

VOLUNTEERS REACHING NEW HEIGHTS

# KVFF GRANTS

INTENT TO PARTICIPATE FORMS DUE DECEMBER 15



**Move  
knowledge  
gained into  
action!  
\$1,000 grants  
available  
from the  
Kentucky 4-H  
Foundation!**



**Kentucky Volunteer Forum Grant**  
**Supported by the Kentucky 4-H Foundation, Inc.**  
**Frequently Asked Questions**

Summary: The 2024 Kentucky Volunteer Forum Grant is designed to fund county and club level projects and activities that developed as a result of participation in the 2024 Kentucky Volunteer Forum. Grants will be provided for, but not limited to: piloting programs new to the county or club, new innovative projects, purchase of curriculum, educational tools/equipment, and volunteer training. The grants will require a dollar-for-dollar cash match, the investment the county makes in the 2024 Kentucky Volunteer Forum can be considered the match, but must be documented in the grant application (i.e., registration, lodging, mileage).

Eligibility: Projects or activities related to knowledge gained from the 2024 Kentucky Volunteer Forum – any County 4-H Council, 4-H Club, volunteer leader, Extension Agent or Extension group may apply, but all applications require that the county have participated in the 2024 Kentucky Volunteer Forum. Only one application may be submitted per county, we encourage the county delegation to collaborate on a joint project to increase the reach and impact of the project.

Maximum grant amount: \$1,000.00 (there is no minimum amount)

Timeline for grant funding:

Deadline for Intent to Participate	December 15, 2023
Deadline for applications	March 8, 2024
Announce funded projects by	April 2, 2024
Grant funds mailed to grantees	April 16, 2024
Projects/Activities completed by	August 31, 2024
Reports due	September 15, 2024

Selection based on the following priorities:

- First priority given to new, innovative, and pilot projects or activities.
- Expanding existing programs will be considered based on financial need and how to enhance program resulting from knowledge gained at the 2024 Kentucky Volunteer Forum.
- Resources or infrastructure that can be used long-term will be considered based on financial need.



Selection: The Executive Director of the Kentucky 4-H Foundation and the Assistant Extension Director for 4-H Youth Development will appoint a selection committee to review applications and select grantees. Decisions by the committee are final.

Reporting: The report form will be available in the fall of 2024.

What kinds of projects are funded? We are looking to volunteer leaders, 4-H members, and Agents to help identify programs or activities that can be supported by this grant program. You are encouraged to think creatively and be innovative in proposing funding opportunities. We are looking at how counties are utilizing knowledge gained at that 2024 Kentucky Volunteer Forum to answer a need identified in the community.

What is the maximum amount of the grant? The maximum amount of each grant is \$1,000. Counties may submit only one application.

Matching funds: All grant funds shall be matched dollar for dollar with cash. The investment to attend the 2024 Kentucky Volunteer Forum can be considered at the match (i.e. registration, milage, hotel). The source of all matching funds must be identified in the application and confirmed in the grant report. Registration fees or other items paid for by 4-H volunteers and members can be used as a match but must be included on the application and documented for reporting purposes.

Partial funding: The Kentucky 4-H Foundation and selection committee will consider partial funding of an application if circumstances warrant.

What happens to remaining funds after the project is completed? Funds should only be used for the purpose identified in the application and proposed budget. Should funds remain after the project is completed, they are to be returned to the Kentucky 4-H Foundation for re-distribution in future.

Reports? A report will be required for all funded projects; the reporting form will be available in the fall of 2024 report form will be designed to evaluate the funded project, confirm the use of the funding, and to complete the annual report.

(Revised: 10-3-23)



**Kentucky Volunteer Forum Grant  
2024 Intent to Participate**

Completed Form Due by December 15, 2023

Emailed to [rachel.guidugli@uky.edu](mailto:rachel.guidugli@uky.edu)

This is a verification that \_\_\_\_\_ County intends to participate in the 2024 Kentucky Volunteer Forum Grant Program. The county will decide how they will pursue this grant opportunity and implement knowledge gained at the 2024 Kentucky Volunteer Forum. Please initial the acknowledgements below:

\_\_\_\_\_ I acknowledge that the county will have registered volunteer participants to be eligible to apply for this grant. It is recommended that the county encourages full-time participation in the forum to receive the full benefit of the entire Kentucky Volunteer Forum.

