

National 4-H Council



4-H Community ATV Safety Program 2005 Youth Grant Program



Grants empowering youth to make a difference...

\$7,500 Each

(Total of \$135,000 Available)

Funded by American Honda Motor Company, Inc.
and the Specialty Vehicle Institute of America

***4-H is a community of young people across America
who are learning leadership, citizenship and life skills.***

National 4-H Council offers youth grants to 4-H/Extension groups in local communities, in counties, and at the state level. These grants provide opportunities for young people and adults to take action on issues critical to their lives, their families, and their communities. The youth grants program puts resources directly into the hands of youth, and their involvement at all stages is very significant. Youth take the lead in the design of the project, the proposal writing process, the implementation, and the evaluation of funded projects.

Although success in fulfilling grant goals is often measured by tangible results, these grants offer additional opportunities through which young people and adults may broaden their experiences, strengthen and enhance their leadership skills, and stimulate others to take more active roles in their communities. These "seed grant" funds must be matched by local resources and can be the catalyst for securing those resources. Projects funded by these grants can affect entire communities. They also help to create program models for use by other groups in addressing diverse needs nationwide.

Grants are offered only to 4-H/Extension Programs in the United States. If you are not a part of 4-H, we encourage you to contact your local Cooperative Extension office and become a project collaborator!

4-H COMMUNITY ATV SAFETY PROGRAM 2005 YOUTH GRANT PROGRAM

Funding provided by American Honda Motor Company, Inc.
and the Specialty Vehicle Institute of America

Since accidents happen to people riding ATVs, all riders (in particular youth) and parents need to be educated about safe operation of ATVs before they climb on board.

The **4-H Community ATV Safety Program** 2005 youth grant program will provide community action **grants of \$7,500** to create or enhance local or state ATV safety projects which provide opportunities for young people and adults to take action on the issue of ATV safety to influence the behavior of people throughout a community. Youth are expected to lead in the design of the project, the proposal writing process, the implementation, and the evaluation of funded projects. Adults work with youth, providing guidance and support. A 50% match of the grant request in cash and/or in-kind contributions is required.

Proposals must detail evidence of youth/adult partnerships in designing and implementing activities that foster the *Essential Elements of 4-H* in youth:

Belonging: positive relationship with a caring adult; an inclusive environment; a safe environment

Mastery: engagement in learning; opportunity for mastery

Independence: opportunity to see oneself as an active participant in the future; opportunity for self-determination

Generosity: opportunity to value and practice service for others

Proposal must detail how the project will support achievement of Program goals:

- To educate and inform pre-teen, teen, and adult ATV riders about safe riding techniques and practices.
- To help pre-teens and teens increase their critical thinking and life skills as well as enhance their abilities to assess risk and solve problems regarding the use of ATVs by youth under the age of 16 years.
- To educate parents and other caregivers to protect young riders through supervision and monitoring.
- To help communities address issues related to safe use of ATVs.

Proposals must detail expected youth/adult/community reach and impact in three timeframes (examples listed) and see paragraphs below:

1. *Educational sessions lasting under 1 hour*: information booths at a county fair, community celebration, farm safety day, farmers' market; after-school program or classroom supplement;
2. *Educational sessions lasting 1 to 4 hours*: individual 4-H club meeting, farm safety day, summer camp; in-school classes;
3. *Educational sessions lasting more than 4 hours*: an ATV safety training day, alone or incorporated into the schedule of activities such as summer camp.

Grantees must document how they will use the *ATV Adventures! Fit To Ride* leader's guide and other Program educational materials in conducting their project.

We expect to have final printed copies available in June 2005. (If it is not available, grantees will be provided with the version sent to the USDA jury for temporary use.) Excerpts are available on the www.atv-youth.org website for review. The educational messages are targeted at youth, parents, guardians, and caregivers. Parents and other adults need to carefully supervise young riders, ensure they are wearing proper safety equipment, and follow other protective measures. Parents and caregivers should not underestimate the risks of riding improperly or overestimate the skills of young riders.

