



Micro Grant Request for Proposals

The Aquaponics Association's mission is to promote the benefits of aquaponics through education and outreach.

To help us achieve our mission we are offering micro grants of up to \$1000 to our affiliated branches. The goal of these grants is two-fold:

1. To encourage members within each AA branch to work together and build community support in that area.
2. To increase public awareness, understanding, and knowledge of aquaponics as an educational tool, a hobby, or a business in providing a source of fresh, local, healthy food.

Preference will be given to educational/outreach based activities that focus on developing aquaponics systems or moving existing systems toward aquaponics.

Criteria

- Must be an AA Branch request for funds (not an individual or business).
 - Exception: If the member is in a remote area where it is impossible to form a branch, that member may apply through their Region.
- Branch may submit no more than two (2) proposals per grant cycle (1 year).
- Grant funds must be used for projects aligned with the Aquaponic Association's goals.
- Grant funds are to be used within a 90 day period with supporting documentation and receipts submitted 14 days after project end. 50% up front and requisition forms for rest throughout 90 days. If an itemized quote is submit they can get the entire amount.
- Grant funds must be used for the specific purpose for which the grant was approved.
- Change in project goals or budget items must have prior approval before grant funds can be spent.
- Aquaponics Association must be credited in whatever communications or promotional materials that are put out about the project.

Exclusions to Funding

- An individual or company's personal aquaponic system
- Any proposal that promotes or advertises an individual or company, or their product
- Salary
- General operating expenses
- In kind services
- An event that has already passed

Granting Process

1. Branch members work together to define the project.
2. Incomplete applications cannot be evaluated.
3. Proposals are due on March 1st and Sept 1st of each year. Review committee made up of members of the Board of Governors shall review all applications and announce winning applicants by April 1st after Oct 1st respectively.
4. Awarded applications will receive funds within 14 days.
5. Project completion will take place within 6 months of award. If project is not completed within 6 months grant funds must be returned.
6. Recipients will be reimbursed after completion of the project within 14 days.
7. Documentation of the process and the finalization of the project must be provided.

Application

State your specific goal(s) for this project.

Describe your objective(s).

How will you accomplish your goal(s)?

If the goal is to create a working aquaponic system, what experience does the group have in building, setting up, and maintaining an aquaponic system?

Include a timeline with activities to meet your objective(s):

Activity/Objective	Cost	Target Date		

List the branch location: _____

List each Branch member involved in project and include their role, responsibilities and relevant experiences in project. List contact person in first starred * row (*this does not need to be the branch leader*).

Member Name	Email	Phone #		
*				

Provide budget details.

Budget Item	Objective	Cost		
	Total funds requested			

Partnerships are permitted, so long as parties match funds. If your project involves a partnership(s) provide a description of each organization and include a letter of support from each:

Impact—how many people will this project affect?

Describe how you will measure the success of the project.

What documentation will you provide at project end?

Is this project reproducible? Describe how.

Thanks for your interest in The Aquaponics Association's Micro Grant Program