



Ingham County 4-H Club/Committee Mini-Grant Program

Eligibility and Criteria for Funding

- ✿ All proposals must meet the following guidelines. Proposals that fail to do so will not be considered.
- ✿ The Community Leader/Committee Chair must sign off on all proposals submitted by club/committee.
- ✿ Clubs/Committees are allowed to receive one grant per programming year.
- ✿ Funds may only be used, but not limited, to support new programming/updates/expansions of existing programs such as new or updated curriculum, equipment to support new or expanded programming, club start-up/formation costs and taking programs to new audiences.
- ✿ Funds can not be used to support salaries, cover the cost of youth show expenses, pay the insurance fee for participants and participation fee scholarships.
- ✿ Proposals will be funded for 12 months and projects must be completed within one year.

How to Apply

1. To apply for an Ingham County 4-H Club/Committee Mini Grant, submit a completed application form with an accompanied cover letter. Complete all sections of the form. Proposals that are missing information will not be considered.
2. Proposals will be accepted on a quarterly basis with application periods and deadlines as follows: October-December 1, January-March 1, April-June 1, and July-September 1.

Proposal Contents, Formatting and Language

You proposal must include the following information:

- ✿ A one page cover letter that identifies the need and any pertinent background information of the submitting entity.
- ✿ The project's goals, objectives and timeline.
- ✿ A project budget and budget justification.
- ✿ Handwritten clearly or typed using 12-point font (applications that are not legible will not be considered.)
- ✿ Does not exceed beyond space provided.

Review Process

Proposals will be reviewed by the Participation Fee Committee composed of representatives from 4-H Staff, Council, Horse and Livestock Sale Committees, Still Life and Ambassadors. Review team members will not be permitted to review proposals with which they are involved. Committee will meet quarterly to review proposals and yearly evaluations. The Participation Fee Committee will also provide grant writing training to assist interested leaders in writing their proposals.

Reporting Requirements for Funded Projects

Successful proposals will be required to submit a report on the impacts and outcomes of the new program. Reports will directly coincide with the objectives/goals stated in the initial proposal. This report will be due one year after the project has ended.

For More Information

For more information about the Ingham County 4-H Club/Committee Mini Grants Program, contact:

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