



PROJECT/EVENT GRANTS GUIDELINES AND FORM

The 4-H Foundation of Sonoma County sponsors a grants program designed to support and enhance the 4-H program. Grants are made available to 4-H projects, activities or events that will benefit the 4-H program. Available funds may vary from year to year. Grant requests will be considered twice a year with applications due on November 15 and February 15 of each year.

Any 4-H member, leader, project group or club may submit a grant request. Grant Request forms are available at the 4-H Office or from the 4-H Foundation's website at www.4hfoundationofsoco.org.

The 4-H Foundation Scholarship and Grants Committee reviews each request based on its merit and in conjunction with the other grant requests received. All decisions of the Foundation Scholarship and Grants Committee are final.

Grant requests will be considered for any 4-H project, event, or activity regardless of the scope or nature of the request. Generally, funds will not be granted for payment of judges or for expenses normally incurred in carrying out a project. In considering the requests for grants the committee will utilize one or more of the following criteria to aid in prioritizing the beneficiaries of the grants provided:

- Requests that are innovative,
- Projects, events or activities that provide educational or developmental benefits to the members and leaders involved,
- Provide recognition to the Sonoma County 4-H Program for achievement,
- Are county-wide in nature; however, local projects or events will also be considered for sponsorship,
- Include or impact the most individuals in scope,
- Projects that have special themes or areas of emphasis,
- Projects, events or activities that provide opportunities to "Make the Best Better" or to "Learn by Doing".

Grant requests for travel expenses will be considered when Sonoma County 4-H groups are representing our county in state, regional or national events.

Grant requests for projects will be considered twice a year. **Completed Grant Request forms should be postmarked no later than November 15th or February 15 of each year and mailed to the 4-H Foundation of Sonoma County, P.O. Box 1283, Rohnert Park, CA 94927.**

To receive your grant money, please submit your receipts, photos and the final report before July 15 of the 4-H year your grant was given. Send your packet to the 4-H Foundation at the address above. Grant recipients also need to give an oral presentation given to the board at one of its regular quarterly meetings that are held in the months of February, May, August and November.



4-H Foundation of Sonoma County

Project/Event Grant Request Form

4-H members, leaders or others supporting the 4-H program are to use this form when applying for a grant from the 4-H Foundation of Sonoma County. Please see the Grants Program guidelines for specific information regarding the program. *(Please do not write in the margins of your grant application.)*

Due Date: Postmark on or before November 15th for Fall grants or February 15th for Spring grants.

Mail Forms To: 4-H Foundation of Sonoma County, PO Box 1283, Rohnert Park, CA 94927

Grant Requestor _____

Address _____ Zip _____

Email Address: _____ Phone _____

Club (or County Project) _____ **Project Name** _____

Activity or event: _____

Amount of money requested: _____ Number of youths this grant will serve: _____

Who will carry out the project, activity or event?

Individual member Individual 4-H Leader 4-H Club members 4-H project Group

4-H Program Office 4-H Council

Describe your project, activity or event.

Briefly summarize you plan of action. This should include the how, where and by whom information.

Please outline your expected budget, expenses and timeline of activity. Include documentation or brochure showing the item/ items, costs etc. for the expected purchase.

Why should the 4-H Foundation fund your project, activity or event?

You may include any other materials that will help further describe your project, activity or event.

By signing below you agree to submit a final written report with photos and the receipts for expenses by July 15 of the current 4-H year. You will be expected to make an oral report at a 4-H Foundation of Sonoma County meeting within the calendar year of your grant. You will be reimbursed for the money spent on this project, activity or event, up to the amount of the grant, after the 4-H Foundation receives the receipts for your expenses. All funds must be used by July 15 of the current 4-H year, unless approved in advanced by the Grants Committee chairperson. **Items purchased with Foundation grant money are the property of your project & your club and are not the grant requestor's property.**

Signature of grant requestor

Date

Signature of 4-H Leader

Date