



HAWAI'I 4-H FOUNDATION
110 Miller Hall, 2515 Campus Road
Honolulu, HI 96822

2023 4-H LEADERS MINI-GRANT APPLICATION

4-H LEADERS MINI-GRANT PROGRAM POLICY AND PURPOSE:

The Hawai'i 4-H Foundation provides financial support to 4-H youth programs in the State of Hawai'i. The purpose of the 4-H Leaders Mini-Grant Program is to assist 4-H leaders, youth participants, and their clubs, by supplementing the cost of developing new 4-H programs and activities, enhancing training opportunities, providing incentives for youth and adult participation in 4-H programs and related educational activities, and supporting 4-H educational projects.

GRANTS PROGRAM PROCEDURES AND TIMELINES:

Submission of Grant Application. An applicant for a 4-H Leaders Mini-Grant shall complete and timely submit a written application. Applications may be mailed or delivered to Hawai'i 4-H Foundation Grants Committee, c/o 110 Miller Hall, 2515 Campus Road, Honolulu, HI 95822, or emailed to [yamadaajo@hawaii.edu](mailto:yamadajo@hawaii.edu). Applications shall be reviewed by the Hawai'i 4-H Foundation Grants Committee, which shall submit its recommendations for appropriate action by the Hawai'i 4-H Foundation Board of Directors.

Consistency with Foundation Mission and Policies. Grant projects and activities must be consistent with the mission and policies of the Hawai'i 4-H Foundation.

Maximum Grant Award. The maximum award per grant application shall be \$500. Grant awards may be used for supplies, materials, equipment, and other related project or activity costs. Grant awards may not be used for travel.

Timelines. The Foundation shall review grant applications on two occasions each calendar year. For applications received by **February 15**, the Foundation anticipates announcement of grant awards by March 31. For applications received by **September 15**, the Foundation anticipates announcement of grant awards by October 31. For good cause shown, the Foundation may award a grant that does not meet the stated deadlines. Good cause includes, but is not limited to, late notification that an applicant has qualified for an off-island event.

Notification of Grant Awards and Procedure for Disbursement of Funds. Applicants shall be notified by email regarding the approval or denial of the applicant's grant application. Grant funds shall be disbursed on a reimbursement basis. Awardees seeking reimbursement of eligible grant expenses should submit to the Foundation a single consolidated reimbursement request, with copies of related receipts. For administrative purposes, the Foundation will issue only one reimbursement check per grant.

Final Report. Within 60 days of completion of the grant-funded project or activity, the applicant shall submit a final report summarizing the use of funds and outcomes achieved. Submittal of photographs of the project or activity and a short statement from the club reporter or historian is also encouraged. Failure to submit a final report in a timely manner may disqualify the applicant from future grant consideration.

Consent to Disclosure of Grant Information. By submitting an application and accepting a grant award, applicants authorize the release of any information provided, including any supporting documents, photographs, and videos, for the sole purpose of promoting the Hawai'i 4-H Foundation, its Grants Program and awardees, and do release the Hawai'i 4-H Foundation, its officers, directors, agents, volunteers, and affiliates, from any and all claims relating to the release of said information.

APPLICATION:

Name of Applicant/Club: _____

Authorized Representative: _____ Title: _____

Address: _____

Email: _____ Telephone: _____

Proposed Activity/Project: _____

Date(s) & Time(s) of Proposed Activity: _____

Location of Activity/Project: _____

Number of Participants: _____

Amount Requested: _____ % of Total Cost: _____

Description of Project/Activity:

List of Other Donors, Grants, or Fundraising Efforts for Project/Activity, If Any:

I certify that the foregoing is true and correct:

Authorized Signatory: _____ Title: _____

Date: _____