



## **SCBA Youth Education Grant Committee**

### **Purpose, Intent, Policy, and Procedure**

#### **Mission**

The mission of the SCBA Youth Education Grant Committee is to promote Honey Bee awareness and Beekeeper training programs for Youth under 18 in South Carolina. The Committee will work closely with SCBA Members and Affiliated Associations to provide a portion of the funding for a wide range of youth Honey Bee education programs. This grant program is only available to SCBA Affiliated Associations, however Affiliated Associations may choose to host a youth Honey Bee or Beekeeping education program given by an organization outside of SCBA such as 4H, scouting groups, schools, or others in order to promote beekeeping among youth in South Carolina.

#### **Committee Members**

The Youth Education Grant Committee (YEGC) is a sub-committee of the Grant Standing Committee as specified in the SCBA Bylaws. The Grant Committee chair is appointed by the SCBA President from the sitting members of the Board of Directors. The President shall nominate an additional member of the Board of Directors to act as a co-chair to lead the Youth Education Committee and is responsible for promoting the SCBA Youth Education Grant initiative and collecting grant requests. The Board of Directors shall approve up to five (5) members-at-large in good standing to serve on the YEGC with attention given to balance the representation regionally. Grants awarded by the SCBA through the YEGC will be restricted to youth education related projects. The committee will review grant requests and may seek input from external sources prior to finalizing the grant awards.

The Grant Committee Chair shall serve a three-year term. The Youth Education Grant Committee Co-Chair shall serve a three-year term with staggered rotation to the Chair. Members-at-Large shall rotate off in a staggered fashion as their two-year terms expire.

## SCBA Youth Education Committee

### Annual Grant Process Timeline Goals:

#### September 15

Annually, at the end of the third quarter, the SCBA Board of Directors shall allocate a portion of the year's donations into the Steve Tabor Fund to be used for SCBA Youth Education Grants.

#### October 1

In the beginning of the fourth quarter, the YEGC will announce the allocation of funds and begin accepting applications for Youth Education Grants.

#### November 1

Youth Education Grant Applications are due and evaluation of applications begins. The YEGC shall ensure that a fair and transparent process is used when selecting programs and or individuals and that the age and program viability criteria have been met. Upon completion of evaluation, the YEGC shall make recommendations for funding to the Board of Directors. The SCBA Board of Directors shall make the final selection of the grant recipient(s).

#### December 15

Youth Education Grant Applicants are notified. In coordination with the SCBA Treasurer, the YEGC shall disperse the grant money from the SCBA Steve Tabor Fund.

#### 2024 Quarterly Reports

Grant recipients are to provide quarterly reports to the YEGC detailing the use of the grant funds and the impact the grant funds provided to SC youth. Grantees failing to provide these reports will become ineligible to apply for the next year's grant.

### Duties and Responsibilities of the Youth Education Grant Committee

- Receive funds allocated annually in the third quarter by the Board of Directors to be deposited into the Steve Tabor Fund based on funds received from sponsors and donors to be used for the following year's grant recipient(s).
- Develop guidelines for grant proposal applications.
- Receive written proposal applications for funding requests.
- Evaluate and recommend youth education grant applications and funding requests for approval by the Board of Directors.
- Communicate the approval or denial of funding requests to applicants.
- Dispense allocated research funds at the discretion of the Board of Directors.
- Provide the Board of Directors and the Association membership an annual report of the youth education grants approved along with a financial report.

# SCBA Youth Education Committee

## Youth Education Grant Committee Chairperson

- Shall be the point of contact for the YEGC to the SCBA Board of Directors
- Present recommended grants to SCBA Board of Directors for approval.
- Set dates, times and agenda for YEGC meetings.
- Shall be responsible for the distribution of YE grant forms to each SCBA Affiliated Associations and distribute or communicate applications to other YEGC Members.
- Participate in the grant application review process.
- Coordinate the development of Youth Education program models that can be used by Local Associations.

## Youth Education Grant Committee Members

- Serve as a member of YEGC and participate in annual grant application reviews.
- Participate in development of Youth Education Program models that can be used by Local Associations.
- Provide coaching to Local Associations on Youth Education programs when requested and solicit feedback on the effectiveness of YE programs.
- Attend YEGC meetings.
- Review Grantee Quarterly Reports.

## SCBA Affiliated Associations

- Select a Youth Education program or individual for funding in the calendar year. For individual Apprentice type programs, preference should be given to Youth who are not currently part of a beekeeping family, however, the final selection remains with the Local Association and should not exempt Youth from the beekeeping family. Some Youth may want to seek advanced beekeeping skills.
- Complete application form from SCBA Youth Education Grant Committee and send it back to the YEGC Chairperson.
- Follow a fair and transparent selection process for programs and individuals.
- Ensure that Mentors are screened and skilled at mentoring.
- Use approved funds for expenses associated with selected Youth Education programs or individuals.
- Provide quarterly reports to the YEGC detailing the use of the grant funds and the impact the grant funds provided to SC youth.
- Provide feedback to YEGC on effectiveness of selected programs for the year.

## Youth Education Grant Mentors and Students

- Mentors should use accepted best practices when teaching beekeeping skills and SCBA Master Beekeeper Program knowledge training and testing.
- Individual students should provide quarterly reports back to the Local Association AND the Youth Education Grant Committee at the completion or discontinuation of their program.