

**North Carolina Tobacco Trust Fund Commission Agricultural Education Improvement Grants**

**Notes to Applicants**

Please review the following notes for information about applying for a North Carolina Tobacco Trust Fund Commission Agricultural Education Program Improvement Grant.

* Grant applications must be complete and in the Agricultural Education/FFA office on December 16, 2015 by 5:00 pm. Both a paper and electronic copy must be submitted. Electronic copies can be on a flash drive or burned to a CD.
* Applying for a North Carolina Tobacco Trust Fund Commission Agricultural Education Program Improvement Grant implies that the grant administrator plans to abide by all grant guidelines throughout the grant cycle. Guidelines Include:
  + Quarterly reports will be submitted on time at the end of each quarter to the Agricultural Education office and include: Exhibit B, Expense Summary, copies of receipts, reports and news articles. A PowerPoint presentation is due at the end of the grant that shows all steps of the implementation of the project.
  + Grant projects will be finished and all funds spent by December 31, 2016.
  + Grant funds will be distributed in two parts. One half of the funded amount will be submitted at the beginning of the grant and the balance paid at the end of the grant.
  + If a grant is completed prior to December 31, 2016, the program will continue to be responsible for the submission of quarterly reports.
* The intent of grant projects cannot change after grant winners are announced. Minor changes in the grant can be made with permission of the Agricultural Education/FFA office.
* Grant applications will be scored by a panel of experts using the rubric provided. Clear, understandable and obtainable goals and objectives along with expected outcomes should be provided in the application.
* Preferably, grant applications should be sustainable projects that will reap long term benefits for students today and in the future. One day projects or activities typically do not show long term sustainability and normally do not score well.
* Applicants must include a letter of project support from the school principal on official school letterhead along with a letter from the LEA CTE Director on LEA letterhead indicating they will meet all timelines for financial commitments made by the school system.
* For projects that require additional funds that exceed the grant, an explanation should be provided outlining the source of these funds. If the project includes a building/structures indicate the status of plans with the local board of education, permits required, etc.
* Estimate of project cost should be accurate and when possible price quotes included with the application.
* If within five years of the contract end date, any equipment purchased with grant funds, is no longer being used for the purpose of the grant, the grantee must sell the equipment at current fair market values and return the funds to the commission, transfer the equipment to another mission oriented entity, or sellthe equipment and purchase replacement equipment providing documentation to the commission.
* Upon notification of receiving a grant, the grant administrator must attend one of the regional meetings on the grant implementation.