

INSTRUCTIONS FOR FINAL MICHIGAN 4-H COUNTY INNOVATIVE MINI-GRANT REPORT AND EXPENSE REPORTS

- ACCEPTANCE FORM:** **4-H COUNTY MINI-GRANT APPROVAL**
This form documents your acceptance of the grant and agreement to the conditions for funding. **Please have this form signed by the appropriate person(s) and mailed, faxed or emailed to *Holly A. Lacina, Michigan State University Extension, 160 Agriculture Hall, East Lansing, MI 48824*, fax: 517-432-764, phone: 517-432-6567, email: lacinah@msu.edu immediately. As soon as I receive the signed form I will be able to process the first half of the granted amount for starting your program.**
- ATTACHMENT A:** **COUNTY MINI-GRANT EXPENSE FORM**
(Accountability of Funding)
This form is used to document expenditures of your grant funding. Complete the form and attach original receipts for each expense. Return completed form with **Attachment B** to: *Holly A. Lacina, Michigan State University Extension, 160 Agriculture Hall, East Lansing, MI 48824*.
- ATTACHMENT B:** **COUNTY MINI-GRANT FINAL PAYMENT WORKSHEET**
(Instruction for figuring final payment amount)
This form is used to calculate the amount of final payment to the County or the amount to be returned to the State 4-H Office. Complete the form and return it with **Attachment A** to: *Holly A. Lacina, Michigan State University Extension, 160 Agriculture Hall, East Lansing, MI 48824*.
- All reimbursements will be made to County.*
- ATTACHMENT C:** **COUNTY MINI-GRANT FINAL PROJECT REPORT**
This form is the final report of your project. Return completed form to *Holly A. Lacina, Michigan State University Extension, 160 Agriculture Hall, East Lansing, MI 48824*.
- This form must be completed before final expense report will be processed.**