

# **CTE Grants for Agriculture Program Reporting**



**NC STATE UNIVERSITY**



# CTE Grants for Agriculture

## Grant Overview

The North Carolina General Assembly appropriated funds to the North Carolina FFA Association to provide materials and supplies necessary for the operation of an agriculture program. [House Bill 259, Section 8.9](#) allocated \$2,000,000 in grant funds to agricultural education programs operated in Career and Technical Education middle and high school public school units.

## Grant Instructions and Application

- [2023-2024 CTE Grants for Agriculture Guidelines for Application and Scoring](#)
- [2023-2024 CTE Grants for Agriculture Application](#)

## Reminders and Additional Grant Resources

- Grant applications are due by 11:59pm, February 1, 2024.
- [CTE Grants for Agriculture Frequently Asked Questions](#)

# Overview

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- All grantees must complete both reports on time.
- All reporting will be accomplished using Google Forms:
  - Reporting Form
    - [CTE Grants for Agriculture 2023-2024: Reporting Form](#)
  - Expense Reporting
    - [CTE Grants for Agriculture 2023-2024: Expense Reporting & Receipt Upload](#)

# Reporting Form

## CTE Grants for Agriculture 2023-2024: Reporting Form

sdeal2@ncsu.edu [Switch account](#)



The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

\* Indicates required question

Email \*

Your email

Program Name \*

Choose

Next

Clear form

# Reporting Form

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- The first progress report is due by October 8, 2024, at 5:00 pm.
- The final report with a minimum of four photos is due by April 1, 2025, at 5:00 pm.

# Reporting Form

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- If the project is completed by October 8, 2024, then only one report - the final report - is required.

# Expense Reporting

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## CTE Grants for Agriculture 2023-2024: Expense Reporting & Receipt Upload

Use this form to track your expenses and provide a scanned copy of each receipt. Please retain original receipts until your project is completed.

Complete this form for EACH vendor and transaction (For example: Purchases made from XYZ Home Store on Monday is a form submission. A receipt from XYZ Home Store on Tuesday is a separate form submission).

**sdeal2@ncsu.edu** [Switch account](#)



The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

\* Indicates required question

# Expense Reporting

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- Receipts are submitted as items are purchased.
- Each purchase must be entered **separately** in the expense reporting form.
- Complete the required information for each purchase and upload a PDF or JPG of the receipt.



# Expense Reporting

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- Fill out the Expense Reporting Google Form as many times as needed. Remember, each receipt must be submitted separately.
- All expense reports are due when the final report is uploaded or by April 1, 2025.

# Questions?

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- Contact Joshua Bledsoe
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- Contact Sherilee Deal
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