



4-H FOOD ADVOCACY GRANT - INSTRUCTIONS

Congratulations on your successful application for the 4-H Food Advocacy Grant program. Here are some next steps to be aware of to make your project a success!

Step 1: Confirm

Confirm your intention to accept the grant funding by email to State 4-H Office by Sun. Nov. 9th. Make sure your local 4-H staff contact is included in this email.

Step 2: Coordinate w/ Local 4-H Staff

Schedule a time to meet with your local 4-H staff contact to go over the details of your grant including timeline, budget and any questions you might have.

Step 3: Communicate Changes

Communicate any changes, updates, or adjustments to your project in writing to the State 4-H Office. If you have any changes to your original budget, these must be approved via email request.

Step 4: Funds Transferred

Funds will be transferred from the State 4-H Office to your local 4-H office. Coordinate with your local 4-H staff contact to ensure that materials needed for your project are purchased and obtained in a timely fashion and in accordance with your approved budget.

Step 5: Have Fun!

Conduct your project and encourage as much youth leadership as possible every step of the way. Be sure to keep records, photos and impact statements along the way to use in your final report.

Step 6: Final Report

Ensure your project is conducted in keeping with your timeline and that your grant report is completed by the Jan. 31, 2026 deadline. Communicate any project extension requests to the State 4-H Office at least two weeks before the reporting deadline. Final report can be found at:

go.illinois.edu/4HFoodAdvReport

Thank you, and congratulations again. You are a part of a growing effort by the 4-H program to address food access challenges through youth leadership. I am here to help you every step of the way, don't hesitate to reach out.

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