**Cass County 4-H Council Grant**

The Cass County 4-H Council seeks to promote and support positive youth development and club experience for youth in Cass County through offering grants to support club efforts. Grant applicants are encouraged to identify needs of the county, club, members, leaders, and/or volunteers.

Funds are allocated to support one or more of the following objectives:

* Improve club quality
* Improve club member experience
* Support club member retention
* Support positive and sustained relationships between youth and adults
* Supports building life skills
* Encourage career exploration

Projects may be new or existing of the club and/or county. Approvable projects include, but are not limited to:

* Updated or additional safety equipment
* New and innovative teaching resources
* Recruitment efforts supplies, especially targeting underserved populations[[1]](#footnote-1)
* Materials for 4-H workshops utilizing experiential learning focused on member education aligned with a minimum of one of the seven [Nebraska 4-H content priorities](https://4h.unl.edu/priorities)
* Youth participant and/or lead community service meeting a local need

**Eligibility**

The Cass County 4-H Council has allocated funding to provide grants to Cass County 4-H members and clubs. Applicants must be either a registered Cass County 4-H member or a registered Cass County 4-H club. Members that are part of a registered club are encouraged, but not required, to apply as a club rather than an individual member.

For a club to be eligible to apply for the Cass County 4-H Council Grant the club must be in good standing including, but not limited to, completing the following:

* Completed all necessary documentation to be recognized as an approved 4-H club
* Hold a minimum of 6 club meetings annually
* Have a minimum of 5 youth club members from at least 3 different families annually
* Have elected club officers for the current year
* A minimum of 75% of club members must complete a 4-H project each year
* Complete a service learning or community service project annually
* Submitted the End of Year Financial Report for the year prior to applying (not applicable for a club that was established in the current year)
* Hold an active EIN
* Submits secretary minutes for all meetings that have taken place during the current calendar year

**Applications**

Grant applications will be available to club members, leaders, and volunteers via the Cass County Extension website. Applications must be typed and submitted to the Cass County Extension Office. Applications are open year-long for submission and will be reviewed by the Cass County 4-H Council at the next scheduled meeting following submission.

**Funding**

The Cass County 4-H Council will decide annually the number of grants and of what amounts, not to exceed $500 each, will be awarded based on applications and available funding. Grant funds may not be used for salaries or personal gain of any kind. Any equipment or supplies purchased with use of grant funds will be property of the 4-H club. In the event the 4-H club dissolves the items purchased with grant funds will become property of the Cass County 4-H Council. The project must be completed within the year the grant is awarded, unless clubs request to extend the use of funds for special projects.

**Reporting**

Grant recipients will be required to submit an evaluation report to the Cass County Extension Office exactly one year after the grant is awarded. The evaluation report will include describing the impact the grant had on the club and/or its members, photographs of the project in implementation and final project, data on the number of youth and ages of each that took part in and were impacted by the project, data on the number of adult volunteers and/or leaders involved in the project, and report actual expenses inquired to implement the project. By receiving grant funds the club agrees to comply with reporting deadlines. Not completing and submitting the evaluation report of the grant year will result in the club refunding the Cass County 4-H Council all awarded grant funds.

 **Cass County 4-H Council Grant Application**

*\*Denotes questions not applicable for grants applied for by individual members.*

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| --- | --- |
| **\*Has the applying club completed all necessary documentation to be recognized as an approved 4-H club?** | **Yes / No / Not Applicable** |
| **\*Does the applying 4-H club hold a minimum of 6 club meetings annually?** | **Yes / No / Not Applicable** |
| **\*Does the applying 4-H club currently have a minimum of 5 youth club members from at least 3 different families?** | **Yes / No / Not Applicable** |
| **\*Has the applying 4-H club elected offices? If yes, please list club offices and who holds each office for the current year.** | **Yes / No / Not Applicable****President: Vice President:****Secretary: Treasurer:****Other Officers:** |
| **If applying as a club, did a minimum of 75% of club members complete a 4-H project exhibited at the county fair in the past year?****If applying as an individual, did you exhibit at the county fair in the past year?** | **Yes / No** |
| **Briefly (1-2 sentences) describe one service learning or community service project that was completed by the applying 4-H club/member in the last year.** |  |
| **\*Did the applying 4-H club submit an End of Year Financial Report for the year prior to applying?*****Note: Not applicable for clubs established in the current year.*** | **Yes / No / Not Applicable** |
| **\*What is the applying clubs EIN number?** |  |
| **\*Did the applying 4-H club submit secretary minutes to the Extension office for all meetings that have taken place in the current year?** | **Yes / No / Not Applicable** |
| **Do you have matching funds secured for this grant (not required):**  | **Yes / No** |
| **If yes, source(s) of matching funds and amounts:** |  |
| **How much will the entire project cost:** | **$** |
| **Is this a new or existing project:**  | **New / Existing** |
| **Location where this project will take place:** |  |
| **Estimate number of youth that will be impacted by this grant:** |  |

|  |  |
| --- | --- |
| DATE SUBMITTED | REGISTERED CLUB NAME or REGISTERED MEMBER NAME |
|   |  |
| AMOUNT REQUESTED (NOT TO EXCEED $500) | PROJECT NAME |
|  |  |

1. **Provide a brief summary of the project. (1-3 sentences)**

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1. **Provide a brief description indicating the need for financial assistance. (3-5 sentences)**

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1. **Identify up to 3 targeted outcomes for this project including how youth will be impacted and the benefit the project has on Cass County 4-H.**

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1. **Provide a timeline for the project including identifying who will be responsible for each activity.**

 **Add additional rows as necessary.**

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| --- | --- |
| ACTIVITY & WHO IS RESPONSIBLE  | PROJECTED DATE |
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1. **Itemized project budget**

 **Add additional rows as necessary.**

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| --- | --- | --- | --- |
| ITEM DESCRIPTION & VENDOR | PRICE | QUANTITY | TOTAL |
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| **TOTAL** |  |

1. **Identify adult leaders and volunteers providing guidance for the project.**

 **Add additional rows as necessary.**

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**Club Leader Name (typed):**

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**Club Leader Signature Date**

**4-H Youth Project Leader Name (typed):**

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**4-H Youth Project Leader Signature Date**

 **Cass County 4-H Council Grant Evaluation Report**

*Due to the Cass County Extension Office one year after the grant is awarded.*

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| --- | --- |
| DATE SUBMITTED | REGISTERED CLUB NAME or REGISTERED MEMBER NAME |
|   |  |
| AMOUNT AWARDED | PROJECT NAME |
|  |  |

|  |  |
| --- | --- |
| **Describe the impact the grant had on the club and/or its members.** |  |
| **Number of youth and ages of each that took part in and were impacted by the project.** |  |
| **Number of adult volunteers and/or leaders involved in the project.** |  |
| **Attach 3 to 5 high quality photos of the grant being implemented including a minimum of one of the final project.** |  |

**Itemized project actual expenses**

 **Add additional rows as necessary.**

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM DESCRIPTION & VENDOR | PRICE | QUANTITY | TOTAL |
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| **TOTAL** |  |

**Club Leader Name (typed):**

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**Club Leader Signature Date**

**4-H Youth Project Leader Name (typed):**

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**4-H Youth Project Leader Signature Date**

1. Targeting underserved youth is an identified program priority by Nebraska 4-H at [4h.unl.edu/priorities](file:///C%3A%5CUsers%5Ckknabe2%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C16IHFFD6%5C4h.unl.edu%5Cpriorities) [↑](#footnote-ref-1)