



# Holmes County 4-H Club Community Service Mini-Grants

Sponsored by The Commercial & Savings Bank



**Application Deadline is June 1**

**Report, Receipts, etc. must be submitted to CSB by September 1**

## 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 **September 1** of the current year. **Your information, receipts etc. must be received by CSB by September 1**
- 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 June 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 September 1. 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 June 1**

Return application to: Holmes County OSU Extension Office  
111 East Jackson Street  
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: \_\_\_\_\_  
\_\_\_\_\_

