

## **New York State 4-H Foundation Grants 2010**

The New York State 4-H Foundation Board of Directors announces the availability of grant funds for the 2010 calendar year. Grant awards will range from \$5,000-\$30,000. All proposals must address one of the state 4-H program priorities:

- Healthy Lifestyles
- Science, Engineering and Technology
- Youth Community Action

Eligible applicants include county Cornell Cooperative Extension Associations, county-based CCE educators with youth development program responsibilities, and Cornell University department and administration staff with extension responsibilities. Applications can be multi-county or cross departmental.

**The application deadline is November 1, 2009.** The grant funding period is January 1, 2010 through December 31, 2010. All funds must be expended during the grant funding period. Grants are allocated for one year with the potential for a second year renewal.

When reviewing grant proposals, the review committee will consider the following criteria:

- Supports state 4-H program priorities
- Addresses a clearly defined need
- Has potential for broad impact on significant numbers of youth
- Demonstrates innovation
- Includes partnerships or collaborations
- Includes multi-county activities
- Has potential for replication
- Leverages other funding in addition to the NYS 4-H Foundation
- Is sustainable over time

It is recognized that proposals may not address each criterion, but those that do will have a greater chance of success.

All proposals should be submitted electronically to Linda Henley at [lindah@nys4hfoundation.org](mailto:lindah@nys4hfoundation.org). A hard copy of the cover page with original signatures should be mailed to Linda Henley, NYS 4-H Foundation, 220 Herald Place, Syracuse, NY 13202. The mailed cover page must be received within one week of the due date for the electronic submission.

## **New York State 4-H Foundation**

### **Grant Application 2010**

#### **Formatting Notes**

- Proposal should use 12 point font and one inch margins on all sides; pages should be numbered.
- Proposal should follow the outline below including page limitations.

#### **I. Cover Sheet** (No more than 2 pages, single-spaced)

- Application date
- Title of Program
- Applicant organization name and contact information (address, telephone, fax)
- Contact person's name, title and contact information including email
- Dollar amount of funding request
- Total program budget
- Period this funding request will cover
- Purpose of funding request including program goals, target population, number of individuals and geographic area that will benefit from program
- Signatures and titles of contact person, supervisor and Executive Director or Department Chair

#### **II. Narrative** (No more than 8 pages, single-spaced)

- Need, including how it was determined; characteristics of community and target audience, number of participants
- Measurable program goals/outcomes including what state 4-H program priority is addressed
- Implementation plan including any collaborative efforts/partners; staff and volunteer involvement; program content and activities; timeframe
- How proposed program is integrated into overall effort of organization
- Plans to sustain the program beyond the funding period
- Evaluation plan including how achievement of outcomes will be measured, who will conduct evaluation, timeframe
- Plan for reporting program outcomes, both internally and externally

#### **III. Budget**

Complete all sections of the budget form provided. Add additional line items specific to the proposed program. Describe sources of additional funding.

**New York State 4-H Foundation**

**Grant Application**

**Budget**

Program Title:

Duration of Program:

	<b>4-H Foundation Funds</b>	<b>Other Funds</b>	<b>In-Kind Contributions</b>
<b>Income</b>			
<b>Expenses</b>			
Salaries(position and title)*			
Benefits			
Consultants/Professional Fees			
<b>Operations</b>			
Travel			
Equipment			
Teaching materials			
Office supplies			
Printing and Copying			
Communication (telephone, fax, internet, postage)			
Rent and utilities			
Evaluation			
Other (specify)			

\*NYS 4-H Foundation funds cannot be used to provide stipends, replacement or supplemental salaries of exempt, salaried Extension staff.

**Other Sources of Funds**

<b>Source</b>	<b>Use of Funds</b>	<b>Amount</b>

**Minimum Acceptable Request**

In the event that full funding is not available, could this program be conducted in a modified form?

Minimum acceptable request:

Describe impact of reduced funding: