Holmes County 4-H Club
Community Service Mini-Grants

Sponsored by The Commercial & Savings Bank

Application Deadline is September 1

Report, Receipts, etc. must be submitted to CSB by December 15

Philosophy:

All 4-H Clubs are expected to instill in their members a sense of community service and responsibility to the community in which they live. Community service may take many forms, from Junior Fair support to a village clean-up project. These Mini-Grants are designed to encourage clubs to be creative in the community service projects they select!

Guidelines:

- Service projects which maximize club participation and hands on learning experiences will be regarded highly.
- All Mini-Grants applications must include a short plan of action approved by the club membership. Fill out the attached Mini-Grant Application in detail & submit to Holmes Co. OSU Extension. You will be notified by CSB if your project is selected for funding.
- *Preliminary* approval for the Mini-Grant will be given with specified dollar limitations (if any) each year. *Final* approval, and payment, depends upon the club supplying the information, receipts etc. outlined in number 4, below.
- For the project to be complete, a summary of the community service project must be submitted to *Marketing Department, The Commercial & Savings Bank, P.O. Box 232, Millersburg, OH. 44654.* Include which 4-H club completed the project, what was done, who benefited, what the members learned in doing the project and a picture for publication. Receipts for your expenses must also be submitted.
- Money spent, up to the maximum amount granted, will be reimbursed to the club at the completion of the project. If funded, please remember to recognize The Commercial & Savings Bank as sponsors of your Community Service project.
- Completion date for all projects is expected to be on or before DECEMBER 15 of the current year. Your information, receipts etc. must be received by CSB by DECEMBER 15.
- CSB will be happy to fund up to 50% of a club's expenses, with a maximum amount set at $100.00 in funding from The Commercial & Savings Bank.

4-H Mini-Grant Requirements

- Application can be picked up at the Holmes County Extension Office.
- To be eligible for mini-grant, completed application is due to the OSU Extension office by September 1.
- 4-H club project must benefit a non-profit or charitable organization located in Holmes County.
- Mini-grant cannot be used for the members of the club or the club itself. Reimbursement is for supplies that are used towards completing the 4-H club community project.
- When buying supplies to complete your project, we hope that whenever possible, they will be purchased from businesses in Holmes County. Receipts are necessary for all purchases.
- Club will receive a letter if they have been approved for the CSB mini-grant.
- An approximate cost of project is asked on the application submitted on September 1, however, the amount of the mini-grant payment is determined after the completion of the project and all receipts received.
- Up to and no more than $100.00 will be awarded to 4-H club upon completion of their community project.
- To receive payment of mini-grant, all reports and receipts must be submitted to CSB by December 15. Even though a club has been approved for the mini-grant, payment will not be made unless all required obligations are met.
- CSB would appreciate if the 4-H clubs would take pictures during their projects of the progress and at completion. These photographs can be used in CSB advertising.

Holmes County 4-H Club
CSB Community Service Project Mini-Grant Application

Due to the OSU Extension Office by September 1
Return application to: Holmes County OSU Extension Office
75 E. Clinton Street, Suite 109
Millersburg, Ohio 44654

Name of Club: _____

Member(s) in charge of project:

_____

_____

Adult volunteer(s) helping with project - Names, phone numbers & a mailing address:

_____

_____

Number of Club members project will involve: _____

Number community citizens project will serve: _____

1. Title of Community Service Project:

_____

2. Purpose of Project: _____

_____

_____

3. Specifics - How you will do the Project, who will be involved, when and where it will take place, etc.: _____

_____

_____

_____

4. Supplies needed: _____

_____

_____

5. Projected Expenses: _____

_____

6. Other comments: _____

_____

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Member FDIC
The Commercial & Savings Bank