**APPLICATION ELIGIBILITY & VERIFICATION**

*Please complete indicated sections below and attach signed endorsement letters to this grant application. This section is reviewed by North Carolina State staff prior to scoring application to validate eligibility for grant funds.*

Type of Public School Unit (select one)

|  |  |
| --- | --- |
|  | A single public school agriculture program |
|  | CTE director on behalf of some or all schools |
|  | Regional group consisting of several public agriculture programs |

Endorsement Letters

|  |  |
| --- | --- |
|  | CTE Director and Chief Financial Officer Endorsement Letter: This may be one letter that includes signatures from both the CTE Director and the CFO. |
|  | Public School Unit Principal/Director Endorsement Letter: Include one signed letter from the principal of each school represented in the grant application. |

Grant Verification Signatures

* *The signatures below verify that the following statements bind the school to the representations made in the grant.*
* **The funds granted by the CTE Grants for Agriculture and administered by the North Carolina FFA will be used 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 CTE Grants for Agriculture 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.**
  + **Interim progress report due August 1, 2025**
  + **Final report due October 15, 2025**
* **Grant recipients agree to share project impacts, goals and objectives accomplished, a completed project impact table, and project photos upon project completion.**

**APPLICANT INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Name(s): |  | | | |
| Public School Unit Name(s): |  | | | |
|  | | | | |
| CTE Director’s Signature: |  | | Date: |  |
|  | | | | |
| Printed Name of CTE Director: | |  | | |
|  | |  | | |
| Chief Financial Officer’s Signature |  | | Date: |  |
|  |  | |  |  |
| Printed Name of Chief Financial Officer: | |  | | |
|  | | | | |
| Principal’s Signature |  | | | |
|  | | | | |
| Printed Name of Principal: | |  | | |
|  | |  | | |

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

*Provide concise and informative answers that do not exceed the specified word count for each section. Do not alter the font size, type, or format. Do not alter paragraph spacing within the document. The information should give a clear understanding of the project. Incomplete applications will not be considered for grant funding.*

**General Information (5 points)**

|  |  |
| --- | --- |
| Project Title (please limit to 5 words or less): |  |

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| --- | --- | --- | --- |
| Grant Request: |  | Total Project Cost: |  |

*(Maximum grant request = $100,000)*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | |
| Primary Project Contact: | | | |  | | | | | |
|  | | | |  | | | | | |
| Contact Title: | | | |  | | | | | |
|  | | | |  | | | | | |
| Responsible Agriculture Teacher: (if different than above) | | | | | | | |  | |
|  | | | | | | | |  | |
| Mailing Address: | | |  | | | | | | |
|  | | | | | | | |  | |
| Physical Address (if different): | | | | |  | | | | |
|  | | | | | | | |  | |
| County: |  | | | | | Work Telephone: |  | | |
|  | | | | | | | |  | |
| Mobile: |  | | | | | | | Fax: | |
|  | | | | | | | |  |  |
| Contact Email: | |  | | | | | | | |
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**Project Summary (10 points)**

* **In 100 words or less:**
  + Provide a short, concise summary of the project.

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**SECTION II: PROJECT JUSTIFICATION & GOALS (65 points)**

**Project Justification (5 points)**

* **In 150 words or less:**
  + Indicate if at least one school within the public school unit received low-wealth supplemental funding in the previous fiscal year. Indicate the source of this information.
  + Provide the percentage or ratio of the student population within a school unit that is classified as at-risk students or students with disabilities in the previous school year. Indicate the source where this information was obtained.

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**Project Goals and Objectives (30 points)**

* **In 300 words or less:**
  + Use a bulleted list to illustrate how the goals and objectives align with current and/or future curriculum programming that will improve student learning in the agricultural education program.
  + Please provide the course number(s) and the specific objective number(s) that align(s) to the project goal(s). (For example: AP41, 4.02)
  + What will the project accomplish and what will be the short-term and long-term impacts of the project?

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**Evaluative Measures (20 points)**

* **In 300 words or less, answer the following questions:** 
  + What evaluation method(s) will be used to measure these impacts?
  + What will be the benchmarks/timeline for measuring the project’s success?

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**Intended Beneficiaries (10 points)**

* **In 100 words or less:** 
  + Provide a bulleted list of individuals, groups, organizations, etc. that will benefit from the project.

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**SECTION III: PROJECT BUDGET & TIMELINE (50 points)**

**Project Budget (25 points)**

* **Utilize the table to provide a description of expenses and matching fund partners (if applicable):** 
  + Create a detailed budget of the project. The budget should line-item project expenses for the entire project. Items paid by grant funds should be fully described, relative to the goals and objectives of the grant, and include the specific course number(s) and objective number(s).
  + Describe and include realistic value estimates of any in-kind contribution such as personnel, services, equipment, etc.

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| --- | --- | --- |
| **Description of expenses paid from grant funds ($100,000 max)** | **Name of Vendor** | **Amount** |
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| **TOTAL AMOUNT** |  | **$** |
|  | | |
| **Matching Funds Partners (0 points)**  **Name of the funding organization providing personnel, services, etc.** | **Type of funding**  **(grant, loan, private donor, district, etc.)** | **Amount** |
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|  |  |  |
|  | **TOTAL AMOUNT** | **$** |
|  | | |
| **GRAND TOTAL** |  | **$** |

**Supporting Information (10 points)**

* Provide any additional information that is relevant to the project proposal and project budget. Example documents include feasibility studies, photos, site plans/architectural drawings, quotes, specifications on needed equipment, etc. Documents should be as descriptive as possible and may be attached to the application.

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**Project Maintenance (5 points)**

* **In 100 words or less:** 
  + Explain (if applicable) the plan to repair and/or maintain items purchased with grant funds.

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**Project Timeline (10 points)**

* **In 300 words or less:** 
  + Outline when significant events will happen during the project. Include the period during which the project will operate, when the requested grant funds will be used, as well as major milestones. The timeline should begin after March 1, 2025, and end by October 15, 2025.

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**SECTION IV: PROJECT IMPACT (15 points)**

**Project Impact Table (15 points)**

* **Economic Impact/Benefit Information** 
  + *Provide estimated numbers – not all impacts may be realized by all applicants*

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| **PROJECTED IMPACTS** | |
| Number of students served by the grant annually |  |
| Number of at-risk students or students with disabilities served by the grant annually |  |
| Number of community members served by the grant annually |  |
| Dollars leveraged from other sources |  |
| Web and social media impact (visits, impressions, etc.) if applicable |  |
| Other (Explain) |  |
| Other (Explain) |  |

**SECTION V: GRANT VERIFICATION**

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

|  |  |
| --- | --- |
| **☐** | Application Eligibility & Verification   * Type of Public School Unit * CTE Director & CFO Endorsement Letter * Principal Endorsement Letter(s) * Grant Verification Signatures |
| **☐** | General Information & Project Summary   * General Information * Project Summary |
| **☐** | Project Justification & Goals   * Project Justification * Project Goals & Objectives * Evaluative Measures * Intended Beneficiaries |
| **☐** | Project Budget & Timeline   * Project Budget * Supporting Information * Project Maintenance * Project Timeline |
| **☐** | Project Impact   * Economic Impact/Benefit Information |

**The completed application is due by 11:59 pm on February 3, 2025.**

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

**Contact Joshua Bledsoe (**[**jbbledso@ncsu.edu**](mailto:jbbledso@ncsu.edu) **or 919-513-1205) or   
Sherilee Deal (**[**sdeal2@ncsu.edu**](mailto:sdeal2@ncsu.edu) **or 704-796-5736) with questions.**