



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

2024 MINI-GRANT APPLICATION

4-H 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 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 Mini-Grant shall complete and submit a written application. Applications may be emailed to yamadajo@hawaii.edu. Applications shall be reviewed by the Hawai'i 4-H Foundation Grants Committee, which shall notify applicants of a decision within 30 days of receipt.

Consistency with Foundation Objectives and Purposes. Grant projects and activities must be consistent with the objectives and purposes identified in the Bylaws of the Hawai'i 4-H Foundation.

Maximum Grant Award. The maximum award per grant application, and the maximum amount of grant funds that will be awarded per year to a grant recipient, shall be \$500, subject to availability of funds. Grant awards may be used for project-related costs. Grant awards may not be used for travel or routine meeting expenses.

Procedure for Disbursement of Funds. Grant funds shall be disbursed on a reimbursement basis. Awardees seeking reimbursement of eligible grant expenses shall submit to the Foundation a single consolidated reimbursement request, with copies of related itemized 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 one-page final report summarizing the following:

- Statement of outcomes achieved.
- Number of individuals impacted (not including 4-H youth).
- Number of 4-H youth impacted.
- Final Budget.

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. Applicants also agree to 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/Project: _____

Location of Activity/Project: _____

Number of Participants: _____

Amount Requested: _____

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: _____

	PROJECT BUDGET	
ITEMS TO BE PURCHASED	ESTIMATED COST	FINAL COST (This column to be completed when submitting Final Report.)
TOTALS		