

**International Four-H Youth Exchange Foundation of the USA
Grant Application**

Applications will be accepted up through April 30 of the current year. Applications submitted after that date will be considered dependent upon availability of funds and quality of application. This application form must be typed or printed.

STATE _____ ORGANIZATION _____

PROJECT TITLE _____

Contact Person _____ e-mail _____

Phone: Home _____ Work _____ Cell _____

Address _____
Street City Zip

COLLABORATING AGENCIES/ORGANIZATIONS _____

AMOUNT REQUESTED _____ Date funds needed? _____

Date of Application _____ Start Date _____ End Date _____

Final report will be submitted by _____ (no later than 30 days after End Date)
(Date)

Signature _____ Title _____

Signature _____ Title _____

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This Application Form (or Facsimile) MUST be submitted as the cover page for your application

Send completed application to:
Norm Bauer, President
111 Woodland Trail, Anna IL 62906-3906
e-mail: nbauer@aj-internet.net

***** Please send a copy of this application to your state 4-H coordinator/leader*****

Guidelines for Grantees

The IFYE Grant program is designed to assist local groups responsible for selection, orientation and monitoring of IFYE delegates. Funds will be provided as follows: 75% upon application approval and 25% upon receipt of an acceptable final report. Money used in this funding process comes from generous donations of IFYE alumni, friends and other supporters.

Proposals should reflect the following elements:

- 1. Purpose Statement.** A brief statement, consisting of one or two sentences to reveal the intended outcome of the activity, needs to be the starting point for a proposal. Keep in mind that the writer is keenly aware of what the proposal is all about, but those reviewing it may not be as informed.
- 2. Background**
 - ▶ Need for the proposed activity.
 - ▶ Where will project take place (location)?
 - ▶ When will project take place (time line)?
 - ▶ How will project be implemented?
 - ▶ Numbers involved--both trainers/facilitators and recipients of the training.
 - ▶ Include resources provided by others - either monetary or in-kind.
 - ▶ Explain how training will take place (teaching strategies and/or delivery methods).
 - ▶ How will project be measured/evaluated for meeting the objectives?

- 3. Budget.** The proposal **MUST** include a line item budget of expenditures using the format of the following example:

| Items to be Funded | In-Kind Value Contribution | Local Group's Contribution | IFYE Fund (example) | Total Cost |
|---------------------------|----------------------------|----------------------------|---------------------|----------------|
| Training Materials | | \$250 | \$1,000 | \$1,250 |
| Facilities (meeting room) | \$150 | | | \$150 |
| Travel & Lodging | | \$2,000 | \$1,000 | \$3,000 |
| Totals | \$150 | \$2,250 | \$2,000 | \$4,400 |

❖ IFYE funds should **not** be used for stipends, alcoholic beverages or luxury items in lodging or travel.

❖ Contributions by the proposing group and in-kind support will influence approval of a grant.

- 4. Final Report.** A final report **MUST** be sent to the IFYE Foundation* within 30 days of the final expenditure (End Date) for the activity. The narrative report **MUST** include a clear accounting of the following points:
 - ▶ The project took place at (location)
 - ▶ The project began ___ and ended ____ (time line)
 - ▶ The project activities were (describe)
 - ▶ The number of people involved were (both trainers/facilitators and recipients of the training)
 - ▶ The project included resources provided by others (either monetary and/or in-kind)
 - ▶ The training/activities took place using (teaching strategies and delivery methods)
 - ▶ The project was measured/evaluated by using (how it met the objectives) A response to the question, "How did you measure the success of your activity?" would be very helpful to the Foundation.
 - ▶ The results of the evaluation (what was accomplished/learned)
 - ▶ An accounting of IFYE funds utilized for the activity

* Send final report to the same address used for submitting the application.