

The Power Of Dreams*: Going Places, Making Choices--Community Projects

GRANT PROPOSAL REQUIREMENTS

Your proposal MUST...

- be no longer than two (2) single-spaced typewritten pages.
- be typewritten in twelve (12) point font with 1" margins on all sides.
- include the original proposal/application and five copies (total of 6).
- Faxed copies will not be accepted.
- have each copy of the proposal/application paper-clipped together, NOT stapled.
- support the objectives and/or purposes of the specific grant for which application is made.
- answer the following questions:
 - Did/will youth take the lead in the proposal writing, the design, implementation and evaluation of the project?
 - Are the objectives of your program attainable and measurable?
 - Are the methods of carrying out the project realistic?
 - What is the potential impact of your project on the community?
 - Is the budget practical and realistic?

Your proposal must NOT...

- request speaker fees, honoraria for facilitators, or staff salaries/compensation: in-kind contributions should be considered instead.
- request funds for long-distance travel. NOTE: While funds may be requested for essential transportation (i.e. bus, subway, etc.) to enable or increase participation in a local program, funds will not be awarded to support long distance travel (i.e. airplane, train, etc.) for participation in conferences, workshops or other similar activities. Neither will funds be awarded to provide transportation reimbursement as a form of honorarium for program facilitators. We strongly encourage local groups to solicit community support in securing all transportation and request funds from National 4-H Council for direct program support.
- request funding for equipment, or repairs for equipment, or for supplementing awards for existing programs.
- be used to establish new 4-H Clubs or fund leadership training.
- include a cover letter or other materials beyond the actual grant proposal forms required.

Mail your original and five copies of the application, proposal, and project budget form (**no faxes accepted**) to: Sarah Cahill, Environmental Program Manager,
National 4-H Council, 7100 Connecticut Avenue
Chevy Chase, MD 20815

Applications MUST be received by Friday, November 30th, 2001.

INCOMPLETE APPLICATION PACKAGES WILL BE DISQUALIFIED

Schedule

Application Deadline: Friday, November 30th, 2001

Grant Proposal Review/Awards Made: Thursday, December 20th, 2001

Grant project implemented: Friday, December 21, 2001 - Friday, May 24th, 2002

Mid-term Report Due to National 4-H Council: Friday, March 1, 2002

Final Report Due to National 4-H Council: Monday, June 24th, 2002

(Unused grant monies MUST be returned by this date. No exceptions can be granted)

IF YOU DO NOT HAVE A COPY OF "GOING PLACES, MAKING CHOICES", AND WOULD LIKE ONE, PLEASE EMAIL YOUR REQUEST WITH YOUR COMPLETE MAILING ADDRESS (STREET ADDRESS) TO: scahill@fourhcouncil.edu.

GRANT JUDGING GUIDELINES (Possible 50 points total.)

I. YOUTH/ADULT PARTNERSHIP (10 points):

Proposal must reflect that the youth and adult(s) have developed and written the proposal together.

II. PROPOSAL (10 points):

Are the problem and the need clearly stated?

Is the need justified and supported by the facts?

Are the objectives attainable and measurable?

Are the methods of carrying out the project realistic?

III. BUDGET (10 points):

Is the budget practical and realistic?

Does the budget support the spirit and sustainability of the proposal?

Estimated expenses by type and amount for this project must be included.

Is the budget practical, realistic, and reflect a reasonable ratio of dollars to participants?

IV. COLLABORATION (10 points):

Does the project encourage collaboration with community organizations or clubs that may help sustain the project over time?

Does it help communities organize to develop other opportunities for youth and adults to work together to address issues related to transportation and the environment?

V. OUTREACH AND PUBLICITY (10 POINTS)

Does the project include a process to publicize it? For example, does the applicant plan to contact local newspapers, complete a press release about the project, etc.? Is there a specific plan for community outreach?

How To Write Your Proposal

Your one- to two-page proposal must fully describe your project from conception to completion. Use the following steps to help you through the grant writing process.

STATE THE PROBLEM: Identify the situation that relates to your project. Prepare a brief statement about the actual problem your group will attempt to solve.

DEFINE THE PROBLEM: Clarify why this need is important to your community.

- Use appropriate facts and statistics that help explain the importance of the project.
- Develop an explanation that reveals the current situation.

GENERATE THE SOLUTION: Gather information and problem solve.

- Brainstorm to answer the question, "How can we solve this problem?"
- Investigate what resources you have, and identify key partners that will help make the solution successful and impacting.

SELECT A SOLUTION: Decide on the best alternative.

- Select one solution from your brainstorming list that will have the greatest impact on the problem.

DEVELOP YOUR PLAN OF ACTION: Investigate how you will accomplish your goal.

- Define your objective. Include what you intend to do with the funds.
- List who will benefit from your idea and how the community will be affected.
- Consider the resources you need such as materials, space, and people.
- Research the cost of resources, and describe how your group will use the money.
- Describe how the program will be maintained when the funding runs out.

IMPLEMENT PROGRAM: Action steps.

- Explain how your group will implement the program. Be specific.

EVALUATION: Assess the results.

- Explain how your success will be measured.
- Consider the target audience for your proposal. Know how you will keep track of the numbers of people you reach.

PUBLICIZE: Share your success.

- Describe the public relations plan for your project.

YOUTH INVOLVEMENT: Describe the youth/adult partnership.

- Explain how young people and adults partnered in the decisions made to develop this project and proposal.

SAMPLE GRANT APPLICATION FORM

Please attach your typewritten proposal and budget form. Send original and five (5) copies to National 4-H Council by _____(No Faxes Accepted)

City and State: _____ Amt. Requested: \$_____

Youth Coordinator (18 and under):

Signature: _____ Printed Name: _____
 Address _____
 City/State/Zip _____
 Telephone Number _____
 Fax Number _____
 Internet Address _____

Adult Coordinator

Signature: _____ Printed Name: _____
 Address _____
 City/State/Zip _____
 Telephone Number _____
 Fax Number _____
 Internet Address _____

Make Check payable to: (school or group name)_____

STATISTICAL INFORMATION

Please complete the following questions:

1. Number of target participants expected to be involved: _____
2. Age(s) of participants expected to be involved: _____
3. Where do you live? (Check one)

<input type="checkbox"/> Large city (100,000+)	<input type="checkbox"/> Mid-sized city or suburb (20,000 to 100,000)
<input type="checkbox"/> Small city or town (5,000 to 20,000)	<input type="checkbox"/> Rural (below 5,000)

Final Report is due _____

SAMPLE PROJECT BUDGET FORM

A. AMOUNT REQUESTED FOR THIS GRANT \$ _____
 (Itemize specific expenses below and provide dollar amount)

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |
| 6. _____ | \$ _____ |

TOTAL COST OF PROJECT \$ _____

Sarah Cahill, Environmental Program Manager,
 National 4-H Council, 301-961-2904,
scahill@fourhcouncil.edu,
 FAX: 301-961-2894