\_\_\_\_\_ I acknowledge that at least two volunteers (adult and/or youth) must be present Friday, February 23<sup>rd</sup> at 8:45am ET and Saturday, February 24<sup>th</sup> at 4:30pm ET & 5:00pm ET.

\_\_\_\_\_ I acknowledge that volunteers representing my county will attend workshops throughout the Kentucky Volunteer Forum to gain ideas to implement through this grant opportunity.

\_\_\_\_\_ I acknowledge that the 4-H Agent or Extension Personnel supporting volunteers in the grant application will attend the sessions on Friday, February 23<sup>rd</sup> at 8:45am ET and Saturday, February 24<sup>th</sup> at 4:30pm & 5:00pm ET.

\_\_\_\_\_ I acknowledge that it is highly encouraged that the 4-H agent, Extension Personnel, or volunteer from the county attend the Kentucky 4-H Foundation Grant Writing Workshop on Friday, February 23<sup>rd</sup> at 9:30am ET.

If the 4-H Agent is serving the Kentucky Volunteer Forum in a capacity which would hinder their participation in these sessions, please denote this below:

<b>County</b>	
<b>County 4-H Agent (Name)</b>	
<b>County 4-H Agent (Signature)</b>	
<b>Date</b>	



## 2024 Kentucky Volunteer Forum Schedule

### Thursday, February 22, 2024

8:00 a.m.	Registration opens ~ Central Bank Convention Center Registration Booth
9:00 a.m.	Seminars on Wheels I ~ Depart from Hyatt Lobby <i>(Departure times vary; consult the program book for specific times)</i>
9:00 a.m.	Service on Wheels ~ Service Projects at North Central & Feltner 4-H Camps
10:00 a.m.	Martin-Gatton CAFE Knowledge College & Trade Show set-up ~ Convention Center Exhibit Hall A
12:00 p.m.	Lunch on your own Clover Corner & Silent Auction Exhibits ~ Convention Center Exhibit Hall A
1:00 p.m.	Volunteer Accreditation Core Content Workshops ~ Regency Ballroom, Hyatt Service Projects ~ Knowledge College, CBCC
2:00 p.m.	Make 'n Take / Creative Arts Workshops Volunteer Accreditation Core Content Workshops ~ Regency Ballroom, Hyatt Service Projects ~ Knowledge College, CBCC
3:00 p.m.	Break ~ Regency Ballroom Pre-function Area
3:15 p.m.	Make 'n Take / Creative Arts Workshops Volunteer Accreditation Core Content Workshops ~ Regency Ballroom, Hyatt Service Projects ~ Knowledge College (CBCC)
4:15 p.m.	Volunteer Accreditation Core Content Workshops ~ Regency Ballroom, Hyatt Service Projects ~ Knowledge College, CBCC
5:00 p.m.	Commercial, Educational & Entrepreneur Exhibits Set-up concludes
5:00 p.m.	Seminars on Wheels I concludes
5:30 p.m.	Registration closes ~ Central Bank Convention Center Registration Booth
6:30 p.m.	Opening Event – Club C – Central Bank Convention Center
9:00 p.m.	Opening Event concludes

### Friday, February 23, 2024

7:00 a.m.	Registration opens ~ Central Bank Convention Center Registration Booth
7:45 a.m.	Breakfast ~ Central Bank Convention Center Ballroom
8:00 a.m.	Welcome, informal networking, entertainment, General Session
8:45 a.m.	Extension Area Breakout Sessions ~ <i>“Reaping the Benefits of KVF: Volunteers Putting Knowledge to Work”</i>
9:00 a.m.	Clover Corner & Silent Auction open ~ Martin-Gatton CAFE Knowledge College & Trade Show ~ Convention Center Exhibit Hall A
9:00 a.m.	Service Projects Share Fair ~ Martin-Gatton CAFE Knowledge College & Trade Show
9:30 a.m.	Concurrent Workshops A ~ Hyatt and CBCC
10:30 p.m.	Concurrent Workshops B ~ Hyatt and CBCC
11:45 p.m.	Box Lunch ~ Martin-Gatton CAFE Knowledge College & Trade Show ~ CBCC Visit Martin-Gatton CAFE Knowledge College & Trade Show ~ CBCC Visit Clover Corner & Silent Auction Exhibits ~ CBCC
1:15 p.m.	Concurrent Workshops C ~ Hyatt and CBCC





