

MIAMI COUNTY 4-H FOUNDATION
SCHOLARSHIP &/OR GRANT POLICY

PURPOSE:

The purpose of the Scholarship &/or Grant Policy is, as stated in the Foundation's By-laws, is "to support and promote the Miami County 4-H youth program through development, solicitation, investment and management of private resources".

This policy is intended to supplement but not replace any applicable state and federal laws governing the issuance of scholarships and/or grants applicable to charitable institutions.

DEFINITIONS:

Award – Something, including, but not limited to, a monetary amount, certificate or plaque, given to an individual or group to recognize excellence.

Grant – Monetary aid to or on behalf of a 4-H youth, leader, or group for 4-H related educational purposes, including, but not limited to, attendance at clinics, camps, and/or national/international contests or events.

National/International Events – At present, these events include, but are not limited to, 4-H National Congress, 4-H National Conference, Citizenship Washington Focus, the International Foreign Exchange program (IFFI), and participation as a member of a 4-H team competing at a national competition.

Qualifying Post-High School Program – A program leading to job skill certification or an Associates or Bachelors Degree.

Scholarship – Monies paid directly to or on behalf of an individual for post-high school educational purposes, including, but not limited to, college or trade school classes.

State Educational Events – Non-competitive events sponsored by Kansas State 4-H such as, Kansas Youth Leadership Forum (KYLF) and Citizenship In Action.

PROCEDURE:

During the budgeting process, the Board will establish the amount to be used for Awards, Grants and/or Scholarships each year.

Once a recipient is selected, the following practices apply:

- A. The 4-H Agent, or such other party as deemed appropriate by the Board from time to time, will notify the recipient by letter. Copies of selection process and notification letter will be kept in the appropriate permanent file of the Foundation.
- B. Recipients are expected to use the funds for the purpose given. If circumstances change after a payment has been made to the recipient, funds should be reimbursed to the Foundation.
- C. Amounts payable to or for a 4-H related event or activity may be paid directly to the event sponsor upon receipt of a copy of the registration or billing notice. At the Treasurer's discretion, payments may be made in cash or by check to the individual participant if supported by a signed receipt.
- D. Scholarships payable to or for post-high school education at the beginning of the recipient's post-high school educational program may be claimed by the recipient until September 30 of the award year following selection by submitting proof of enrollment in a qualifying post-high school program. Scholarships payable at the close of the first, or any subsequent, semester may be claimed by submitting all required proof documents (generally proof of GPA and re-enrollment) within 60 days of the semester end. For scholarships of \$1,000 or more, there will be two equal installments coinciding with the first and second period of enrollment.

PROGRAMS SUPPORTED:

Awards

4-H National Congress and 4-H National Conference. The Foundation recognizes the effort required for youth to qualify to attend these events. District youth selected to attend are recognized with a monetary grant in recognition of their effort and to assist them in attending.

- **Verification of selection by the 4-H Agent is required.**

Grants

District-Wide Events. The Foundation has supported and expects to continue supporting attendance at district-wide camps, clinics, workshops and program events through reimbursement or a grant to the Marais des Cygnes Extension District, County 4-H Councils, individual participants or through direct payment of camp expenses for all participants as the treasurer deems most appropriate.

District-Wide Project Support Grants. Project grants are available to help county-wide and/or district-wide project leaders or coaches with training, certification, equipment, supplies and expenses needed to support the projects and encourage new participation.

- Must be designated as a district or county-wide project or team by the 4-H Office. Examples include, but are not limited to, Horse Quiz Bowl Team, Photography Judging Team, Shooting Sports, Robotics Project, or Geology Project.
- Application required in advance of spending.
- Proof of the expense, either in the form of a bill or a receipt, must be project related and given to the Treasurer. Decision of the Treasurer on reimbursement eligibility is final.
- The recipient must provide a presentation (poster, display, slide show, news release) preferably at the Foundation annual dinner on how the support enabled them to continue and to grow the project or team. A presentation at another public (non project or club related) event would also fulfill this requirement.

National Events

Citizenship Washington Focus and International Foreign Youth Exchange (IFYE). The Foundation has supported and expects to continue supporting attendance at these and similar non-competitive educational events. Grants may be available.

- **Individual application required.**

Competitions

The Foundation has supported and expects to continue supporting individuals and/or teams selected to represent Kansas at competitive events. Grants may be available.

- **Individual and/or team application required.**

State Events

The Foundation has supported and expects to continue supporting attendance at non-competitive state educational events including, but not limited to, Kansas Youth Leadership Forum (KYLf), Campference and Citizenship In Action. Beginning in 2017 support is defined as provision of chaperones (in the event 4-H staff does not attend or additional chaperones are needed). Annually, through the budget process, the Board may elect to provide grants to participating youth. These grants are not currently available for competitive events or events related to the Kansas State Fair.

- **Verification of need by the 4-H Agent is required.**

Scholarships

Seniors – General/Endowed

- A. The dollar amount of senior scholarships, both general and endowed, shall be specifically approved by the Board each fall for the following year.
- B. As soon as practical after the Board determines the number and dollar amount of general senior scholarships, the 4-H Agent, or a designated appointee, will notify all graduating seniors of the availability of the scholarships and the due date for scholarship applications.
- C. A completed Scholarship Application, including transcripts, letters of recommendation, and the essay required by the then current State 4-H Scholarship Application will serve for all general Foundation senior scholarships. *If the State application is changed to discontinue use of essays, a 4-H story or essay discussing the “Impact of 4-H in my Life” is required from each applicant.*
- D. **Incomplete or late applications will not be considered.**
- E. The combined Linn County and Miami County 4-H Council’s Trips and Awards Committee, or such other party as designated from time to time by the Board, will coordinate the selection of scholarship recipients. Written instructions regarding the selection requirements will be provided. It is the intent of the Foundation that in the awarding of scholarships, Council and general Foundation scholarships not double up – i.e. not be given to the same individual. (This provision need not apply to Donor-Directed/Restricted scholarships which may or may not be part of the Trips and Awards evaluation.)

Scholarships – Donor-Directed/Restricted

- A. The Contribution Policy outlines the procedure for the establishment and funding of these scholarships.
- B. An individual file shall be maintained including a Memorandum of Agreement which outlines the terms and conditions applicable to each, the number of applicants, the selection process used and the recipient or recipients.
- C. All donor-directed/restricted fund, unless specified to the contrary within the funding agreement, may be given to someone receiving other Council or Foundation scholarships.
- D. To the extent that timing permits, the selection of donor-directed/restricted scholarship recipients may be coordinated by the combined Linn County and Miami County 4-H Council’s Trips and Awards Committee according to the process for selection of general or endowed scholarships specified above. If timing does not permit the selection during the general selection process the ranking provided by combined Linn County and Miami County Council’s Trips and Awards Committee may be used as needed to select the recipients or, in the event of a controversy, the Board may request that the 4-H Agent select an unrelated party to make the final selection.