



## Montcalm County 4-H Council Service-Learning Grant Program

# GUIDELINES & INFORMATION

## Service Learning Projects

### Goal

The program goal is to foster the expansion of community service involvement including service learning and experiential learning opportunities by 4-H members in partnership with communities, non-profit agencies, schools, and governmental bodies.

### Plan

The 4-H Council will fund projects/services that will encourage 4-H youth to become involved in community life by assisting in solving problems or providing a service while utilizing their education and expertise. The program is intended to give 4-H youth an opportunity to expand their learning environment and to increase awareness of Montcalm County's 4-H program.

### Grant Levels

Grants will be made to 4-H clubs and will range from \$100 to \$500. Three grants can be awarded per year.

### Grant Authoring and Sponsorship

- To be eligible for a grant, the project/service proposal **must be authored by a 4-H youth.**
- Must have the approval/sponsorship of the author's 4-H club and leaders.
- The project **must have approval/sponsorship** from an external community partnership agency; outside of 4-H. Examples are schools, governmental units, or community organizations.

### Expected Uses of Funds

1. Funds may be used for travel for 4-H members only as needed to provide the service.
2. Funds may be used for materials and supplies necessary to complete the project.
3. Publicity, printing, and postage are allowable costs.
4. Minimal refreshment costs may be allowed when justified as a specific activity of the service.
5. Other items must be adequately justified in the proposal.

### Funds are NOT to be used for

1. May not be used as a donation.
2. May not be used for equipment.
3. May not be used for cash awards or purchasing gift cards, as an award or special prizes, etc.

### Application Guidelines

1. An application form for the grant program must be completed for all proposed projects/services.
2. Sign-off of the application by the authoring 4-H youth, 4-H leader, and the Community Organization Partner representative are required.
3. **Applications with incomplete signatures will not be considered and will be returned to the applicant(s).**
4. Applications received after the deadlines will be considered if funds are available.

6. Preference will be given to applications that benefit organizations and communities within Montcalm County.
7. **Funding for field trips will not be considered.**
8. The project/service must be described in 250 words or less, including how the grant will benefit the community and the service learning experience of the students.
9. Complete an itemized budget and expected income (if any) for the project. Clearly state the amount you are requesting.

## General Information

1. Submission of an application does not guarantee funding.
2. Successful previous partnerships will be viewed positively in cases of renewal grants or new projects with the same community partners **and if a final report has been submitted from a previous project.**
3. Community organizations may initiate projects by describing their need directly to appropriate 4-H members or clubs. Grants will only be made, however, to 4-H clubs and not directly to the community organization.

## Accountability - Final Report Required

Each grant recipient is required to write a **FINAL REPORT** describing the results and benefits of the grant. Final reports are due within one month following the end date of the project. The Final Report is the last page of this application. **Signatures of the 4-H youth, leader, 4-H Coordinator and the Community Organization are required.**

## Point of Contact

All applications, reports, inquiries should be directed to:

Tarin Minkel  
MSU Montcalm Extension  
211 W. Main Street, P.O. Box 368  
Stanton, MI 48888  
989-831-7514  
minkeltj@msu.edu

## Application Review and Notification

- ❖ All applications will be reviewed by a committee created by the 4-H Council.
- ❖ The amount of the grant requested may be reduced by the review committee.
- ❖ Applicants will be notified of the committee's decision no more than three weeks after the application deadline.

## To receive your money

- ❖ Approximately two weeks after you receive your acceptance letter, please contact the Extension office.



Montcalm County 4-H Council  
Service-Learning Grant Program

## APPLICATION

### Service Learning Projects

*Please Type or Print Clearly ~ Complete All Sections*

#### 4-H Member Information

Name of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4-H Club: \_\_\_\_\_

#### Project Information

Title of Project: \_\_\_\_\_

Approximate # of 4-H members involved in organizing this project: \_\_\_\_\_

Proposed Starting Date of Project: \_\_\_\_\_

Proposed Ending Date of Project: \_\_\_\_\_

#### Community Organization Partner Information

Name of Organization: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### 4-H Club and Leader Information

Leader's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Description of Project

250 Words or Less *(Use a separate sheet if needed.)*

## Income of Proposed Budget

List expected revenue for the project (if any) including sources and amounts. Community organizations or agencies receiving the service might choose to participate in the cost of the project or service. *(Use a separate sheet if needed.)*

## Expenses of Proposed Budget

Provide an itemized list of the expected expenses by expenditure type that will be charged to this grant. The following items are included as approvable expenditures: publicity, printing, postage, transportation, supplies and materials necessary to complete the project and minimal refreshment costs, where justified, as necessary for the service or project. *(Use a separate sheet if needed.)*

**TOTAL AMOUNT REQUESTED** \_\_\_\_\_

\_\_\_\_\_  
Signature of 4-H Youth - Date

\_\_\_\_\_  
Signature of 4-H Leader - Date

\_\_\_\_\_  
Signature of Community Organization  
Partner Representative - Date

*Signatures of all of the above are required. Incomplete applications will not be considered and will be returned to the applicant(s)*



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**FINAL REPORT**

Service Learning Projects

To be completed and filed one week following the end date of the project or no later than 1 week before the end of the semester

*Please Type or Print Clearly ~ Complete All Sections*

**Title of Project ~ as submitted on Original Grant Application**

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**Contact Person Submitting Report**

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of 4-H Club: \_\_\_\_\_

Approximate # of 4-H members involved in organizing this project: \_\_\_\_\_

Date of the Project: \_\_\_\_\_

**Description of the Project** *(please use a separate page)*

- ❖ Role and how many people benefited from project, learning activities in project, and the major objectives completed by the project.
- ❖ Suggestions for improving a similar project in the future, please describe.
- ❖ Amount of funds received, and how funds were used. Please itemize your grant money expenses.

\_\_\_\_\_  
Signature of 4-H Youth - Date

\_\_\_\_\_  
Signature of 4-H Leader - Date

\_\_\_\_\_  
Signature of Extension Staff - Date

\_\_\_\_\_  
Signature of Community Organization  
Partner Representative - Date

*Signatures of all of the above are required. Incomplete final reports will be returned to the applicant(s).*