**SECTION I: GENERAL INFORMATION & SUMMARY (15 points total)**

**(General Information - 5 points)**

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title (please limit to 5 words or less):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Request: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total Project Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Maximum grant request = $15,000. Grant recipients will be awarded one half of their total budget upon return of the signed grant contract. Grant recipients will be responsible for paying the remaining project balance from other funds or sources. The remaining half of the grant funds will be paid as a reimbursement upon the completion of the project and after final reports have been submitted and approved by the North Carolina Agricultural Education State Staff.)*

Grant Time Period (Beginning & Completion Dates): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Project Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Agriculture Teacher (if different than above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Website (if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT SUMMARY (10 points)**

**In 100 words or less, summarize the project.**

*(Example: Project will fund the construction of a new 20’ X 40’ greenhouse for the Oak City High School Agricultural Education Department.)*

**Why is this project needed and how will the agricultural education program benefit?**

**SECTION II: PROJECT DESCRIPTION (180 points)**

*Provide concise and informative answers using only the space provided. The information in this section should give a clear understanding of the project. Please note that all applications will be reviewed and scored based on the accuracy and thoroughness of the application and on additional information that may be requested. It is imperative that all requested information Is given.*

1. **Project Goals and Objectives (40 points)**Describe in bullet-point form, the goals and objectives of this project. The goals and objectives should address the needs listed in Section I with positive outcomes.
2. **Expected Outcomes (40 points)** Describe in bullet form the expected outcomes of this project.
3. **Project Budget (25 points)**

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| **Description of expenses paid from grant funds ($15,000 max)** | **Amount** |
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| **TOTAL AMOUNT** | **$** |
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| **Description of expenses paid from other sources (if any)** | **Amount** |
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| **TOTAL AMOUNT** | **$** |
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| **GRAND TOTAL** | **$** |

1. **Intended Beneficiaries (10 points)**

Please list individuals, groups, organizations, etc. that will benefit from the project.

1. **Matching Funds Partners (0 points)**If applicable, list funding partners, a description of what they will provide, contact information, and estimated contribution. If no matching funds are being used, enter n/a here.
2. **Project Timeline (20 points)**

Include a detailed timeline showing significant events of the project. This should include the period during which the project will operate, when the requested grant funds will be used, as well as major milestones.

1. **Project Impact Table (30 points)**

Economic Impact/Benefit Information

*(Provide estimated numbers – not all impacts will be realized by all applicants)*

|  |  |
| --- | --- |
| **PROJECTED IMPACTS BY END OF PROJECT** |  |
| Jobs Created (Permanent/Temporary) |  |
| Jobs Sustained (Permanent/Temporary) |  |
| Students from Current or Former Tobacco Families Assisted |  |
| Number of Students with Increased Educational Training and Skills |  |
| Total Number of People Served (Students and Community) |  |
| Acres of Farmland Impacted |  |
| Volume and/or Value of Product Produced/Distributed Sold |  |
| Dollars Leveraged from Other Sources |  |
| Project Website Visitors (if applicable) |  |
| Other (Explain) |  |
| Other (Explain) |  |

1. **Recognition (5 points)** A description of how the NC Tobacco Trust Fund Commission will be recognized as a supporter of this project. Describe how NC FFA and NC State University will be promoted as well.
2. **Endorsement Letters (10 points)**

On school letterhead, please provide a letter of endorsement signed by the school principal agreeing that the school will meet all timelines, expectations, and financial commitments detailed in the project.

In addition, on school system letterhead, please provide a letter of endorsement signed by the CTE Director agreeing that the school system will meet all timelines, expectations, and financial commitments detailed in the project.

1. **Additional Information: (0 points)**

Provide copies of any additional information that is relevant to the project proposal. Examples include equipment price quotes, feasibility studies, photos, site plans/architectural drawings, specifications on needed equipment, etc. Contact Joshua Bledsoe ([joshua\_bledsoe@ncsu.edu](mailto:joshua_bledsoe@ncsu.edu) or 919-513-1205) with questions.

**\*Grant recipients will be required to submit biannual updates to the North Carolina FFA. Grant recipients will share project impacts, goals, and objectives accomplished as well as a completed project impact table upon project completion. At least ten captioned photos will be required at project completion.**

**SECTION III: VERIFICATION (5 points)**

*An authorized official of the school or school system MUST sign the following statements that will bind the school to the representations made in the grant.*

**The funds granted by the North Carolina Tobacco Trust Fund Commission and the North Carolina FFA will be used exclusively for the purposes for which they are granted.**

**The information provided in this application is correct and complete.**

**The person signing this application has authorization to enter this contract.**

**The applicant assures the North Carolina Tobacco Trust Fund Commission and the North Carolina FFA that it will permit audits and site visits for the project described in this application.**

**The applicant understands that this application and all attachments submitted with this application are public record.**

**The applicant agrees to submit all reports and summaries to the North Carolina FFA by the established due dates.**

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnessed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Responsible for Submitting All Reports: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please ensure that all sections of the application are complete and included for submission.*

|  |  |  |  |
| --- | --- | --- | --- |
| **☐** | Applicant’s General Information | **☐** | Project Timeline |
| **☐** | Project Summary Statement | **☐** | Project Impact Table |
| **☐** | Project Goals and Objectives | **☐** | Recognition |
| **☐** | Expected Outcomes | **☐** | Endorsement Letters |
| **☐** | Project Budget | **☐** | Additional Information |
| **☐** | Intended Beneficiaries | **☐** | Verification |
| **☐** | Matching Funds Partners |  |  |

**The completed application is due by 11:59 pm on February 17, 2022.**

**The completed application (including endorsement letters) should be submitted electronically as one PDF document to:** [**ncagedgrant@gmail.com**](mailto:ncagedgrant@gmail.com)

**Appendix**

**PROJECT AND GRANT TIMELINE:**

|  |  |
| --- | --- |
| **DATE** | **EVENT** |
| January 6, 2022 | Notify Agricultural Education Programs of funding and open the program grant cycle |
| February 17, 2022 | Close Program Grant Cycle – Applications due by 11:59 pm |
| February/March 2022 | Convene selection committee to review applications |
| March 17, 2022 | Notify program grant recipients |
| March 2022 | Orientation meeting with recipients via Zoom |
| April/May 2022 | Public check presentations with local school administrators and school boards |
| March 2022 – January 2023 | Projects in progress |
| June 1, 2022 | Biannual report due to North Carolina FFA |
| January 31, 2023 | Final progress report due to North Carolina FFA |