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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

# 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.