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# **APPENDIX C: Fall/Spring Funding Request Revised 10/18/18**

**Financial Support Request**

|  |  |
| --- | --- |
| Date of request: | Click here to enter text. |

**Group making request:**

|  |  |
| --- | --- |
| Group name | Click here to enter text. |
| Address | Click here to enter text. |
| Contact Person | Click here to enter text. |
| Contact person’s phone | Click here to enter text. |
| Contact person’s email | Click here to enter text. |

**Request information:**

|  |  |
| --- | --- |
| Amount requested | Click here to enter text. |
| Brief description of event/program/etc. | Click here to enter text. |
| Itemized Budget | See last page |
| Event Date (if applicable) | Click here to enter text. |
| Date need response (if applicable) | Click here to enter text. |
| Number impacted | Click here to enter text. |
| Impact for participants (2-5 sentences) | Click here to enter text. |
| Fundraising done or to be done to support the event/program/trip/etc. | Click here to enter text. |
| What is your plan if the Foundation is unable to fund your request? | Click here to enter text. |
| Check the connection to Foundation mission | 1. Awards & Scholarships ☐ 2. Camping Programs ☐ 3. Leadership and Program Development ☐ 4. Project Specific Support ☐ 5. Supporting Services ☐ |
| Is there an opportunity for the 4-H Foundation board to volunteer or participate in the event? | No ☐  Yes ☐ If yes, please explain below: |

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Itemize Budget:

* Create a simple budget for the event/project/program that includes the items you will purchase and their amounts.
* Add as many lines as needed.
* If there are items that have been already purchased, promised, or donated, please include them, but make note.

|  |  |  |
| --- | --- | --- |
| Item | Description | Cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

If funded, the following conditions apply:

* 1. You will use the funds for the event/program for which it was applied and granted.
  2. If the event does not occur, you will return the funds to the Delaware 4-H Foundation.
  3. You are expected to report back to the Delaware 4-H Foundation the outcomes (number served, etc.) within 90 days of the event.
  4. You may be asked for documentation (e.g. invoices, registration, receipts). Return this completed form by email to [de4h@udel.edu](mailto:de4h@udel.edu)

# As you complete your application, it may be helpful to note that The Delaware 4-H Foundation is unlikely to fund the following:

* One-time events
* Club start-up costs
* Exchange trips
* Entire amount to complete a community service project
* Capital improvements on personal property

The Delaware 4-H Foundation is most likely to fund events/projects/programs that:

* Impact as many people as possible
* Are durable/ will last year after year to continue impact
* Matching funds for a project area or a community service project Typical grants are $250-$500 and rarely exceed $1500.