

### **What is a “seed” grant?**

The Northwest Iowa Education Foundation offers this grant to local 4-H clubs for community service citizenship projects. The purpose is to provide “seed” money as one way to assist and encourage clubs with a citizenship project.


### **How much money is granted?**

- Grant applications can be for an amount between \$25.00 to \$150.00. The Northwest Iowa Education Foundation Board reviews each application and selects those that meet the necessary requirements.
- Grant money is distributed to 4-H clubs in Sioux County.
- Grants are for new projects – not projects already in progress.
- Grants will be available to clubs that have *applied* for a Pioneer Community Improvement Grant and, although they have met the requirements, were turned down for the grant.

### **How and when should you apply for a grant?**

Members of your club should look at the needs of your community; appoint members of the club to give leadership to the project; plan the activities; work with other “partners” in your community. A budget should be established, a timetable created and a member assigned to write the final report. **December 1 is the application deadline for a Pioneer Community Improvement Grant.** Applications must be submitted to the Sioux County Extension Office.

### **Completing the grant application.**

- 1 – write legibly
- 2 – club member(s) should complete the application form 
- 3 – do not repeat information in the proposal
- 4 – state the need: what is the project and how will it be of lasting benefit to your community
- 5 – goals of project: what will be learned by members as they plan, carry out and evaluate the project
- 6 – methods: briefly explain what will be done and who is responsible for completing the project. Develop a timeline. Include a current and long-term plan for maintenance of the project, if necessary.

### **Determine your budget**

- Requests should be for amounts from \$25.00 to \$150.00.
- Grant money should equal no more than half the total cost of the project.
- Budgets should show club financing of a portion of the project.
- Grant applications cannot be for refreshments, T-shirts, or recognition items.
- Share a brief description of club fundraising activities; including donations received from businesses or service clubs in the form of money, materials, time or expertise.
- Contributions to your project other than money – should be listed as in-kind contribution. Be sure to include an estimated value of in-kind donations.

### **Remember your final report!**

A final written report of your project should be submitted to the Northwest Iowa Education Foundation Board at the Sioux County Extension Office.

Include photographs and news articles related to your project in your report.

### Helpful tips

■ If you are planning a flowerbed as your project, use perennials rather than annuals. Include a long-term plan for watering and weeding the flowerbed.

■ Talk to local agencies and organizations for project ideas: parks and/or recreation department, Chamber of Commerce, library, historical society or county conservation board.

■ If a project requires permission, get permission before you submit the grant application. Include a written copy of the permission should be included with the application. Examples: fair board (for fair ground improvements), city council (for town landscape projects), county board of supervisors (for rural cemetery improvements).

### Project Suggestions

- Restore a cemetery or historical monument or marker
- Establish an area of native prairie grass or native wildflowers
- Improve a ball park
- Replace dead trees
- Collect children's books for a homeless shelter
- Interview a senior citizen for a historical book or video
- Build or replace park benches and picnic tables
- Provide services or needed items for a substance abuse center



## *Northwest Iowa Education Foundation Community Improvement Grant*



**4-H Clubs can apply for “seed” money to help get started on community service projects.**

*Northwest Iowa Education Foundation*