The activities in the *ATV Adventures! Fit To Ride* leader's guide can be used in a variety of settings. Each chapter emphasizes an important ATV safety concept. Within each chapter, there are 2-3 activities. Core activities are the most critical lessons to teach. Optional activities are important, too, but can be taught as time or interest allows. All of the activities in this guide use the experiential learning cycle as a basis for instruction, and they contain prompts to help leaders teach safety messages.

Additional educational materials and incentive items are available for project use. The full list is downloadable at www.atv-youth.org. Please review the materials available as you are designing your project and budget, so that you can incorporate their use appropriately.

APPLICATION CHECKLIST

- ✓ Form a youth/adult partnership to design a project and develop the proposal.
- ✓ Review "*How to Write Your Proposal*" and "*Grant Judging Guidelines*."
- ✓ Complete your cover sheet, proposal, and budget form, and attach letter(s) of commitment from other funding source(s) to establish a 50% match for your grant dollar request. This is your complete application packet.
- ✓ Contact your local Cooperative Extension Office, discuss your proposal, and obtain a staff signature.
- ✓ Mail your **original application packet only** (no faxes accepted) to:

Sheila Chaconas
2005 4-H Community ATV Safety Program
National 4-H Council
7100 Connecticut Avenue
Chevy Chase, MD 20815
301/961-2858

Applications MUST be received by 5:00pm EST on Friday, June 3, 2005. Late or incomplete application packages are disqualified. To ensure on-time arrival, use of delivery services that confirm and/or track packages is advised. National 4-H Council cannot verify receipt of applications.

SCHEDULE

Friday, June 3, 2005	Application deadline. Turn in cover sheet, proposal narrative, budget form, and letters of commitment from other funding sources.
Monday, June 27, 2005	Grant proposal review/awards notification will be sent. No phone/email inquiries as to the results of review will be accepted prior to June 24, 2005.
June 2005-February 2006	Grant project implemented.
Friday, October 21, 2005	Mid-term report due to National 4-H Council.
Friday, February 17, 2006	Final report due to National 4-H Council. (Unused grant monies MUST be returned on this date. No exceptions can be granted.)

GUIDELINES

YOUR PROPOSAL MUST...

- ◆ Support the goals and objectives of the program – see page 1 and 2 for specifics.
- ◆ Provide the requested information from all six areas listed in "*How to Write Your Proposal*."
- ◆ Address all the criteria listed under "*Judging Guidelines*."
- ◆ Be typewritten in 12-point font with 1" margins on all sides.
- ◆ Include the original application pieces only. Faxed copies will not be accepted.
- ◆ Have local Cooperative Extension staff signature.
- ◆ Include letter(s) of commitment documenting a 50% match to your grant request in cash and/or in-kind contributions (Sections B and C on the Budget Form). Letters of commitment must be written on company/organization letterhead.

YOUR PROPOSAL MUST NOT...

- ◆ Include volunteer hours as an in-kind contribution.
- ◆ Request funds for:
 1. speaker fees, honoraria for facilitators, or staff salaries/compensation. In-kind contributions should be considered instead. In-kind contributions cannot be solely based on staff salary/compensation.
 2. indirect costs/overhead. National 4-H Council cannot provide any funds for indirect expenses to grantee organizations. All funds that are provided to grantees are for direct programmatic activities only.
 3. long-distance travel. NOTE: While funds may be requested for essential transportation (e.g., bus, subway, etc.) to enable or increase participation in a local program, funds will not be awarded to support long-distance travel (e.g., airplane, train, etc.) for participation in conferences, workshops, or other like activities. Neither will funds be awarded to provide transportation reimbursement as a form of honorarium for program facilitators. We strongly encourage local groups to solicit community support in securing all transportation and request funds from National 4-H Council for direct program support.
 4. repairs to equipment or request funding for new equipment outside the program scope. The proposal review panel reserves the right to decide on a case-by-case basis whether or not equipment will be funded. Equipment requests are to be for the exclusive use of the proposed program. We strongly encourage groups to secure funding for major equipment through in-kind or other outside donations.
 5. establishment of new 4-H clubs.

YOUR PROPOSAL MUST NOT...

