

**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 **Board's** discretion, payments may be made in cash or by check to the individual participant if supported by a signed receipt.
- D. **Amounts payable to or for post-high school education may be claimed by the recipient for 18 months following selection by submitting proof of enrollment in a qualifying post-high school program. 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. Miami County youth selected to attend are recognized with a monetary grant, **not to exceed \$300**, in recognition of their effort and to assist them in attending.

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

### Grants

#### County-Wide Camp

The Foundation has supported and expects to continue supporting attendance at County Camp (Rock Springs) through an annual grant to Miami County 4-H Council to be used as needed to reduce camp expenses for all participants.

### **County-Wide Project Support Grants**

There are eight \$50 grants available (four for county quiz bowl, judging or similar types of teams and four for county-wide project leaders). The intent is to help the county-wide project leader or coach with supplies and expenses needed to support the projects and encourage new participation.

- Must be designated as a 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 the International Foreign Exchange program (IFFI). 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.**

National 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 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 through grants to individuals wishing to participate. These grants are not currently available for competitive events or events related to the Kansas State Fair.

- **Individual application required.**

## Scholarships

### Seniors – General/Endowed

- A. The number and 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 will notify all graduating seniors of the availability of the scholarships, the amount of each, and the due date for scholarship applications.
- C. A completed State 4-H Scholarship Application, including transcripts, letters of recommendation, and any essays will serve as the application for all general Foundation senior scholarships. **If the State application is changed to discontinue use of essays, a 4-H story is required from each applicant.**
- D. **Incomplete or late applications will not be considered.**
- E. The 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 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 or in the event of a controversy, the 4-H Agent has the right to select an unrelated party to make the final selection.