

4-H Million Trees Project Request for Proposals

Summary

The 4-H Million Trees Project (4HMT- www.4hmilliontrees.org) is dedicated to supporting 4-H youth tree planting projects that help slow global climate change. The matching grants offered by 4HMT serve this purpose, and more. By writing a grant proposal, the youth gain a life skill that will help them in the future. Writing a grant proposal is not very difficult, but like anything else, needs to be approached in an organized and thoughtful manner. It needs to explain in clear language the purpose of the project, the costs involved, and convince 4HMT why it should approve the funding. The writer needs to show the source of the funds to be matched. After the planting is done, a final report is required.

Eligibility

4-H Clubs, Units, and Groups may apply for funding.

Due

Continuously until funds are exhausted

Criteria

Projects should meet the following criteria:

- 4-H tree planting community service event
- Project must include a learning component to provide the youth with an understanding of the climate, environmental, biological, social, and other benefits to planting trees
- Enable youth to develop citizenship, leadership, or life skills
- Collaborate with other community-based organizations where possible
- Must have another verifiable source of funding that will be matched by 4HMT

Application Process

Financial support may be requested for amounts up to \$2,000. The application must contain:

- Cover Page
- Sections 1 – 4 (not to exceed five pages)
- A letter of support from your County 4-H Youth Development Advisor or Program Representative
- Budget

Applications must be submitted to the 4-H Million Trees Project via USPS. Electronic proposals are accepted at 4hmilliontrees@gmail.com, but since it is important for youth to learn how to

prepare a polished printed document, the electronic version must be followed within 1 week by a hard copy to 4HMT.

Final Report

Upon completion of the project, groups must submit a **final report** evaluating the project, audience reached, knowledge gained, and the project's impact on the 4-H participants. Please note that if the final report is not received, the grantee is obligated to refund the awarded amounts.

Selection

Projects will be reviewed by a committee composed of youth project members and adult volunteers. Amounts funded may vary from the requested amount. Selections of successful proposals will be based on the following:

- Alignment with objectives of service-learning and the outlined criteria
- Strength and breadth of the project, including the potential for positive impact on the environment and the community
- Verification of the matching funds
- Feasibility of the project
- Collaborations with other organizations
- Presentation of application (grammar, clarity, legibility, neatness, etc.)
- Availability of 4HMT Funds

All applicants will be notified within 30 days of the receipt of the proposal.

Materials

Submitted materials may be used to further market The 4-H Million Trees Project and become the property of 4HMT.

Applications should be sent and questions addressed to:

Tom Webber
Project Leader
4-H Million Trees Project
1111 Park Pacifica Ave.
Pacifica, CA 94044
4hmilliontrees@gmail.com
650.738.1070

www.4hmilliontrees.org

4-H Million Trees Project Request for Proposals

COVER PAGE

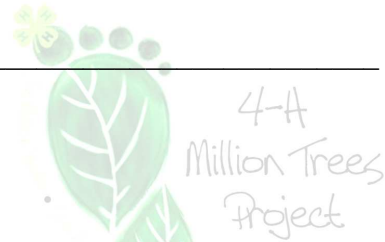
County/State/Province/Nation: _____

Club/Group: _____

Name of Project: _____

Requested Amount: \$ _____

Group Members *(add additional names on another page)*



Name	4-H Youth, Volunteer, Other
	4-H
	Million Trees
	Project

Group Coordinator: _____

Phone Number: _____ E-mail: _____

Mailing Address: _____

I confirm the accuracy of the information provided. I understand I must provide a final report once the project is completed or refund the financial support.

Signature: _____ Date: _____

I confirm the group coordinator is enrolled and this club/unit is chartered in the 4-H YDP.

County 4-H YDP Staff Signature: _____ Date: _____

4-H Million Trees Project Request for Proposals

Directions

- Use sections 1 - 4 to outline your project. The proposal should be no more than five pages.

Section 1 – Project Overview

- Summarize your proposed project in 100 words or less
- Then describe the following information:
 - Location of project
 - Number of trees to be planted
 - Number of youth to be involved
 - Source of matching funding
- Outline the timeline for the project
- Explain your source of trees, compost/soil amendment, stakes, animal protection, etc.
- Describe your plan to water, maintain, and care for trees after planting
- Describe your plans for visibility and media outreach
- Identify collaborations with other organizations

Section 2 – Education

- Describe the learning objectives of the project
- How will 4-H members learn leadership, citizenship, and/or life skills?

Section 3 – Service

- Describe the service objectives of the project
- Express the need you are fulfilling in the community and how you determined the need
- Outline the needed resources and where they will be obtained

Section 4 – Evaluation of the Project

- Describe how you will evaluate your project
- How will you determine success? How will you determine the impact on participants?

Letter of support from your 4-H Youth Development Advisor or Program Representative

Budget

- Provide a complete, detailed budget for your project. Indicate which items are already funded by other sources and which still need to be funded. *See budget example.*

2010 4-H Service-Learning Request for Proposals – Final Report Details

The final report is due to 4HMT within a month after the completion of your tree planting event. Outline the details of your actual project, include a few pictures and a final budget, and then reflect on your work and address the following questions:

- Was the project successful? What would you change if you did the project again?
- Look back at the service and learning objectives in your original proposal. Were they met?
- Was your experience what you expected? Describe.
- How has this project influenced or impacted your group? Has it changed your group's attitude about the environment, the climate crisis, and the community? What can a member of the group do individually, or as a group, to have more impact in this area?
- What is the future plan for this project?
- Describe new resources and collaborations you have found in the community.
- What additional needs does your community have?
- How did you evaluate the project, and what were the results of the evaluation?
- How were participants impacted by the experience?

Attach copies of any materials, newspaper articles, pictures, and flyers which compliment the project.

Attachments are limited to five pages.

SAMPLE BUDGET Budget for ABC Project

April 2011 – May 2011

San Mateo County, California
Green Trees 4-H Club

Bob Hope, Group Coordinator

Income	
4HMT RFP	\$750.00
Green Trees 4-H Car Wash	\$300.00
Green Trees 4-H Bake Sale	\$200.00
Bank of San Mateo Donation	\$200.00
Green Trees 4-H Contribution	\$50.00
Total Income	\$1,500.00
Expenses	
Trees (250 @ \$5.00/tree)	\$1,250.00
Compost (Donated)	\$0.00
Tree Stakes (250 @ \$1.00 / tree)	\$250.00
Total Expenses	\$1,500.00