- ◆ Include a cover letter or any other materials beyond those required - **cover sheet, proposal narrative, budget form, and letters of commitment from other funding sources.** Everything must be in one package when it arrives.

HOW TO WRITE YOUR PROPOSAL

Your two- to three-page proposal must fully describe your project from start to finish. Use the following descriptions as section headers within the proposal. See pages 1-2 for required content.

NEEDS

This section should indicate a justification of why the funds are needed, including why implementing this project is important to your community. Incorporate references to needs assessments, community surveys, social indicators or other evidence that clearly illustrate the need in your community.

ACTION PLAN

Project goals and objectives should be clear, concise, measurable, and relevant. What are your overall project objectives? How will the project operate? Detail specific action steps that will be used to achieve objectives and outcomes. Explain how young people and adults partnered in the decisions made to develop this project and proposal. Consider the resources you need such as materials, space, and people. Research the cost of resources; describe how your group will use the money. Who will benefit from project implementation and how the community will be affected.

OUTCOMES & EVALUATION

Detail the intended outcomes of your project. What will success look like, and how will you measure it? Consider the target audience for your proposal. Know how you will keep track of the number of people you reach.

COLLABORATION

Investigate what resources you need and identify key community partners that will help make the program successful. Include specific project and funding collaborators to be involved and the role they will serve in the program. Be sure to include their letters of support and commitment at the end of the application packet.

SUSTAINABILITY

Describe how the project will be maintained when this funding runs out.

OUTREACH

Describe the public relations plan for your program and sponsor support throughout your county/state, within 4-H, and with the general public. Include how your planned community outreach will build capacity to enhance ability, skills and resources to further this kind of project.

JUDGING GUIDELINES

Please be aware that your proposal will be judged according to the following criteria. A total of 50 points are possible.

10 Points	<p>YOUTH/ADULT PARTNERSHIP:</p> <ul style="list-style-type: none"> • Proposal must reflect that youth and adults have developed and written the proposal together. Did youth take the lead in the design of the project and proposal writing, and will they lead in implementation and evaluation of the project? Actual youth voices and ideas must be evident in the written proposal. • Does the proposal show “hands-on” educational activities for youth?
10 Points	<p>PROPOSAL</p> <ul style="list-style-type: none"> • Are the problem and the need clearly stated? • Is the need justified and supported by the facts? • Are the methods of carrying out the project realistic? Does it clearly state how the Leader’s Guide will be used to greatest effectiveness? • Do the objectives support achievement of the program goals and are they attainable and measurable?
10 Points	<p>OUTCOMES & EVALUATION</p> <ul style="list-style-type: none"> • Does the proposal explain how the organization intends to meet the program goals: <ul style="list-style-type: none"> ○ To educate and inform pre-teen, teen, and adult ATV riders about safe riding techniques and practices. ○ To help pre-teens and teens increase their critical thinking and life skills as well as enhance their abilities to assess risk and solve problems regarding the use of ATVs by youth under the age of 16 years. ○ To educate parents and other caregivers to protect young riders through supervision and monitoring. ○ To help communities address issues related to safe use of ATVs. • Is there a method described to measure outcomes based on these goals? • Are the methods for measuring the results practical?
10 Points	<p>BUDGET</p> <ul style="list-style-type: none"> • Is the budget practical and realistic? • Does the budget support the spirit and sustainability of the proposal? • Does the budget include the required matching and/or in kind funds and are the letters of support attached? • Does the proposed project reach a reasonable number of youth and adult members to justify the dollars requested?
10 Points	<p>COLLABORATION & PUBLICITY</p> <ul style="list-style-type: none"> • Project must encourage collaboration with other community organizations or clubs in order to develop relationships that may help sustain a project over time or help communities organize to develop other opportunities for youth and youth adult partnerships. • Provide a public relations plan for grant projects through local media.

TIPS FOR YOUTH & ADULTS WORKING TOGETHER

TIPS FOR YOUTH

Working with adults can be a fun and rewarding experience. You can encourage a good working relationship by:

- Seeing yourself as an equal committee member. Don't be afraid to express your ideas! Ask questions! Get involved!
- Assuming responsibility for your project commitments.
- Listening to ideas adults may have regarding your project.
- Welcoming the ideas of adults. They have often had great experiences that they can share with you.

