



**TO:** Grant Proposal Applicants

**FROM:** Treasurer – Lorraine Henry  
Executive Director – Vernon Waldren

**RE:** Grant Proposals (RFP) – Two cycles – Spring and Fall.

*Friends of Extension & 4-H Foundation in Douglas and Sarpy Counties (Foundation)* supports projects directly benefiting Douglas and Sarpy County residents and communities.

Spring grant cycle applications are due April 30, of that year (midnight CDT).

Fall grant cycle applications are due October 31, of that year (midnight CDT).

### **Eligibility**

The *Foundation* invites grant proposals from Douglas and Sarpy County Extension and 4-H Staff (both paid and volunteer) and program participants, as well as from third parties who are directly partnered with Douglas and Sarpy County Extension and 4-H programs.

### **Criteria**

Grant proposals will be considered via the competitive Request for Proposal (RFP) process. Grants will be awarded according to criteria that the application activity strengthens the capacity of Douglas and Sarpy Extension and 4-H to meet local community-based needs. Criteria details are listed under the section RFP Requirements, below.

### **Categories**

Grants will be awarded in the following areas:

- Environmental
- Food, Nutrition & Health
- Youth Development/Family
- Other.

### **Awards**

Grant requests in most cases may be funded in the \$500 to \$2,500 range. The *Foundation* reserves the right to award grants below and above the stated range. The RFP is in most cases for one-time, short-term (one year maximum) projects. Multi-year projects may be considered.

### **Grant Cycle & Deadlines**

Grants are due via email to the Executive Director of the Friends Foundation on April 30 (Spring cycle) or October 31 (Fall cycle) depending on the cycle in which the proposal application is made. All grant applicants will be notified by the middle of June or December depending on the

cycle, if they are a grant award recipient. Grant funds will be eligible to be distributed starting July 1 or January 1 depending on the cycle.

## **Contact**

Please direct any questions to the Foundation Executive Director, Vernon Waldren, [director@friendsofextension.org](mailto:director@friendsofextension.org); 402-680-8442.

## **RFP Requirements**

### **Digital Submission**

Grant applications must be submitted via email to the Executive Director of the Friends Foundation at [director@friendsofextension.org](mailto:director@friendsofextension.org). Please include the designated contact person(s) name, address, phone and e-mail address. If questions arise or additional information is required, the contact person(s) will be notified.

### **Proposals must include:**

- I. Cover Letter
  - A. On Stationery signed by the Director or Leader.
- II. Executive Summary
- III. Narrative (no more than five [5] pages) that includes:
  - A. Project Description
    1. Brief statement of problem/issue to be addressed.
    2. Goals and Objectives
    3. Target Population and Demographics
      - a. Include estimated number served.
    4. Project Activities
    5. Key Staff Involved
  - B. Plan for measuring results
- IV. Project Budget (Income and Expenses)
- V. Organization Background, if the grant is from a third party partnering with Douglas Sarpy County Extension or 4-H.
  - A. Mission
  - B. Major Activities
  - C. Credentials for the Project
- VI. Conclusion
- VII. Appendices
  - A. List of Key Contact Leaders

### **Grant Reporting Process**

All grant recipients must complete a Project Completion Report outlining areas I through VI from the "Applications must include" section and report the impacts as well as population and demographic information of the audience(s) served. Reports are due by June 30 or December 31 depending on the grant cycle. If you are requesting a multi-year grant, you must have an Initial Report by the end of the first year and still complete a final report by the end of the grant.

