending on project circumstances, the Foundation may deem it necessary to hold funding until after the completion of the project. When such circumstances exist, the Foundation will clearly state this to be the case as a condition of funding.
11. Successful applicant may be recognized by the Foundation and the 4-H Council at a special recognition reception.

**Responsibilities of  
Grant Recipients:**

1. Use the grant award for the purposes intended.
2. Prepare a brief final report for sharing with other 4-H Clubs and for inclusion in the Foundation's Annual Report.