

# North Dakota Association of Extension 4-H Youth Workers Youth Programming Funds Grant Program

## Guidelines for Application

- 1) Grant applications are due October 1, if Fall Conference is not held and prior to Fall Conference if conference is held. Award notifications will be made at our Fall Association meeting or by October 31. Applications are to be sent to: NDAE4-HYW Vice President Sue Isbell, Sioux County Extension Office, Box 462, Ft. Yates, ND 58538-0462.
- 2) Proposals must include an application form, a complete budget, and indicate sources of additional funds and future funding plans, if applicable.
- 3) Grant proposals may be submitted by NDSU Extension Staff or by 4-H clubs.
- 4) Professional development opportunities such as attending trainings or workshops or hosting county or region wide youth development activities would be examples of possible application topics.

## Project Description

### 1) Project Summary:

Please describe what you want to do. Why do you want to do this project? Why should it be funded? How is it going to enhance your 4-H experience?

### 2) Project details:

What are the goals and objectives of this project? (What do you want to accomplish, learn or experience?)

What are the beginning and ending dates of this project?

What or who is the target audience (who is the project for?)

Who will participate?

How many participants will there be (if a group is involved?)

What are the specific activities or other things that will be done to meet the goals and objectives?

What will be the result of this project?

Who will be impacted or affected (if it involves a group) in the community. How does this project relate to the goals of 4-H?

How will the project be evaluated?

How will you know if you have learned or experienced what you set out to do?

### 3) Project budget (this is not included in the five pages used to answer #1 and #2):

What is the total budget about for this project?

What is the amount being requested through this grant?

If the project is not totally funded through the grant amount, how will the necessary remaining funds be obtained?

Please prepare a project budget explaining income and expenses of this project.

# North Dakota Association of Extension 4-H Youth Workers Youth Programming Funds Grant Program Grant Proposal Budget Sheet

Proposed Project Budget: The project budget must be documented for the duration of the project. All anticipated expenses must be listed below including all additional income (if any), matching funds, and/or in-kind donations of funds, goods and services, if applicable.

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

**Proposed Budget:**

Item/Expense	Grant Request	Match/In-Kind Funds	Project Income	Total
Try to be as specific as you can in listing the items you need to complete this project.	List the amount that you are requesting from the grant for each of the items listed in your budget.	List the matching (money you receive from other sources), or in-kind (services, supplies, etc.) that someone else will provide.	If you expect to receive any income as a result of this project, list what it is, and the amount.	
<b>Total</b>				

Signed \_\_\_\_\_ Date \_\_\_\_\_

*If application is submitted by a 4-H club, 4-H leader must also sign the application.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

4-H Club \_\_\_\_\_ County \_\_\_\_\_