



THE MARYLAND 4-H FOUNDATION, INC.  
Grant Proposals

Return to State 4-H Office anytime. The review process requires a minimum of 90 days prior to any action.

**Background**

The Foundation seeks to encourage the development of educational programs, materials, and experiences for 4-H youth. From time to time, needs arise requiring funding that is outside the annual budgeting process. Application of a grant proposal offers a means to underwrite these requests. The grants are one-time in nature and are generally limited to \$1,000.00. They may be used to strengthen an existing program, develop a new one, or as a planning tool for underwriting a larger program in one of the Maryland 4-H Core Focus Areas. If funded, all printed materials related to the grant must carry the statement “Funded in whole or in part by The Maryland 4-H Foundation, Inc.” There is no due date for submission. The review process requires a minimum of 90 days prior to any action. The principle recipients of a funded grant must submit a report to the Foundation following completion of the funded program. The grant recipients may be asked to make a presentation to the Foundation Board of Directors following completion of the funded program.

**Application Process**

The following format is to be used when applying for a grant.

I. Title Page

The title page should include:

Title of proposed program

Submitted by (Name and Title)

Address

Phone Number

Email Address

Date of Submission

Date Funding is requested to begin

II. Proposal Abstract – Please limit to maximum of three pages, double-spaced.

A. Situation Statement

State the rationale for the proposed educational program and how it will support one of the three Maryland 4-H Core Focus Areas: 1.) Strengthening 4-H Clubs; 2.) Volunteer Development; 3.) Outreach to Underserved Audiences.

B. Target Audience

Identify who will participate, describe how, and what benefits they will gain.

C. Objectives

List the specific objectives or outcomes for the proposed program. Include information on the indicators to be used to assess the program’s effectiveness.

D. Implementation and Supervision

Describe the program’s educational content, experiences and methods for recruiting and teaching clientele. Provide a time-line for the program’s events.

E. Evaluation and Reporting

Describe procedures for collecting and reporting information on program progress and outcomes; both internally and publicly.

III. Proposed Budget

Project Title:

Expense	Budgeted	Grant Request	Match (not required)	Total
Total				

**REQUESTED FROM GRANT – MATCH -**

IV. Budget Narrative

Provide a description of each line item in the budget request.

V. Approval Signatures and Letters of Support

When a grant proposal is initiated at the county/city level, the proposal requires the signature of the 4-H Extension Educator and of the County Extension Director. If multi-county or regional, all participating units should include appropriate signatures. Following submission, the proposal will be reviewed by the State 4-H Leader and the State 4-H Faculty member(s) responsible for the focus area.

Return to: Maryland 4-H Foundation, Inc.  
Maryland 4-H Center  
8020 Greenmead Drive  
College Park, MD 20740-4000  
Fax: 301-314-7146