

# Kent County 4-H – Funding Request

## PROCEDURE FOR PROCESSING REQUESTS:

1. Complete request form and submit it along with any attachments, such as order form, detailing costs to the Kent 4-H Program Coordinator and wait approval BEFORE making a purchase.
2. Requests will be reviewed by the Kent 4-H Program Staff.
3. Kent 4-H Program Staff will provide you notification of approval or denial in writing.
4. If request is approved, following completion of your project, program a report is required back to Kent 4-H Program Staff on what was learned or results of the program, activity or event.

## ADDITIONAL INFORMATION:

A portion of each member's participation fee returns to the local county 4-H program annually to be used to support new programming or enhance current educational programs. The request form above is to be completed and submitted to Kent County 4-H Program Staff.

The form will be reviewed by at least two staff members, two Advisory Council adult members and one Advisory Council teen monthly. Only requests that are made prior to any money being spent will be honored. Reimbursements will not be made for any expenses made before acceptance or denial of the funding request.

The basic rule for use of funds is that they must be spent to support new programming or upgrades/updates/expansions of existing programs. Some examples include:

- Purchasing or developing materials for brand new program areas
- Purchasing newly revised curriculums for use within the county
- Purchasing existing curriculums that haven't previously been used in that county
- Updating existing program materials (books, DVD's, etc.) to include new research, practices, etc.
- Improving established educational programs in Kent County.
- Taking programs to new audiences within the community and/or assisting in new club formation

Examples of things that the funds cannot be used for includes:

- Paying insurance fees for participants
- Covering the cost of youth show or fair expenses
- Buying equipment or supplies for shows and exhibitions
- Individual club scholarships for 4-H members

*(Note: Please detail or outline costs of the new educational program or items needed for the enhancement or improvement of an existing educational program. You must attach a completed order form, if ordering items, or documentation / outline detailing costs of item(s) and amount(s) being requested.*

(Updated 12/2018)

# Kent County 4-H – Funding Request Form

## Use of County's Portion of Participation Fees

***\*\*Note: Due to limited funding, all requests may not be approved. The basic rule for the use of funds generated by the participation fee is that they must be spent to support new programming or upgrades/updates/expansions of existing educational programs. DO NOT spend any funding, until you have written approval to do so from Kent 4-H Program Staff.***

**DATE:**

**TO:** Kent 4-H Program Coordinators

**FR:** \_\_\_\_\_ Club

**Total Amount Requested:** \$ \_\_\_\_\_

What is this request for?

How will this relate to 4-H Education?

Who will benefit from this request?

How is this going to be used, i.e. Workshops, trainings, supplies etc.?

What is the new educational activity / event or how are you enhancing a current educational activity / event?

How will you know if your event / activity was successful? How will you measure?

Name & Contact Information for Person leading / chairing the project:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship / Connection to 4-H Club, Educational Program (i.e. leader, member, parent, etc.):

\_\_\_\_\_