 **Sussex County 4-H Fundraising Committee
 Mini-Grant Guidelines**

Through funds received from our annual Sussex County 4-H Spaghetti Dinner and Auction fundraiser, the Fundraising Committee has made funds available to Sussex 4-H members, leaders and clubs. Each application for funding will be evaluated and approved by the Sussex 4-H Fundraising Committee. Clubs and individuals may not ask for deficit funds or fundraising monies.

In the attached application, please outline what you intend to use the funds for and provide a detailed budget. Funds should be used to better the entire Sussex County 4-H program. In addition to countywide grants, clubs may submit separate grant applications up to $250.00 for club specific supplies and/or activities. All expenditures must be documented and expended within one year of the funded award. The Committee may need to contact you for additional information. Applicants can have the opportunity to come before the committee to answer any questions.

If funds are granted, the individual or club must provide a report to the Sussex
4-H Fundraising Committee within 45 days of the money being spent along with detailed receipts and photographs. Individuals and clubs will be required to turn in any unused funds as well.

**Deadline to submit online application: April 1 and November 1 of each year
(No late applications accepted)**

 **Sussex County 4-H Fundraising Committee
 Mini-Grant Application**

***Name of Club or Individual:***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

***Contact Person***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Title***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**FUNDING REQUEST**

***Total Funding Request****: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Timeline of when money will be used (within 1 year):*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**PROGRAM DESCRIPTION**

**PROGRAM CATEGORY (Choose all that apply)**

**🖵 Civic Engagement 🖵 Healthy Living 🖵 Science 🖵 Leadership**

**🖵** **Needs based scholarship (for those who may need financial help for county camps)**

**🖵 Club specific supplies and/or activities**

**BENEFICIARY NUMBER**

**(Approximate number of individuals served by this program)**

\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM SCOPE**Briefly describe the need for the funds requested. Include why funds are needed, what previous fundraising efforts you have made to complete this project and how the funds will benefit Sussex
4-H members and if this is a one-time or yearly ask.

**BUDGET**

|  |  |
| --- | --- |
| **REVENUE****Please tell us the current support you or your club receive for this project.**  |  |
| **Total Revenues** | **$**  |
|  |  |
| **EXPENDITURES****Please write the total projected budget for this project.**  |  |
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| **Total Expenditures** | **$** |
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**STATEMENT OF ASSURANCE**

If this grant is awarded, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees that:
 (Name of individual or club)

1. All expenditures must have documentation and be expended within one year of receipt of awards. The funding must be used with the anticipated funds set forth in the submitted application and budget. Accounting records and documents should be available for inspection by the Sussex County 4-H Fundraising Committee within 45 days after the funds are expended.
2. It is the policy of the Delaware Cooperative Extension System that no person shall be subjected to discrimination on the grounds of race, color, sex, disability, age or national origin.
3. All information in this application is accurate and complete.
4. All funding will benefit the Sussex County 4-H program, clubs and individuals.
5. In the event the awarded funding is used in violation of the requirements of this grant, the awarded funding will be reimbursed to the Sussex County 4-H Fundraising Committee within a timeframe designated by written notice by the Fundraising Committee.

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 Applicant Signature Date

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 Witness Signature Date