

## **Botetourt County Fair Mini Grant Application**

**Purpose:** The Botetourt County Fair Mini Grant Program provides a grant of funds to Botetourt youth who have participated in the Botetourt County Fair who wish to start or expand a future agricultural project.

**Mini Grant Funds** may be used to purchase supplies, equipment, animals, and/or educational materials etc. to support the project. Funds may be used to start, grow, or expand their project to become a more productive enterprise operation.

**Who may apply:** Botetourt County 4-H and FFA youth who have participated in the Botetourt County Fair aged 9 to 19 as of the date applications are due.

**Due Date:** Applications must be received by the Botetourt County Fair Board by July 31, 2024.

**Award Notifications:** Announcement of Mini Grant recipients will be made by August 3, 2024.

**Receipt of Grant:** The Botetourt County Fair will award up to \$500 to support a single Mini Grant applicant.

## Application Format

Applications may be emailed to [BotetourtCountyFair@gmail.com](mailto:BotetourtCountyFair@gmail.com) by the due date.

Note that a letter of recommendation must be included with your application to be submitted.

### **Botetourt County Fair Mini Grant Program Application Questions:**

Name of applicant

Birthdate and Age as of deadline for application

Club or Organization (4-H/FFA)

What was your past years fair project?

If you have received this grant before please share a brief report and/or pictures of how the grant money was used.

Address

Phone

Email

Parent (Guardian) Name

Phone

Email

## Project Summary:

**Title of Project:**

**Description of Project:**

**Project Details:**

**History:** What is your history with this project and what have you accomplished so far? (If this is a new project, the only history may just be what kind of research you have done in order to get started.)

**Project Goals and Objectives:** What do you expect to accomplish with your project in the first 6 months? One year? Two years? Provide a detailed plan for use of the funds including your project objectives, goals, and anticipated outcomes. Discuss how this project works together with other activities you are involved in and how it helps you achieve your long-term goals. Note any potential, reasonable obstacles to achieving the proposed deliverables and mention how those challenges may be addressed. (up to 1000 words)

**Timeline** - Provide a detailed timeline for your project including tasks, expected completion dates, and periodic evaluations that measure success and show challenges as the project progresses. (up to 500 words)

**Budget** - Budget for project including additional resources that will be used to support the project. Break down each expenditure in detail from the grant funding and for additional resource expenditures.

To Purchase: (More lines may be added to the budget and other tables in the application.)

Item Needed	Quantity	Cost per Item	Total Cost
Total Cost			

In Kind:

Item	Quantity	Estimate Cost per Item	Total Cost
Total Cost			

Labor:

Task to Complete	Hours	Pay per Hour	Total Pay
Total Cost			

Type and amount of expected Funding from Other Sources, such as fundraising, donations, etc.

Fundraising	Donations	Funds I Already Have	Total Funding
Total Funding			

Type and amount of expected In-Kind Contributions

(Examples: donated supplies, donated time, rental fees waived, etc.)

	Items	Value	Total Value
Donated Supplies			
Donated Time			
Rental Fees Waived			
Total Cost			

**Evaluation** - Detail how you intend to evaluate the progress of success (or failure) of the project both during and at the completion of the project. Provide methods that will be used to measure the success of your project. (up to 500 words)

How will you share information about your project with your club and community?

Additional Materials to be included with your application:

1. REQUIRED: Please provide a signed letter of support from your Vocational Agriculture teacher, 4-H leader, 4-H Agent, 4-H Staff, Agriculture Agent, etc. By signing, they agree to oversee the disbursement of funds to the recipient and assist as needed with the collection of project reports from the recipient.

2. Optional: You may provide images/multimedia files to supplement your application but are not required to do so.

**Support:**

Provide one letter of recommendation from teachers, 4-H volunteers, project leader, or employers. Provide one letter of support from a parent, grand-parent, or guardian.

**Reports:** A two-page status report on the project is required at 6 and 12 months after award. Recipients are expected to give a presentation to the Botetourt County Fair Board and at the Fair.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

**1. Grant Reporting Requirements**

Youth who are awarded grant funds must report to the Fair Board and/or at the Fair the following year. The report will be given in presentation format and should explain how the funds were used, timeline of use, and the number of people impacted. Also include types and amounts of fundraising efforts and in-kind contributions. You may use the budget worksheet for this purpose. Receipts for all expenses must be attached.

This report may be used by the Fair Board for media and promotional purposes. By submitting your application you agree to these terms and conditions.

Include how your project has benefited you, your family, or your community.

Share about successes, failures, and challenges.

Share what you learned from this experience.

What advice do you have for others applying for the mini grant?

Submit the report to [BotetourtCountyFair@gmail.com](mailto:BotetourtCountyFair@gmail.com)

**Grant Disbursement Process**

After the Fair Grant Committee has made their selections, a check will be issued in the name of the applicant.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_