



4-H FOUNDATION OF NEW HAMPSHIRE 2018/19 GRANT APPLICATION

Please send completed form by **email ONLY** to Holly Young at holly.young@unh.edu

Deadline for grant requests is noon Thursday, February 1, 2018.

The 4-H Foundation of New Hampshire funds projects and activities that enhance opportunities available to 4-H members and leaders, increase public awareness of the broad scope of the New Hampshire 4-H youth development program, aid in the recruitment of new audiences who may become engaged in the 4-H youth development program, and support the integration of the 4-H youth development program with the resources available at UNH.

Grants are made possible by unrestricted and designated gifts and endowment income. This application is for programs, events, and activities held between **July 1, 2018 and June 30, 2019**. Funds are not released until after **July 1, 2018**.

Please read carefully before starting the application form. Your grant application may be shared with potential donors to help secure necessary funding. Additional proposals are reviewed throughout the year at regularly scheduled board meetings and funded if they meet the guidelines and funds are available. All foundation board members are not familiar with all aspects of the 4-H youth development program. Your program description helps the board explain project needs to potential donors.

PROGRAM NAME:

PROGRAM STATUS*: Indicate if New or Ongoing

***Note:** Funding for 'Ongoing' programs will only be considered if a Grant Report [Link here] for the most recently run previously funded program has been submitted.

PROGRAM DESCRIPTION: Explain the needs of the program if it is a new program. If this is an ongoing program discuss the current enrollment trends, changes in the program, and other factors that support the continuation of or the need for additional funding.

Include:

- When and where does it occur?
- Who will be involved and what they will do (include total numbers of youth and adults)?
- What need does this program attempt to meet? Reference the 'Situation Statement' from current NH 4-H Logic Model (https://extension.unh.edu/resources/resource/2215/2013_4-H_Youth_Development_Logic_Model) or describe additional need.
- How does the program target the current outcomes listed in the current NH 4-H Logic Model (https://extension.unh.edu/resources/resource/2215/2013_4-H_Youth_Development_Logic_Model) and/or how does it further the goal of the NH 4-H youth development or volunteer development programs to 'Grow True Leaders'?

MARKETING:

- What will you do to promote the event?
- How will you promote the 4-H Foundation of NH as a sponsor? News release, social media, other?
- Will you seek help marketing from the Extension Marketing team? (To get help, submit a ticket here: <https://tdforms.unh.edu/coop/>)

BUDGET:

Budget should reflect:

- Itemized total estimated costs to be covered by 4-H Foundation of New Hampshire grant dollars
- Itemized total estimated cost of the program, event or activity
- Income from registration fees, and other fund raising activities
- If grant is an 'ongoing' request, please include a 'budget to actual' from previous year

BUDGET NARRATIVE:

- Explain the specific costs to be covered by this grant:
- Explain briefly other costs associated with this program (covered by other sources):
- Explain if there are any significant changes in amount requested this year if it is a program previously funded by the Foundation.
- Explain how the program could be modified (or not) if partial funding is awarded.

EVALUATION:

- How will you measure the program's ability to reach desired outcomes with youth and/or volunteers? What indicators of success will be monitored and measured?
- How will you evaluate the success of the marketing for the program?

REPORTING: All funded programs are required to submit a final report which can be filled out through Qualtrics. The link will be provided by the State Foundation Office. Additionally, if available, we ask you please submit any photos (jpegs) with individuals identified and participant quotes that might be used for future marketing and fundraising efforts. The Qualtrics report is due by **September 1st 2019.**

DISTRIBUTION OF FUNDS: Due to the fact that proposals are submitted six or more months prior to the program, no grant funds will be available at the announcement of a successful grant application. Grant funds will be distributed beginning July 1, 2018 by following UNH fiscal policies: submitting original receipts with appropriate documentation or contacting the 4-H Foundation of NH to purchase items directly.

If income from other sources exceeds budget projections or costs are lower than budgeted, the 4-H Foundation of NH requests that you expend these other sources first, prior to accessing grant dollars.

PROGRAM NAME:

PROGRAM STATUS: Indicate if New or Ongoing

ESTIMATE NUMBER OF PARTICIPANTS: _____ Youth _____ Adults

GRANT AMOUNT REQUESTED: \$0.00

DATES: Date range of fund needs.

PROGRAM DESCRIPTION:

This field will enlarge to allow you to write as much as you wish.

BUDGET & NARRATIVE:

This field will enlarge to allow you to write as much as you wish.

EVALUATION PLAN (This should show what difference was made as a result of youth or volunteers participating in this event or program):

This field will enlarge to allow you to write as much as you wish.

ADDITIONAL INFORMATION: Please provide any additional information that will help the 4-H Foundation of NH board appropriately consider this proposal.

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*By submitting this grant request, the person whose name appears below certifies this 4-H youth development program has been planned and designed with the appropriate involvement of volunteers, youth and Extension professionals, has the full support of their Program Team Leader, and will be conducted according to UNH Cooperative Extension policies and procedures.*

*Furthermore, the requestor acknowledges granted funds are to be used for the purposes described above unless prior approval is received, and agree to provide a written financial and program summary to the 4-H Foundation of NH by September 1<sup>st</sup>. Photos and quotes are helpful for the annual report of the 4-H Foundation of New Hampshire and notes to donors.*

Completed by: ***Enter your name here.***

Date:

Email contact \_\_\_\_\_

Phone \_\_\_\_\_

**NOTE:** If the application is completed by a non-Extension staff member, it must have a letter of support attached from a county or state staff member.

*The University of New Hampshire Cooperative Extension is an equal opportunity educator and employer. University of New Hampshire, U.S. Department of Agriculture and N.H. counties cooperating. 12/17*