

# Michigan 4-H Foundation 4-H Program Grants Request for Proposals



## 2016-17 GRANT APPLICATION PACKET

### **Grant Timeline:**

**April 1, 2016**

Grant applications available

**June 1, 2016**

Grant applications due

**August 1, 2016**

Grant recipients announced

**October 1, 2016**

Grant acceptance deadline

**County Innovative Grant  
program period is from  
September 1 – August 31**

### **GRANT REPORT DEADLINES**

Grant reports are due to the  
State 4-H Office on:

**May 31, 2017** for

programs conducted  
September 1 to April 30

**September 30, 2017** for

programs conducted  
May 1 to August 31

*Financial support for the distribution of county innovative grants has been made available through the generous support of donors to the Michigan 4-H Foundation. We appreciate their support and commitment to strengthening opportunities for Michigan youth.*

The Michigan 4-H Foundation Board of Trustees annually approves the distribution of competitive grant funds to encourage innovative 4-H program opportunities in local communities and in some cases for statewide programs. These grants are designed to encourage program planning and participation by 4-H members and volunteers in partnership with MSU Extension 4-H program staff members. We are pleased to be able to offer the following opportunities for the 2016-17 4-H program year.

#### **1. Michigan 4-H Legacy Grants**

The purpose of the Michigan 4-H Legacy grants is to encourage creativity and support the implementation of great ideas that promote positive youth development in communities. Grants are available for Michigan 4-H volunteers, 4-H youth members and 4-H state or county 4-H staff members to develop a new program or initiative or to strengthen, enhance or expand a current program that's making a difference. Innovative local projects that build on solid principles of positive youth development and expand 4-H opportunities for young people will be considered. **A total of two (2) \$1,000 grants are currently available. These grants are funded by the Michigan 4-H Legacy Fund endowment.**

#### **2. 4-H On-Target Grant**

The On-Target Grant is designed to help 4-H Shooting Sports programs enhance existing programs, develop a new program or offer a special experience related to 4-H Shooting Sports with the generous support of the **Thomas H. Cobb Endowment for Michigan 4-H Shooting Sports. Two (2) \$500 grants are available.**

#### **3. (NEW) The Collins 4-H Youth Horticulture Grant**

This grant opportunity is for 4-H youth clubs only to advance club work in plant science and horticulture activities locally. 4-H clubs can use the grant to purchase plant stock, potting or building materials to build raised beds and other resources to enhance vegetable and/or floral gardens. **This grant is made possible by the William J. and Ruth D. Collins Endowment Fund to advance 4-H youth horticulture and gardening programs. One (1) \$350 grant is available.**

#### **4. 4-H Educational Garden Grants**

The purpose of 4-H Educational Garden Grants is to stimulate the creation of local 4-H educational gardens in Michigan. This program is designed to increase opportunities for high quality and high visibility 4-H programming in communities, create a connection for 4-H youth and volunteers to resources of the Michigan 4-H Children's Gardens and encourage creative 4-H volunteer leadership in communities. **These grants are made possible by the Albert A. Albright Endowment for 4-H Plant Science and Gardening Education. Currently Two (2) \$1,000 grants are available.**

#### **4-H Educational Garden Grant Guidelines:**

- An award could be made in subsequent years to the same project.
- Gardens must be in public places but not necessarily on public property. 4-H centers, YMCAs and other community centers, fairgrounds, places of worship, parks and schools are examples of suitable places.
- The garden must use the 4-H name and must follow appropriate use of the 4-H emblem as stated online at [http://www.national4-hheadquarters.gov/4h\\_name.htm](http://www.national4-hheadquarters.gov/4h_name.htm). The garden planners/managers will commit to a set of educational programs that involve 4-H members and other children with the garden for a minimum number of years. The curator of the Michigan 4-H Children's Garden and/or designee can be invited to visit any funded local 4-H garden at least once in the initiation phase and on future occasions as arranged.
- Every effort will be made to link the local 4-H educational gardens with the Michigan 4-H Children's Gardens through technology and on-site visits to the MSU campus gardens.
- For creative ideas, we encourage you to visit the Michigan 4-H Children's Garden at <http://www.4hgarden.msu.edu> or contact Norman Lownds, Ph.D. Curator of the Michigan 4-H Children's Garden at Michigan State University at [lownds@msu.edu](mailto:lownds@msu.edu) or (517) 432-5657.

