



Oregon State
University

**College of Public Health and
Human Sciences**
Extension 4-H Youth Development
Southern Oregon Research and Extension
569 Hanley Road
Central Point, OR 97502

P 541-776-7371 | **F** 541-776-7373

Jackson County 4-H Association Mini Grant Application

Coversheet

The 4-H Mini Grants are an opportunity for 4-H members, with support of a 4-H Leader/Volunteer to request funds to support a project or to purchase equipment to enhance the Jackson County 4-H Program. Grants will generally be awarded to support projects and purchases that cost less than \$500.

Applicant Name (4-H member):

4-H Leader/Volunteer Collaborator:

Project Name:

Grant Request Amount:

Total Budget of Project:

Grant Application Guidelines

The Jackson County 4-H Mini Grant application coversheet, provided budget form and narrative should be sent to the Jackson County Extension office. Requests are reviewed quarterly. Submit the payment process form before or after approval.

Southern Oregon Research and Extension Center

RE: 4-H Association Mini-Grant Application

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Narrative

A narrative describing the project/equipment for which funds are sought is required. The narrative should address the following items (please limit to two pages typed).

- How was the need for your project/equipment determined?
- What is the timeline for the project/equipment purchase?
- Who will this project/purchase benefit?

Jackson County 4-H Association
4-H Mini Grants
Budget Form

- A. Estimated expenses for total project/purchase by type and amount Amount
- 1.
 - 2.
 - 3.
 - 4.

Total Estimated Expenses \$ _____

- B. Type and amount of expected funding from sources other than this grant
(Examples: Fundraising, donations, etc.)

- 1.
- 2.

Total Funding from outside sources \$ _____

- C. In-kind Contributions (list by type and amount contributed)
(Examples: Time donated, rental fee waived, supplies already on hand, etc.)

- 1.
- 2.
- 3.

Total In-Kind Contributions \$ _____

Signature:

_____, 4-H Club Member Applicant

_____, 4-H Leader/Volunteer

4-H Mini Grant Payment Process Form

Club Name: _____

Funds may be provided from the Jackson County 4-H Association for up to amount of
\$_____ in the following formats:

1) Reimbursement

Submit this form with an original receipt(s) to the OSU Extension Office (SOREC). A reimbursement check will be provided from the Jackson County 4-H Association.

Make Check Payable to: _____

Address: _____

Amount: \$ _____ (not to exceed approved amount)

2) Local Purchase Order/Invoice

Provide an invoice, order form or purchase order for supplies. A check will be made directly to the company from the Jackson County 4-H Association. Pick up the check from SOREC.

Make Check Payable to (company, not an individual): _____

Amount: \$ _____ (not to exceed approved amount)

3) Direct Purchase, online with credit card.

OSU can make the purchase of supplies/equipment for your project IF the amount does not exceed the approved amount. The 4-H Association will receive an invoice from OSU for the purchase amount including shipping and handling. Fill out the following:

Website: _____

Item number: _____ Quantity: _____

Item description: _____

Purchase Price: _____ Estimated S & H: _____

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