The Arenac County 4-H Foundation encourages you to read the below guidelines before you apply for a grant. We also encourage you to be present at the meeting when the application will be discussed.

**Arenac County 4-H Foundation Grant Guidelines**

1. Grants are made only to 4-H clubs and committees, 501(c)3 organizations, education institutes, educational programs, and government entities. Grant cannot be made to individuals.
2. Grants must benefit members of the Arenac County 4-H program.
3. In the case of dissolution of the Arenac County 4-H program grants must benefit residents of Arenac County participating in other area’s 4-H programs or previous members of the Arenac County 4-H program participating in a 4-H program.
4. Grants cannot be used to fund existing obligations, debts or liabilities.
5. Grants are made with the understanding that no obligation or commitment to provide additional support to the grantee has been made by the Arenac County 4-H Foundation (the Foundation).
6. Grants may not be used to promote the goals of a particular political party or campaign, race, color, religion, national origin, or gender.
7. The Foundation will only provide grants for proposals that do not discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability or other characteristic protected by law.
8. Any violation of the Arenac County 4-H Foundation grant guidelines caused by the grantee will warrant complete repayment of the grant value to the Foundation.

**Grant Application and Fund Dispersal Guidelines**

1. Grant applications must be completed in full and received by the Arenac County MSU Extension Office at least two weeks previous to the Foundation meeting where the application will be discussed
2. Grant applications will be reviewed at each quarterly meeting or any special meeting called for the purpose of reviewing a grant(s).
3. Funds will be dispersed at the Foundations discretion after an application review and acceptance by at least a simple majority.
4. The Foundation may choose to provide only a portion of the requested grant.
5. Grantees are responsible for providing the Foundation with receipts proving the use of dispersed fund for the requested purpose at a minimum of a quarterly basis until all funds have been used.
6. All funds received by the grantee must be used within four fiscal quarters (one year) of being dispersed by the Foundation.
7. Any violation of the grant application and fund dispersal guidelines caused by the grantee will warrant complete repayment of the grant value, or of the remaining unused funds at the Foundation’s discretion, to the Foundation.
4-H Grant Application

Date __________________________

4-H group requesting grant ____________________________________________

Contact Person ___________________________ Phone _______________________
Address _______________________________ Email __________________________

Item(s) Grant is requested for: ____________________________________________

Explain the need for and importance of the requested item(s) and when and how will it be used:

_____________________________________________________________________

How will this benefit your group? _________________________________________

_____________________________________________________________________

Details for grant: Item(s) Vendor name, address, phone number, size, shape, dimensions, color,
Description: _____________________________________________________________

Price__________________

How much has your group raised to purchase this item? ______________________

Amount needed to purchase this item _______________________________________

Amount of Grant request ________________________________________________

Deadline for purchase ___________________________________________________

_____________________________________________________________________

Group Officer and title

_____________________________________________________________________

Adult volunteer leader Approval ___________________________ Date

_____________________________________________________________________

4-H Program Coordinator Approval ___________________________ Date

_____________________________________________________________________

4-H Foundation Official Approval ___________________________ Date