



## Florida Agriculture in the Classroom, Inc. 2023 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 2023.

### 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

- Application emailed by Wednesday, March 15, 2022
- Announcement of awards by beginning of April 2023 by email
- Progress report due to FAITC by Friday, December 8, 2023
- All funds encumbered and Final Report due Friday, June 7, 2024

### Eligible Applicants

Agricultural non-profit organizations based in Florida that are interested in educating Florida students about Florida agriculture.

### 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/National Agriculture in the Classroom resources are required 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 include measurable outcomes. Examples can include lesson pre- and post-tests, surveys of student knowledge, percent of students trying new vegetables or recipes created. 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.

- **If organization is working with a school**, a letter from that school’s administrator acknowledging the project is required.
- 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 cannot be used for clothing, promotional items or giveaway items.
- Grant money cannot 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 cannot 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
20	<b>Project description and purpose.</b> Up to 20 points will be given based on the ability to affectively convey your project’s why and how.
20	<b>Measurable outcomes.</b> Up to 20 points will be given based on realistic, attainable, and challenging goals related to the project’s purpose. Goals can be qualitative and quantitative.
10	<b>Agricultural awareness and agriculture industry volunteers/representative’s participation.</b> Up to 10 points will be given based on the industry involvement and agriculture connection.
10	<b>Statement of need.</b> Up to 10 points will be given based on clarity and assertion of need.
5	<b>Florida Agriculture in the Classroom/National Agriculture in the Classroom resources.</b> Up to 5 points awarded based on the extent curriculum is used.
5	<b>Creativity and innovation in the project’s ability to address Florida agriculture.</b> Up to 5 points awarded.
15	<b>Budget and budget justification.</b> Up to 15 points will be given based on the detail given in the budget.
15	<b>Timeline and logistics.</b> Up to 15 points will be given based on the detail given in the timeline.

### 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 8, 2023.
- 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 or emailed.

- 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 measurable outcomes. Please upload up to 5 photos.
- The final report is due by Friday, June 7, 2024.

**Format for Proposals:**

1. Must be 12-point type.
2. Limited to five-pages, up to four pages for application and letter of support/approval 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 Wednesday, March 15, 2022.

**Questions:** Contact Becky Sponholtz: 352-846-1391 or [sponholtz@agtag.org](mailto:sponholtz@agtag.org).

**Completed proposals should be emailed to:**

Becky Sponholtz at [sponholtz@agtag.org](mailto:sponholtz@agtag.org)

**REQUEST FOR FUNDING APPLICATION FORM  
FLORIDA AGRICULTURE IN THE CLASSROOM, INC.  
2023 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/Objectives of project: (The “why” of the project.)

Description of project: (The “how of the 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:

List of who and how a local farmer(s) or industry representative(s) will participate:

Measurable outcomes and projected impact:

Statement of need for this project:

Budget: MUST INCLUDE IN-KIND CONTRIBUTIONS

**Budget: Example**

Item	Store/Website	How does item tie to project?	Cost	Quantity	Total cost
Seed	Lowes	Seeds will be used in container gardens.	2.00 each	15 packages	30.00
Hose	Ace Hardware	Hose will be used to water garden.	12.00	3	36.00
Soil	Smith Nursery	Soil is needed for container gardens.	2.50 per yard	10 yards	22.50
					<b>88.50</b>

**In Kind: Example**

Item	Donated by	How does item tie to project?	Cost	Quantity	Total Value
Rake	Home Depot	Rake will be used to move soil around in the garden boxes.	10.00	5	50.00
Teaching	Master Gardeners	Master gardeners will help students with starting their garden.	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 your project is well thought out and planned.)