



# Application Tips For A Pioneer Community Improvement Grant

To assist in applying for a Pioneer Grant for your club's community improvement project, please read these instructions carefully.

## **Determining Your Project**

1. Your project must show activity that will improve some portion of the community. Improvements should remain after project is completed. If your club has received a Pioneer Grant previously, the application must show that a new project is being undertaken, not a continuation of the previous activity.
2. Involve 4-H members in all areas of the project planning, carrying out and evaluating. Do not choose a project that has been totally developed by another group.
3. Show ways in which other groups in the community can be involved, either in funding or carrying out the project.
4. Consult local agencies for project ideas. Local or county park and recreation departments, public libraries, community care facilities, county conservation boards or historical societies usually have needs that can be filled by 4-H clubs. If the project requires permission, get it before submitting the proposal. Examples are Fair Boards (fair grounds improvement), city councils, (town landscape projects), or county supervisors (rural cemeteries).

## **Determining Your Budget**

1. Pioneer will fund from \$25 to \$250 toward qualifying community improvement projects. Your request from Pioneer should fall in those figures.
2. Your budget should show that your club is also involved in financing your project. A portion of the budget for project materials (other than refreshments or items that can be donated from other sources) should come from your club funds or fund raising efforts. Grant money cannot be used for refreshments, T-shirts, or recognition items.
3. A brief description of fund raising activities (if any) is helpful.
4. Show evidence of other community involvement in fund raising. These might include donations from businesses or service clubs in the form of money, materials, time, or expertise. Contributions to your project other than money should be listed in the budget as in-kind donations. Be sure to include estimated value of in-kind gifts.

## **Completing the Grant Application**

1. Type (preferred) or write legibly. A 4-H'er or a committee of 4-H'ers should compile the information.
2. Do not repeat information. Tell as much about the project as possible. (Add extra sheets only if necessary to the understanding of the project.)
  - A. Statement of need: What is it? How will the project be of lasting benefit to the community?
  - B. Goals of your project: What will be learned by the 4-H members of all ages as they plan, carry out and evaluate the project?

- C. Methods: Explain what will be done to complete the project. Members of different ages can have different assignments and responsibilities.
- D. Involvement in project: How will **ALL** the 4-H members be involved? If other groups are involved, will 4-H'ers plan and work on the project or will they just assist? Develop a timeline that shows when each phase of the plan will be accomplished. Include a maintenance plan if project requires ongoing care.
- E. A letter of support from the governing board of the project location should accompany the Application. This indicates your group has asked for permission to do the project and has been approved. Examples of governing boards would include the city council for a city park project, school administration for a project at a school, board of supervisors for a rural township cemetery, or the director of a nursing home for a project there.
- F. Evaluation: How will you know the project is a success? Be imaginative in ways to determine this.

3. Filling out the budget.

- A. Sources should include the amount requested through the Pioneer Grant as well as those from the club or community.

Example:	Pioneer	\$ 200.00
	Club bake sale	37.50
	Lion's Club donation	30.00
	ABC Greenhouse (donated plants)	40.00
	Club treasury	42.50
	<b>Total</b>	<b>\$ 350.00</b>

- B. Expenditures should indicate those items that will be used in the actual project. They should **NOT** include items such as refreshments for club members or items commonly found at home (such as paint brushes, markers, cloth scraps), or transportation costs. All major items needed for the project should be accounted for in the figures. Research the prices carefully before submitting the budget.

Example:	Lumber, hardware	\$ 209.50
	Concrete	45.00
	Paint	25.50
	Plants (donated)	40.00
	Brushes, gloves, mixing trough	<u>30.00</u>
	<b>Total</b>	<b>\$ 350.00</b>

- 4. Complete all signatures. A county Extension staff member in your county should write comments about the project and/or your group. These comments are helpful as the grants are considered and should not be omitted. They also serve to inform your county staff of your project.

**THE COMPLETED FORM**, with all information, signatures, and support letter should be in your county Extension office by **December 1**.

Grants will be awarded in February. Leaders will be notified of the amount of the grant received and checks will be mailed from the Iowa 4-H Foundation directly to the clubs about mid-February.