- 2:15 p.m. Concurrent Workshops D ~ Hyatt and CBCC
- 3:00 p.m. Networking Refreshment Break ~ Knowledge College (CBCC)  
Visit Martin-Gatton CAFE Knowledge College & Trade Show ~ CBCC  
Visit Clover Corner & Silent Auction Exhibits ~ CBCC
- 3:30 p.m. Silent Auction I concludes ~ MARTIN-GATTON CAFE Knowledge College & Trade Show ~ CBCC
- 3:30 p.m. Concurrent Workshops E – Hyatt and CBCC
- 4:30 p.m. Concurrent Workshops F – Hyatt and CBCC
- 5:00 p.m. Silent Auction II opens ~ CBCC Ballroom Pre-function Area
- 5:45 p.m. Martin-Gatton CAFE Knowledge College & Trade Show closes ~ CBCC  
Clover Corner closes ~ CBCC
- 6:00 p.m. Registration closes
- 6:00 p.m. Hall of Fame Banquet and Awards Ceremony ~ CBCC Ballroom
- 8:15 p.m. Silent Auction II concludes ~ CBCC Ballroom Pre-function Area
- 8:30 p.m. Hall of Fame Banquet and Awards Ceremony concludes

**Saturday, February 24, 2024**

- 7:30 a.m. Continental Breakfast ~ Martin-Gatton CAFÉ Knowledge College & Trade Show
- 7:45 a.m. Registration opens ~ Central Bank Convention Center Registration Booth
- 8:00 a.m. Martin-Gatton CAFE Knowledge College & Trade Show ~ CBCC  
Silent Auction III opens ~ Central Bank Convention Center Exhibit Hall A
- 8:15 a.m. Concurrent Workshops G ~ Hyatt and CBCC
- 9:15 a.m. Concurrent Workshops H ~ Hyatt and CBCC
- 10:15 a.m. Concurrent Workshops I ~ Hyatt and CBCC
- 11:00 a.m. Silent Auction IV opens ~ CBCC Ballroom Pre-function Area
- 11:15 a.m. Volunteer & Teen Awards Luncheon ~ CBCC Ballroom
- 11:30 a.m. Registration closes
- 1:45 p.m. Silent Auction IV concludes ~ CBCC Ballroom Pre-function Area
- 1:45 p.m. Concurrent Workshops J ~ Hyatt and CBCC
- 2:45 p.m. Concurrent Workshops K ~ Hyatt and CBCC
- 2:45 p.m. Silent Auction III concludes ~ Central Bank Convention Center Exhibit Hall A
- 3:45 p.m. Concurrent Workshops L ~ Hyatt and CBCC
- 4:30 p.m. Extension Area Breakout Sessions ~ *“Connecting the Dots: Developing Area Action Plans”*
- 5:00 p.m. Closing Session ~ CBCC Ballroom ~ *“Sharing Area Action Plans, “Stay ‘til the end coupons”, distributing “SWAG”*
- 6:00 p.m. Martin-Gatton CAFE Knowledge College & Trade Show closes  
Clover Corner closes

(Updated: 9-28-23)



**2024 Kentucky Volunteer Forum Implementation Grant Application**  
**Supported by the Kentucky 4-H Foundation, Inc.**

<b>Project Title:</b>	
<b>County:</b>	
<b>County 4-H Agent:</b>	
<b>Project Coordinator:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Amount Requested:</b> <i>(not to exceed \$1,000)</i>	
<b>If the grant is awarded, to what entity should the check be issued and mailed:</b>	
<b>Payable To:</b>	
<b>Mail To:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Zip Code:</b>	



*Using the following to educate the committee about your project, its goals, who will be involved, the expected results and outcomes, why it is important to receive this grant, how this connects to knowledge gained at the 2024 Kentucky Volunteer Forum, and any additional information you want to share. You may expand the space for any section as needed or provide additional information; however, this application and all attachments cannot exceed five pages.*

**NOTE:** The more details you can give within the application, the better understanding the selection committee will have of the program and need for the grant. In addition, you **MUST** have a dollar-for-dollar match for the amount you are requesting. The investment to attend the Kentucky Volunteer Forum can be used at the match.

