



### **Florida Agriculture in the Classroom, Inc. 2019 Volunteer Grants**

State, regional and local agricultural education programs are important to the success of Florida Agriculture in the Classroom, Inc. To help support its network of agricultural volunteers and agricultural organizations, Florida Agriculture in the Classroom is pleased to announce it will offer Volunteer Grants for 2019.

#### **Statement of Intent**

Florida Agriculture in the Classroom, Inc.'s Volunteer Grant program strives to fund projects that teach Florida PreK-12<sup>th</sup> grade students about the importance of agriculture and introduce them to agricultural producers and representatives in their areas.

#### **Timeline**

Proposals postmarked ... Friday, March 15, 2019

Announcement of awards ... April 2019 by email

Progress report due to FAITC ... Friday, December 6, 2019

All funds encumbered and Final Report due ... Friday, June 26, 2020

#### **Eligible Applicants**

Agricultural non-profit organizations based in Florida that are interested in educating Florida students about Florida agriculture. Agriscience teachers are eligible for Florida Agriculture in the Classroom's Teacher Grant program, not the Volunteer.

#### **Grant Requirements**

- Must have direct contact with Florida students in pre-kindergarten through 12<sup>th</sup> grade.
- Must expand an existing program or create a new program. (Not to replace existing funding.)
- Must include **monetary and in-kind matching** contributions.
- Use of Florida Agriculture in the Classroom curricula and/or materials is encouraged and should be mentioned in the application and in the final report.
- Must include involvement of at least one local farmer or agriculture industry representative as a speaker or project helper.
- Must give students participating in the grant project pre- and post-tests and include the results of these tests in the final report. If needed, Florida Agriculture in the Classroom can provide pre- and post-tests.
- Because of food safety concerns animal waste **is not** to be used on edible plants in school garden settings.
- **UF/IFAS Extension and 4-H agents** must include in the application a letter of support from their extension directors.
- Must upload digital pictures with online final report.
- Must include student photo release forms for pictures with online final report.

#### **Funding Guidelines**

- Grants will be awarded in amounts up to \$2,500.
- Grant projects awarded \$1,000 or more may re-apply up to three times consecutively.

- Grant money can not be used for clothing, promotional items or giveaway items.
- Grant money can not be used for transportation unless a justifiable reason is given in the application. Such costs will be considered on a case-by-case basis.
- Grant money can not be used for consumables unless the food items are an integral part of the lesson plan and the end product.
- Grant checks will be made payable to an organization, not an individual.
- Grant checks not cashed within 60 days after receipt will become null and void.

### Judging Criteria

Points	Criteria
25	Demonstrates ability to increase student understanding of Florida agriculture
25	Demonstrates innovative programs that serve new or continuing audiences more effectively and efficiently and/or addresses new issues facing Florida agriculture.
15	Increases agricultural awareness.
15	Includes a statement of need.
10	Shows extent of use of Florida Ag in the Classroom curricula and materials.
5	Includes a budget and budget justification.
5	Includes time line and logistics.

### Management and Reporting

- Half of the grant money is paid when the **First Half of Funds form** is submitted and the other half is paid when the project is completed and the **online Final Report** is submitted.
- Online progress report is due Friday, December 6, 2019.
- Florida Agriculture in the Classroom must receive copies of all related materials in a printable format which can be uploaded on the online final report form.
- The final report must include all receipts (copies are acceptable) which will be uploaded on the online final report form.
- The final report should include the number of students actually reached and the results of the pre- and post-tests. Please upload up to 5 photos.
- The final report is due by Friday, June 26, 2020.

### Format for Proposals:

1. Must be typed on 8 ½ inch by 11 inch white paper in 12-point type. (Proposals can be typed directly on the application provided or that form can be duplicated in a word document.)
2. Limited to the three-page application form in the format below, which will provide a thorough explanation of implementation and evaluation of the project. Page 1 and 2 must be exactly the same as the format below. If your budget and timeline need an additional page, we will accept four pages.
3. Submit **six copies** of the proposal and support letter if applicable.

**Failure to submit any of the required materials will result in automatic disqualification.**

### Proposal Submission

The deadline for submitting grant proposals to the Florida Agriculture in the Classroom office is Friday, March 16, 2018. (Proposals must be postmarked on or before March 15, 2019.)

### Completed proposals should be mailed to:

Florida Agriculture in the Classroom  
1352 Sabal Palm Drive, Building 941  
P.O. Box 110015  
Gainesville, FL 32611-0015

Questions: Contact Becky Sponholtz by calling (352) 846-1391 or emailing [sponholtz@agtag.org](mailto:sponholtz@agtag.org) or [www.agtag.org](http://www.agtag.org)

**REQUEST FOR FUNDING  
APPLICATION FORM  
FLORIDA AGRICULTURE IN THE CLASSROOM, INC.  
2019 Volunteer Grant Awards Program**

Title of Project:

Contact person and organization:

Contact person and organization address:

Contact phone: (    )

Email Address (Required):

Counties impacted by project:

Amount requested: \$

Number of youth served:

Ages/grade levels of youth served:

Purpose of project:

Description of project:

Is this an existing project:    Yes        No

Has this project received FAITC grant money before:    Yes        No

If yes, specifically identify how the requested funds will improve or expand your current program.

Description of how Florida Ag in the Classroom curricula and materials will be used:

Description of how a local farmer(s) or industry representative(s) will participate:

Projected outcomes and measurable impact:

Statement of need for this project:

Budget: MUST INCLUDE INKIND CONTRIBUTIONS

**Budget: Example**

<b>Item</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total cost</b>
Seed	2.00 each	15 packages	30.00
Hose	12.00	3	36.00
Soil	2.50 per yard	10 yards	22.50
			<b>88.50</b>

**In Kind (volunteered time or donated items): Example**

<b>Item</b>	<b>Donated by</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total Value</b>
Rake	Home Depot	10.00	5	50.00
Teaching	Master Gardeners	25.00 per hour	10 hours	250.00
				<b>300.00</b>

Timeline: (MAKE SURE IT IS DETAILED. The detail in the timeline shows the grants committee that the project is well thought out and planned.)