

Dear 4-H Member or Leader,

Thank you for considering a grant application to the Gallatin 4-H Foundation, Inc.

The mission of the Foundation is to aid and promote, by financial assistance and support, all types of Gallatin County 4-H programs and other Extension youth programs. The Foundation grants funds for 4-H clubs, projects, individuals, activities, or special events. In order to have the greatest impact on issues that affect 4-Hers in Gallatin County, the Foundation will give grant making consideration to areas that:

- ... Focus on new or existing leader training and recruitment programs to ensure proper instruction and positive experiences for 4-H members.
- ... Assist the development of new projects, participation in educational trips, or encourages involvement in other appropriate 4-H activities.
- ... Addresses new and emerging needs, or incorporate new approaches to meet current needs.
- ... Promote 4-H, strengthen educational potential, or build character and leadership skills.

To utilize our funding dollars most effectively, the Gallatin 4-H Foundation will generally not make grants for normal operating expenses of established programs, annual fund raising campaigns, and deficit funding.

The Teen Advisory Board and the Foundation Board of Directors will review grant requests four times a year. The deadlines for submission of grant applications are **December 31, March 31, June 30, and September 30**. Final applications must be received at the Gallatin County MSU Extension Office by 5:00 p.m. on the deadline date.

For further information, or to request application materials, please contact:

Gallatin 4-H Foundation, Inc.  
c/o Gallatin County MSU Extension  
201 West Madison, Suite 300  
Belgrade, MT 59714  
388-3213

Sincerely,

Karin Ludeman, President  
Gallatin 4-H Foundation

## **GRANT DISPERSMENT POLICY**

- ... All grant proposals must be in to the Gallatin County MSU Extension Office no later than 5:00 p.m. on the deadline dates.
  
- ... The Gallatin 4-H Unlimited Leaders Council will review proposals on the second Tuesday of the next month.
  
- ... With the approval of the Gallatin 4-H Unlimited Leaders Council, the proposal will move to the Gallatin 4-H Foundation Teen Advisory Board for their input, recommendation or endorsement.
  
- ... The Gallatin 4-H Foundation Board of Directors will then review each approved proposal and will make the final decision on the fourth Thursday of the month.
  
- ... All successful grants will be awarded by the end of the month following the deadline date.

### **Deadlines**

**December 31**  
**March 31**  
**June 30**  
**September 30**

### **Grants Awarded**

**February 1**  
**May 1**  
**August 1**  
**November 1**

**GALLATIN 4-H FOUNDATION, INC.  
GRANT APPLICATION**

<b>Date of Application:</b>	<b>Telephone:</b>	
<b>Name of Club, Project, Activity, or Event:</b>		
<b>Address:</b>		
<b>Contact Person/Title:</b>		
<b>Total Project Cost:</b>		
<b>Amount Requested From the Foundation:</b>		
<b>Duration of Project:</b>	<b>Start:</b>	<b>Finish:</b>
<b>One Sentence Description of Request:</b>		

With the submission of this grant request, we certify that the information contained herein is accurate to the best of our knowledge.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name and Title**

**Please See Next Page For Required Attachments**

**PLEASE ATTACH A BRIEF PROPOSAL (2-3 PAGES)  
DESCRIBING:**

1. **Project Summary.** A short summary of the project/program for which you are requesting funds.
2. **Needs Statement.** The need for and importance of the project. What factors contribute to the needs?
3. **Project Objective.** State the objectives of the project. What will be accomplished as a result of this project/program.
4. **Methods:** The plan to accomplish the objective. Include a timeline if appropriate
5. **Evaluation Plan.** How will the progress and success of the project/program be measured.
6. **Funding.** How will the project/program be supported in the future? List other sources and amounts of funding for this project/program.
7. **Budget.** Present a realistic line-item budget of the projected revenue and expense.
8. **Records.** Have 4-H member(s) records available for review when appropriate.

Thank you for the time and care you took to complete this application.