### ***Restrictions and Reminders***

#### **Michigan 4-H Foundation Civil Rights Compliance Statement for Grant Recipients**

The Michigan 4-H Foundation, a public 501(c)(3) corporation, is organized to support Michigan State University Extension 4-H Youth Development programs, and as such, requires that all foundation grantees submit a signed statement of non-discrimination before receiving Michigan 4-H Foundation grant funds and/or using the services and/or collaborating with the foundation to deliver 4-H supported programs.

#### **Grant Acceptance Deadline is October 1**

All grants must be accepted and initial grant acceptance paperwork completed and submitted to the state 4-H office no later than **October 1, 2016**. All grants awarded and not accepted by this date will be terminated and re-announced for award in the next Michigan 4-H Foundation grant cycle.

#### **Grant Report Deadlines**

All county innovative grant activity must be completed and expensed by August 31 of the 4-H program year. Grant reports are due to the State 4-H Office **May 31 for programs conducted September 1 to April 30**. Reports are due **September 30 for programs conducted May 1 to August 31**.

### ***Michigan 4-H Foundation County Innovative Grant FAQs:***

#### **Who can apply for a Michigan 4-H Foundation grant?**

Michigan State University Extension educators who work with county 4-H Youth Development programming, and Michigan 4-H adult and youth volunteers, may apply.

#### **What can the money be used for?**

Unless otherwise noted in grant description, funds can be used for:

- Workshop costs, supplies, kits.
- Curriculum, books, videos and other learning materials.
- Equipment that enhance learning.
- Meals, snacks, treats, incentives.
- Youth group transportation to and from program sites.\*
- Events that enhance learning.
- Community service projects.
- Other ideas you have! *\*NOTE: Funds cannot be used to pay for personal vehicle mileage reimbursement.*

#### **How can we apply for a Michigan 4-H Foundation Grant?**

Complete the application and return it to the Michigan 4-H Foundation by **June 1, 2016**. Please note that applications must include 4-H youth and volunteer signatures and must be signed by the county 4-H MSU Extension educator.

### **How are county innovative grant applications reviewed?**

County Innovative Grants are reviewed by a team that includes state and county 4-H staff members and members of the Michigan 4-H Foundation board of trustees program committee. Applications for content specific grants include review by MSU Extension faculty and staff with expertise in the specific program or project area. Reviewers rate grants based on a standardized criteria review sheet and awards are made to the applications with the highest total points.

### **When will we be notified that we will receive a grant?**

If you are chosen to receive a grant, you will be notified by **June 1, 2016**. At that time, you will also receive an evaluation report form and budget sheet to complete once the project is completed. Some grantees may be asked to present the results of their project to the Michigan 4-H Foundation Board of Trustees.

### **How will we obtain the money if we are chosen to receive a grant?**

Once your proposal has been approved you will receive grant acceptance forms to be completed and returned to the State 4-H Youth Development Office. Once returned, the amount of your grant will be disbursed through an account held at the State 4-H Office. You will need to submit original receipts for all grant expenses and a final report to Michigan State University Extension 4-H Youth Development that documents how grant dollars were spent.

### **When do grant dollars need to be spent?**

All county innovative grant activity must be completed and expensed by **August 31** of the 4-H program year. Grant reports are due to the State 4-H Office May 31 for programs conducted September 1 to April 30. Reports are due September 30 for programs conducted May 1 to August 31.

### ***Give to the Michigan 4-H Legacy Fund! Your gifts help make grants happen!***

Contributions to the Michigan 4-H Foundation for the Michigan 4-H Legacy Fund can increase the number and size of grants the foundation can offer each year for innovative 4-H program ideas. Michigan 4-H Legacy Grants can be awarded for support of any Michigan 4-H Youth Development project area. Michigan 4-H Legacy Fund gifts can be made through the foundation's annual giving program or through a designation as part of an estate plan. For more information on the Michigan 4-H Legacy Fund (<http://www.mi4hfdtn.org/legacyfund.html>) or how your gifts can support it, visit the Michigan 4-H Foundation online at <http://www.mi4hfdtn.org>.