1. Is this a new or existing project?
2. Explain the process in which the group used to identify the need of this project in your county.
3. How does this connect to knowledge gained at the 2024 Kentucky Volunteer Forum?
4. Which sessions at the 2024 Kentucky Volunteer Forum did this information come from?
5. Project or activity description:
6. Goals and objectives for your program/activity:
7. Explain the role of volunteers in designing and implementing the program/activity:
8. How many youth will this program/activity ultimately impact?
9. Describe the financial need for this grant in order to provide this program/activity:
10. Did the 4-H agent or representative from the county attend the Kentucky 4-H Foundation Grant Writing workshop on Friday, February 23<sup>rd</sup> at 9:30am ET?





**Project Budget:**

List each budget item separately below. Additional rows may be added.	Budgeted Amount
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
<b>TOTAL PROJECT BUDGET</b>	\$

Source of matching funds (please provide details and if multiple sources identify each separately and amount). Remember that expenses related to Kentucky Volunteer Forum count as a match, please list them separately below (registration, hotel, mileage):

Please include the registration list of individuals who participated in the 2024 Kentucky Volunteer Forum and denote if they are Extension Staff, Volunteer, or 4-H Member.

Can you accept and carry out the project with partial funding? Please explain.

County 4-H Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Electronic Signature Accepted)

This application must be submitted electronically to [rachel.guidugli@uky.edu](mailto:rachel.guidugli@uky.edu) by **4 p.m. ET Friday, March 8, 2024**. Please send file name as follows:

**File MUST be Titled: *CountyName\_2024KVFAApp\_ProjectName\_AgentLastName***

(Revised 9-28-23)



**Kentucky Volunteer Forum  
Grant  
2024 Report Form**

<b>Project Title:</b>	
<b>County:</b>	
<b>County 4-H Agent:</b>	
<b>Project Coordinator:</b>	

**Narrative Report Section**

Provide a brief summary of the project or activity:

Who was involved, the number of 4-H'ers, volunteers, core program area, delivery modes, etc.:

Please evaluate the project, what was achieved, what was the benefit to 4-H members, what did the 4-H members learn, did you accomplish the goals of the project:



Is the project complete from a financial standpoint:    \_\_\_ Yes    \_\_\_ No

Report all expenses for the project in the chart below. **Total Project Expenses are the grant funds and all matching funds combined.** Please keep in mind that grant funds must be matched dollar for dollar, therefore the information you provide in both charts must clearly show you achieved the match.

List each expenses item separately below. (Additional rows may be added)	Expenses
	\$
	\$
	\$
	\$
	\$
<b>TOTAL PROJECT EXPENSES</b>	\$

Source and amount of matching funds: Please provide source of matching funds and details of the match if needed to explain how the project achieved the required 50/50 match. Remember, the investment in Kentucky Volunteer Forum can we used as part of the match. Registration fees or other items paid for by 4-H members can be used as match but must be documented below. If private sources donated items to the project, you may identify them and the value for reporting match.

Identify project match sources. (Additional rows may be added)	Amount
	\$
	\$
	\$
<b>TOTAL MATCH</b>	\$

County 4-H Agent or Project Coordinator Signature: \_\_\_\_\_  
 (Electronic Signature Accepted)

*You may expand the sections above where needed, however you are asked to keep the report to no more than three pages. Additional you are encouraged to send along with the report, photos, news articles or other material showcasing the project.*

**This report form is due by September 15, 2024. Please send to Rachel Guidugli by email at Rachel.guidugli@uky.edu. Final report must be submitted in the following format:**  
**E-mail Subject Line MUST be: KVF Grant – County Name**  
**File MUST be Titled: CountyName\_2024KVF\_ProjectName\_AgentLastName**

(Revised 9-27-23)

