



Florida Agriculture  
in the Classroom, Inc.  
AGRICULTURE KEEPS  
FLORIDA GREEN

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www.agtag.org

### **Florida Agriculture in the Classroom, Inc. 2012 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 2012.

#### **Statement of Intent**

Florida Agriculture in the Classroom, Inc.'s Volunteer Grant program strives to fund projects that teach Florida school children about the importance of agriculture and introduce them to agricultural producers and representatives in their areas.

#### **Timeline**

Proposals due to the FAITC office ... Friday March 16, 2012

Announcement of awards ... April 2012 by email

Progress report due to the FAITC office ... Friday Dec. 7, 2012

All funds encumbered and Final Report due ... Friday June 28, 2013

#### **Eligible Applicants**

Agricultural non-profit organizations based in Florida that are interested in educating Florida students about Florida agriculture. **Agri-science teachers are now eligible for Florida Agriculture in the Classroom's Teacher Grant program instead, the deadline of which is Oct. 1 every year.**

#### **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, compost and/or animal waste **is not** to be used on edible plants in garden settings.
- Extension and 4-H agents must include in the application a letter of support from their extension directors.
- Must include a disc with digital pictures with final progress report
- Must include student photo release forms for pictures with final progress 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.
- Half the money is paid up front. The other half is paid when the Final Report is submitted.

#### 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 Final Report is submitted.
- Brief (less than one page) summary of project progress is due Friday Dec. 7, 2012.
- Florida Agriculture in the Classroom must receive copies of all related materials in a printable format.
- The final report must include original receipts and a spreadsheet of expenses and in-kind contributions. (Florida Ag in the Classroom can provide a spreadsheet upon request.)
- The final report should include the number of students actually reached and the results of the pre- and post-tests. Please include photos.
- The final report is due by Friday June 28, 2013.

#### Format for Proposals

1. Must be typed on 8 ½ inch by 11 inch white paper in 12-point type and double spaced. (Proposals can be typed directly on the application provided or that form can be duplicated in a word processing program.)
2. Should be limited to the two-page application form, and provide a thorough explanation of implementation and evaluation of the project.
3. Include an attachment with a **detailed budget, and in-kind contributions** in spreadsheet form.
4. Must include a **time line**.
5. Include a title page that lists the **project's name and the contact person's name, address, phone number and email address**.
6. Submit **six copies** of the proposal.

***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, 2012. (Proposals must be postmarked on or before March 16, 2012.)

#### Completed proposals should be mailed to:

Florida Agriculture in the Classroom  
1374 Sabal Palm Road  
Building 440  
P.O. Box 110015  
Gainesville, FL 32611-0015

**Questions:** Contact Lisa Gaskalla by calling (352) 846-1391 or emailing [gaskalla@ufl.edu](mailto:gaskalla@ufl.edu) Also, visit [www.agtag.org](http://www.agtag.org)

**REQUEST FOR FUNDING  
APPLICATION FORM  
FLORIDA AGRICULTURE IN THE CLASSROOM, INC.  
2012 Volunteer Grant Awards Program**

Title of Project:

Contact person and organization:

Contact person and organization address:

Contact phone: (    )

Email Address (Required):

Amount requested: \$

Counties impacted by project:

Purpose of project:

Description of project:

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:

Number of youth served:

Ages/grade levels of youth  
served:

Projected outcomes and measurable impact:

Statement of need for this 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.