**SECTION I: APPLICANT’S GENERAL INFORMATION**

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

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

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

*(Maximum grant request = $5,000. 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 Ag Ed Teacher (if different than above):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Web site (if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**PROJECT SUMMARY**

**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**

*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** *(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** *(no more than 1 page)*Describe in bullet form the expected outcomes of this project.
3. **Project Budget**

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| **Grant Expenses** |  |  |  |
| **Description of Expenses (paid from grant funds)** |  | **Amount** |  |
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|  | **Total** |  |  |
| **Description of Expenses (paid from other Sources, if any)** |  | **Amount** |  |
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|  | **Total** |  |  |
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|  | **Grand Total** |  |  |

1. **Intended Beneficiaries**

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

1. **Matching Funds Partners**  *(no more than ½ page)* List funding partners, a description of what they will provide, contact info and estimated contribution.
2. **Project Timeline**
3. **Project Impact Table**

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 Web Site Visitors (if applicable) |  |
| Other (Explain) |  |
| Other (Explain) |  |

1. **Recognition** *(no more than ½ page)*
2. **Endorsement Letters**

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:**

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 Gerald Barlowe at [gerald\_barlowe@ncsu.edu](mailto:gerald_barlowe@ncsu.edu) or 919-513-1205 with questions.

**\*Grant recipients will be required to submit quarterly project 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**

*An authorized official of the organization MUST sign the following statements that will bind the organization 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 and the person signing this application is authorized to bind the applicant.**

**The Applicant assures the North Carolina Tobacco Trust Fund Commission 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 |  |  |

**\*Remember, an original application and a courtesy copy on CD or other computer storage device should be submitted.**

**Appendix**

**PROJECT AND GRANT TIMELINE:**

|  |  |
| --- | --- |
|  | EVENT |
| October 6, 2015 | Notify Agricultural Education Programs of funding |
| November 6, 2015 | Open Program Grant Cycle - Release Applications to schools |
| December 16, 2015 | Close Program Grant Cycle |
| January 15, 2016 | Convene selection committee to review applications |
| January 18, 2016 | Award/notify program grant recipients |
| January 27 – February 5, 2016 | Regional orientation meetings with recipients |
| February 22, 2016 - April 29, 2016 | Public check presentations with local school administrators and school boards |
| February 6, 2016- December 31, 2016 | Projects in Progress |
| December 31, 2016 | Final progress reports due to North Carolina Agricultural Education State Staff |
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