

Wisconsin 4-H Foundation County Program Grant Application Process

2024 Calendar Year

The Wisconsin 4-H Foundation is excited to offer grants to counties for innovative programs designed to engage, recruit and retain 4-H members. These grants can be for any program not fully-funded through other means. Priority is given to programs that have no other funding sources; that are new and/or innovative, and that could be duplicated in other counties.

Grant Application Process

Wisconsin 4-H Foundation County Program Grant Applications are available by **November 1, 2023**, and due to the Wisconsin 4-H Foundation Office by **January 20, 2024**. No late applications will be accepted.

Grant applications will be reviewed by the Wisconsin 4-H Foundation Executive Director for eligibility based on the following criteria:

- 1) Grant must support Wisconsin 4-H and serve 4-H youth.
- 2) At least 75% of the youth served by the program must be Wisconsin 4-H members or the program must be designed to recruit and enroll 4-H members.
- 3) Recruitment activities must include a plan to engage youth in an ongoing 4-H program.
- 4) The grant application must be complete and include general budget numbers. Information about other funding sources, such as the county Leaders' Associations, will be required.
- 5) Grant applicants must be professional, county-based 4-H educators.
- 6) Grant program scope must be county or multi-county.
- 7) Grant funds must be used for direct program costs (materials, supplies, curriculum, travel, registrations, etc.). Note that grant funds may not be used for personnel/payroll or administrative expenses.

Final grant funding decisions will be made and communicated to grant applicants by **March 1**. Usage of grant funds is restricted to the terms of the grant.

As part of the application, the Foundation will ask about your funding challenges and your ability to use Leader's Association funds. Please share your needs and concerns so we can help formulate solutions!

Grant Distribution Process

When your grant-funded program is completed (or as funds are needed to implement the program), submit a Grant Report Form via email to the Wisconsin 4-H Foundation. All Grant Report Forms should be submitted immediately after a program is completed, but must be submitted by **December 1, 2024**. Preliminary reports can be submitted for programs not yet complete by December 1 or if you need funds in advance of the program.

When you submit the Grant Report, the Wisconsin 4-H Foundation will begin the payment process. The Foundation will provide you with a payment form that requests payment details including amount, payee name and payee address. Grant funds can be paid to vendor(s) directly. Allow 14 days for payment processing. Note that checks will come from Bill.com, the Foundation's payment vendor.

Late Grant Report Forms and invoices will not be accepted - please get your reports and payment requests in before December 1st.

We look forward to working with you!