

TO: 4-H Youth Development Extension Educators
FROM: Steve McKinley (mckinles@purdue.edu, 765-494-8435), Extension Specialist
DATE: October 2010
RE: 2011 Monsanto 4-H Community Service Project Funding Proposals

We are pleased to announce that Monsanto will provide funding for county 4-H Community Service Projects in 2011. A minimum of 10 projects will be funded statewide for a maximum of \$750 each. 4-H members have long been recognized for the valuable service they provide to local communities, and these funds will further enhance their opportunities to do so. Any Indiana 4-H group consisting of youth members is eligible to apply for these funds. Projects that have been identified as a need in the local community will be considered for funding (e.g., 4-H Fairgrounds improvements, park projects, etc.)

Funds will be available through the attached competitive application process that is due December 1, 2010. Approved projects will be notified by December 15, 2010. Funds must be spent and accounted for with the Indiana 4-H Foundation by August 15, 2011.

Once funds are approved for 4-H Community Service projects, up to \$750 will be available for the event on a cost reimbursement basis. Applicants will provide the appropriate receipts and documentation to the Indiana 4-H Foundation for reimbursement. Funds need to be matched dollar-for-dollar, meaning that the 4-H group will secure local funds, products, and/or services equal to or greater than the value of the Monsanto dollars requested in the application.

Purdue Business Office policies will apply regarding reimbursement of items. Please note that taxes spent on the purchase of goods cannot be reimbursed. If your county is able to pay for the purchases through the ED Fund to benefit from the county's tax-exempt status, this is the most efficient way to proceed. Once the reporting requirements are completed, receipts can be submitted to the Indiana 4-H Foundation, and the county ED Fund will be reimbursed accordingly. Another option would be to purchase items through a County 4-H Council (or similar organization) that has state sales tax-exempt status. If neither of these options will work in your county, please contact us so that we can determine the best course of action.

Once the 4-H Community Service project is completed, applicants will submit a written report detailing the project and its results. Included in the written report will be anecdotal evidence of the impact that the project has had on the community and its participants; photographs showing before, during, and after stages of the project; and a financial report detailing the expenses incurred in the project, along with a description of how the Monsanto funds have been matched with donations and/or contributions. These reports may be submitted as soon as the project is completed, but no later than August 15, 2011.

Monsanto is providing a great opportunity for 4-H groups to obtain funds to help support projects identified as needs in the local community. We look forward to receiving your application!



4-H Youth Development Program

Monsanto 4-H Community Service Project Funding Application (Due December 1, 2010)

County: _____ **Name of 4-H Group submitting application:** _____

Contact information for 4-H Group representative

Name: _____ **Phone:** _____ **e-mail:** _____

Provide a general overview of the 4-H Community Service project you plan to complete.

What goals and/or community needs will be met as a result of this project?

Who will be participating in the planning and implementation of this project?

Who will be responsible for helping the 4-H Group answer the questions on the attached Community Service Project Checklist? (NOTE: answers to all of the checklist questions are not required at the time of application.)

How will Monsanto be recognized for their sponsorship of this 4-H Community Service project?

How will you evaluate the success of this project?

Budget: Please attach a one page budget narrative to this application.

Individual submitting application

4-H Youth Development Extension Educator

County Extension Director

**SAMPLE
Budget Narrative
Monsanto 4-H Community Service Project**

Request not to exceed \$750.00

Use of Monsanto Funds	
Item	Projected Cost
Park Bench: 1 @ \$175.00	\$175.00
Ornamental shrubs: 5 @ \$34.99	\$174.95
Perennials: 15 @ \$5.99	\$ 89.85
Mulch: 50 bags @ \$2.25	\$112.50
Landscape fabric: 3 rolls at \$20.00	\$ 60.00
Rental of roto-tiller: 3 hours @ \$35/hour	\$105.00
Plaque for Park Bench (to recognize Monsanto and Jr. Leaders): 1 @ \$25	\$ 25.00
Total (not to exceed \$750)	\$742.30

Source of Matching Funds	
Item	Projected Cost
Jr. Leader Fund raiser	\$235.00
Lincoln County 4-H Fair Board	\$250.00
Lincoln County Community Foundation challenge grant	\$150.00
Smith's Greenhouse donation of 15 perennials (valued at \$5.99 each)	\$ 89.85
Engraving for park bench plaque donated by local trophy supplier (valued at \$25)	\$ 25.00
Total (must match or exceed amount requested from Monsanto)	\$749.85

Total available for 4-H Community Service Project	\$1,492.15
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Description of Project/Event

The Lincoln County 4-H Junior Leaders will complete a Lincoln County 4-H Fairgrounds beautification project in 2011. As a part of this project, Lincoln County 4-H Jr. Leaders will design and landscape two areas of the fairgrounds that can serve to create more of a park-like atmosphere on the grounds, which is in line with the Fair Board's long range planning efforts.

Combining the Monsanto funds with the local funds and products contributed will allow the Jr. Leaders to create two of these areas at the Fairgrounds. Each area will include a park bench for the general public to enjoy while visiting the fairgrounds. Plantings of shrubs and perennials, along with utilization of landscape fabric and mulch, will enable these areas to be relatively maintenance-free for many years.

Community Service Project Checklist

By answering these questions, your club can plan and implement a more effective Community Service Project.

- ✓ What community needs have been identified?
- ✓ Which project do the 4-H Club members wish to pursue?
- ✓ Which 4-H Club members will serve on the planning committee?
- ✓ Who are the key people in the community to contact for this project?
- ✓ Who will make these contacts?
- ✓ When will the service project be conducted?
- ✓ Where will the service project be conducted?
- ✓ What supplies are needed?
- ✓ From where will these supplies be purchased or from where will they be donated?
- ✓ Who is responsible for acquiring these supplies?
- ✓ What is the timeline for completion of this project?
- ✓ What publicity needs to be done for this project?
 - ✓ Letter to 4-H Club Members and Parents
 - ✓ Newspaper
 - ✓ Radio/TV
 - ✓ Web site
 - ✓ Social networking page
- ✓ How will you evaluate your project?
- ✓ What other details need to be addressed?