### **For more information, contact:**

Cheryl Howell, Executive Director  
Michigan 4-H Foundation  
c/o 4-H Grant Program  
535 Chestnut Road, Room 240  
East Lansing, MI 48824

Phone: (517) 353-6692  
Fax: (517) 432-3310  
E-mail: [info@mi4hfdtn.org](mailto:info@mi4hfdtn.org)  
Web: <http://www.mi4hfdtn.org>



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## Michigan 4-H Foundation 4-H Grant Application Form

Please complete the application (including the MSUE 4-H or Extension educator's signature).

### Grant Category (check one):

- Michigan 4-H Legacy Grants
- 4-H On-Target Grant
- Collins 4-H Youth Horticulture Grant
- 4-H Educational Garden Grant

### Send completed applications by June 1, 2016 to:

Michigan 4-H Foundation  
c/o 4-H Grant Program  
535 Chestnut Rd., Room 240  
East Lansing, MI 48824

Phone: (517) 353-6692  
Fax: (517) 432-3310  
E-mail: [info@mi4hfdtn.org](mailto:info@mi4hfdtn.org)  
Web: <http://www.mi4hfdtn.org>

Project Information	
Project title:	
Amount requested:	
Dates of project:	
County:	
Name of person writing the grant:	

Teen Volunteer Information	
Printed name	
Address	
City, state, ZIP	
Telephone	
E-mail address	
Signature	

Adult Volunteer Information	
Printed name	
Address	
City, state, ZIP	
Telephone	
E-mail address	
Signature	

<b>4-H/MSU Extension Staff Member Information</b>	
Printed name	
Address	
City, state, ZIP	
Telephone	
E-mail address	
Signature	

**1. What principles of positive youth development are reflected in your project? Check all those that apply. Projects must include a strong focus on one or more principles of positive youth development:**

- Youth develop positive relationships with adults and peers.
- Youth are physically and emotionally safe.
- Youth are actively engaged in their own development.
- Youth are considered participants rather than recipients in the learning process.
- Youth develop skills that help them succeed.
- Youth recognize, understand and appreciate multiculturalism.
- Youth grow and contribute as active citizens through service and leadership.

**2. Describe your grant project including setting (out-of-school program, camp, 4-H club, etc.), the ages of the participants you will work with, the number of hours you plan to work with your audience and what you plan to accomplish:**

Description:

What aspects of your project make it distinctive and innovative?

Setting:

Ages of project participants:

Estimated number of contact hours:

List your measurable objectives and the specific connection to a 4-H guiding principle (e.g. outcome is linked to positive relationships, safety, youth engagement, youth directed participation, skill development, diversity and multiculturalism, service and leadership):

**3. Describe why the program or project is needed in your community.**

**4. What specific kinds of activities and opportunities will young people in your community have as a result of your grant?**

**5. In the end, what will be improved or better in your community or for young people as a result of your project?**

**6. What is the time frame for your project?**

September 1 to April 30. Please list specific time frame: \_\_\_\_\_

May 1 to August 30. Please list specific time frame: \_\_\_\_\_

*Please note: Time frames will determine when final grant report will be due if awarded.*

**7. List current and potential community partners that you will involve in the project.**

**8. Please list the names of other MSU Extension staff members who will be involved in your project (projects that involve more than one county are welcomed):**

Name	County/4-H Work Team

**9. What supplies, materials, resources and other items will you need to carry out your project?**

**10. Please complete the following preliminary budget:**

Item/Description	Cost	Quantity	Subtotal
TOTAL			

**11. How will you work with the media to promote this 4-H project?**

**I am aware of and support the above grant application for this county and will ensure compliance of grant requirements if awarded.**

\_\_\_\_\_  
County/District 4-H or MSUE Educator Signature/Date

**Note: All grant applications are due by June 1, 2016.**