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

**(General Information - 10 Points)**

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

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

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

*(Maximum grant request = $15,000. Schools will be awarded one half of their total budget upon receipt of the grant contract. The remaining balance will be paid upon the completion of the project and after final reports have been submitted and approved by the North Carolina State Agricultural Education 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 (5 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 in each of the areas below. The information provided in this section should provide 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 vital that applicants ensure that* ***all*** *requested information is provided.*

1. **Project Goals and Objectives (40 Points)** *(no more than 1 page)* Describe in bullet-point form, the goals and objectives of this project. Goals and Objectives should address the needs stated above with positive outcomes.
2. **Expected Outcomes (40 points)** *(no more than 1 page)* 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** | **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 (5 points)** *(no more than ½ page)* List funding partners, a description of what they will provide, contact info, and estimated contribution.
2. **Project Timeline (20 points)**

A detailed timeline showing when significant events will happen during 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 (20 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 (10 points) (***no more than ½ page)*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 Letter (10 points)**

On school letterhead provide a letter of endorsement signed by the school principal agreeing that the school will meet all timelines/expectations detailed in the project. Also include, on LEA letterhead, a letter of agreement signed by the CTE Director that the LEA will meet all timelines and LEA financial commitments detailed in the project during the grant cycle.

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 with the North Carolina FFA. Upon completion of the project, a PowerPoint presentation with pictures and impact tables must be submitted with the final report.**

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

*An authorized official of the organization MUST sign the following statements that will bind the organization to the representations made in the grant. The school principal’s signature is preferred.*

**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 and the person signing this application is authorized to bind the applicant.**

**The Applicant assures the North Carolina Tobacco Trust Fund Commission, the North Carolina FFA Association, and the North Carolina FFA Foundation 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 Quarterly 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 11:59pm on December 20, 2019.**

**The completed application should be submitted electronically to:** [**ncagedgrant@gmail.com**](mailto:ncagedgrant@gmail.com)

**Appendix**

**PROJECT AND GRANT TIMELINE:**

|  |  |
| --- | --- |
| **DATE** | **EVENT** |
| November 13, 2019 | Notify Agricultural Education Programs of funding |
| November 13, 2019 | Open Program Grant Cycle - Release Applications to programs |
| December 20, 2019 | Close Program Grant Cycle – Applications due by 11:59pm |
| January 2020 | Convene selection committee to review applications |
| January 21, 2020 | Notify program grant recipients |
| February 2020 | Regional orientation meetings with recipients |
| February 2020 - April 2020 | Public check presentations with local school administrators and school boards |
| January 21, 2018- December 31, 2020 | Projects in progress |
| December 31, 2020 | Final progress reports due to North Carolina FFA |