

# Crook County 4-H Association

## 4-H Mini Grants



### **Purpose**

Crook County 4-H Mini Grants provide opportunity for Crook County 4-H members, in partnership with their 4-H Club Volunteer Leader, to request funds to support a project, purchase equipment for club use, or provide learning opportunities for members of Crook County 4-H projects.

Grants may be awarded to support these projects or events for up to \$300.00, based on available funds.

### **Grant Application Process**

Submit the following items to

Crook County 4-H Extension Office | Attn: 4-H Mini Grant Committee | 498 SE Lynn Blvd. |  
Prineville OR 97754

- Application Cover Sheet
- Budget Form
- Narrative

### **Grant Application Guidelines**

- Applications for the Crook County Mini-Grants will be accepted for review in the fall and spring each year. Deadlines for submission are November 5 and May 5.
- Incomplete applications will not be reviewed.
- Applications will be reviewed by a committee of Crook County 4-H Association members.
- All applicants will be notified of the committee's decision within 2 weeks of the application deadline.

### **Grant Reporting Requirements**

4-H Members who are awarded grant funds must report to the Association within 90 days of notification. The report, using narrative style, should explain how the funds were used, timeline of use, and the number of people impacted. Also include types and amounts of fundraising efforts and in-kind contributions. You may use the budget worksheet for this purpose. Receipts for all expenses must be attached. Include the name of the person or business to whom the reimbursement check should be written. Submit the report to the Extension Office address above.

### **Grant Disbursement Process**

Grant funds will be disbursed on a reimbursement basis, up to the approved amount, within 10 days following submission of the report.

### **Suggestions for Mini Grant Funds**

- Educational Events for your 4-H club or for all CC 4-H members in a project area.
- Supplies or equipment that will benefit your 4-H club, e.g. clippers for a livestock club, special cooking equipment for a foods club, etc.

**Crook County 4-H Association  
4-H Mini Grant Application  
Cover Sheet**

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Name of 4-H Member

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Name of 4-H Leader or Volunteer Collaborator

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Name of 4-H Club

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Item or Event for which the Grant will be Used

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Grant Amount Requested

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Total Project Budget (Total Estimated Expenses from Budget Form)

## **Narrative**

The Narrative is to be 1-2 pages, typed, and submitted with this Cover Page and Budget Form. Include 4-H Member Name and Club Name on each page.

The Narrative should provide a complete description of the grant request, including

- the need for and proposed use of the item or event,
- the timeline for using the funds,
- the people for whom this item, project or event is intended. Include the number of people involved.

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## 4-H Mini Grant Application

### Budget Form

If more space is needed, use a second sheet with similar format.

<b>4-H Member Name and Club Name:</b>	
<b><u>Estimated Expenses</u></b> for total purchase/event listed by type and amount	
1.	\$
2.	\$
3.	\$
4.	\$
	<u>Total Estimated Expenses:</u> \$
Type and amount of expected <b><u>Funding from Other Sources</u></b> , such as fundraising, member fees, donations, etc.	
1.	\$
2.	\$
3.	\$
4.	\$
	<u>Total Funding from Other Sources:</u> \$
Type and amount of expected <b><u>In-Kind Contributions</u></b> (Examples: donated materials, donated supplies, donated time, rental fees waived, etc.)	
1.	\$
2.	\$
3.	\$
4.	\$
	<u>Total In-Kind Contributions:</u> \$

**Signatures:**

Club Member: \_\_\_\_\_

Club Leader/Adult Collaborator: \_\_\_\_\_