

**WYOMING STATE 4-H FOUNDATION  
HELEN MILLER 4-H PROGRAM ENDOWMENT  
REQUEST FOR PROPOSAL**

**TO SUBMIT A PROPOSAL**

Applicants should submit a proposal of no more than three (3) pages, including the project budget.

Sections for the proposal should be as follows:

1. Complete, specific project description, including:

- Description of the program or services
- Explain how the need for this program was determined
- Describe the benefits to be achieved and the target population to be served by the program (Who will conduct the activities? Who will participate in them? How many people will participate? How will 4-H youth be involved? How many people will be affected?)
- Explain how the program or service will be funded in the future
- Amount requested for the project
- Provide an itemized budget for the total project
- Educational Objectives - what will be learned?
- Marketing plans - how will others know about the program?
- Project evaluation plans

2. Visibility of Wyoming 4-H Program - considering your marketing plan, how will the project or program enhance the visibility of the 4-H program in Wyoming?

3. Use of Volunteers and Youth - how will adult volunteer and youth be involved in the project/program?

4. Detailed project budget, including in-kind donations and other funding sources.

5. Submit one complete original. Proposals may be submitted electronically or hard copy.

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REQUEST FOR PROPOSAL  
Due in the Wyoming State 4-H Office  
Proposal Summary Fact Sheet**

Project Title: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Group Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

Project Summary:

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Amount requested from 4-H Foundation \$ \_\_\_\_\_

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Amount from applicant or other sources \$ \_\_\_\_\_

In-Kind contributions \$ \_\_\_\_\_

Total Budget \$ \_\_\_\_\_

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\_\_\_\_\_  
Group Contact Person (signature)

\_\_\_\_\_  
County Extension Personnel (signature)