GUIDELINES FOR SALEM COUNTY 4-H MINI-GRANT PROPOSALS

1. The purpose of a mini-grant is to provide a 4-H club with funds to purchase equipment to be used for 4-H project work.

2. A club member, such as an officer or teen leader, should complete the application form and submit it to the 4-H Office.

3. The directors of the Salem County 4-H Foundation and the President of the Salem County 4-H Leaders’ Association will make the decision to accept a proposal.

4. The club may be awarded the entire amount requested, or a portion of the amount requested.

5. Payment of the mini-grant can be arranged two ways. A payment arrangement will be worked out with the club.
   
   Payment Options:
   a) A check for the proposed amount will be issued to the club at the date requested on the application form. A copy of the receipt for the equipment purchased must be sent to the 4-H Office.

   b) A check will be made out to the establishment the equipment is to be purchased from. A copy of the receipt must be sent to the 4-H Office.

6. Clubs are responsible for maintaining the equipment.

7. Clubs receiving a mini-grant must send a report to the Salem County 4-H Leaders’ Association about how the equipment is being used. Reports should be sent to the Secretary of the Leaders’ Association.

8. Clubs receiving a mini-grant must send at least one news article about a 4-H club event to a Salem County 4-H newspaper. A copy of the article must be sent to the 4-H Office.

9. Should a club disband, all equipment will become property of the Salem County 4-H Leaders’ Association.
Salem County 4-H Mini-Grant Proposal

Name of Club: __________________________  Project Area: __________________________

Name of 4-H member submitting proposal: _________________________________________

Club Leaders Name(s): ___________________________________________________________

Name of Proposal: _______________________________________________________________

Amount of funding requested: _________  Date needed: ____________________________

What is the purpose of the proposal? _____________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Why should the club receive a mini-grant? _________________________________________

____________________________________________________________________________

____________________________________________________________________________

In this section please list the items the club would like to purchase and an estimated cost from at least two stores or catalogs.

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<tr>
<th>Item</th>
<th>Store/Catalog</th>
<th>Estimated Cost</th>
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</table>
Where will the equipment be kept?

Who will be responsible for the equipment?

Signature of applicant: ____________________________  Date: ______________________

Signature of leader: ______________________________  Date: ______________________

*Should the club disband all equipment will become property of the Salem County 4-H Leaders’ Association.*