TIPS FOR ADULTS

Fight age segregation. Youth are the most isolated generation in our history, to everyone's disadvantage. The National 4-H Grant Program is an excellent opportunity for youth and adults to partner together and bridge that gap. Adults and youth can work together to determine the direction and nature of projects that exist for their benefit.

- Treat each other with the respect and dignity you would give a peer.
- Listen to young people. Really listen. While preparing the grant proposal, allow youth to address issues that are important to **them** and their community.
- Give youth real options and decision-making opportunities rather than commands. The grant program is an opportunity for youth to identify issues of importance to them, develop plans of action, and implement those plans.
- Ensure that youth are involved in meaningful, not meaningless, roles. Youth should take an active role in designing and writing the proposal and completing the application. Implementation and evaluation of the project are also led by youth.
- Cultivate opportunities for young people to teach and lead.
- Lay back. Curb your inclination to take over. Support the initiatives of young people and let them take the lead. Adults feel responsible for the success or failure of a project, but youth are capable of sharing in both the successes and failures too.
- Validate the thinking of your partners. Welcome their ideas. Be careful about interrupting. Youth are easily discouraged. When interrupted by an adult, they tend to stop talking (sometimes permanently).
- Don't expect more from youth than you would from another adult. Young people have pressures and schedules just like adults. Work together to determine deadlines, meetings, and responsibilities.
- Remember that your role in the partnership is not to parent. While being a parent may be the most important role that any adult can play, the purpose of youth/adult partnerships is to give young people a different way to relate to adults.

GRANT APPLICATION COVER SHEET

2005 4-H COMMUNITY ATV SAFETY PROGRAM

Attach your typewritten proposal, budget form, and letter(s) of commitment for 50% cash/in-kind match.

Send **originals only** to National 4-H Council by **Friday, June 3, 2005**.

State: _____ County: _____ Amount Requested: _____

Adult Coordinator	<u>Signature</u>	<u>Printed Name</u>
Group/Organization		
Address		
City/State/Zip		
Telephone Number		
Fax Number		
Email Address		
Youth Coordinator (18 and under)	<u>Signature</u>	<u>Printed Name</u>
Group/Organization		
Address		
City/State/Zip		
Telephone Number		
Fax Number		
Email Address		
Make check payable to:		

Mid-term report is due 10/21/2005 and final report is due 2/17/2006

Proposals must include this page and must be signed by local/state 4-H/Extension staff to be considered. The signature ensures the proposal is a 4-H/Extension lead project and that it's been reviewed by the local/state office before submission. To contact your local Cooperative Extension office, go to www.4husa.org and use the search engine to find your State and/or County Extension office, or look for Cooperative Extension in the state/local government pages of the phone book.

Sponsoring Staff Signature _____ *Printed Name* _____

Telephone _____ *Fax Number* _____ *Email Address* _____

BUDGET FORM

The amount requested must be matched 50% by in-kind contributions and/or cash funding from other sources. Letter(s) of commitment for in-kind contributions and other funding sources matching your request must be attached.

A	AMOUNT REQUESTED FOR THIS GRANT (Itemize specific expenses below and provide dollar amount.)	
#	Item	Amount (\$)
1		
2		
3		
4		
5		
6		
7		
	Total Amount Requested	
B	IN-KIND CONTRIBUTIONS (Itemize below and estimate dollar amount. Please attach letter(s) of commitment. Volunteer hours must <u>not</u> be included as an in-kind contribution.)	
#	Item	Amount (\$)
1		
2		
3		
4		
5		
	Total In-Kind Contributions	
C	FUNDING FROM SOURCES OTHER THAN THIS GRANT (Itemize below and estimate dollar amount. Please attach letter(s) of commitment.)	
#	Item	Amount (\$)
1		
2		
3		
4		
5		
	Total from sources other than this grant	
D	TOTAL COST OF PROJECT (sum of A+B+C above)	