1. What are the eligibility requirements for the Agricultural Education Incentive Grant for Growing Programs? The eligibility requirements for a growing program is as follows:
   a. **Must have a unique School Identification Number according to the National Center for Education Statistics** (to see if you meet this criteria, please click HERE).
   AND
   b. A school that offered two or more agricultural education classes prior to September 1, 2018.

2. What are the eligibility requirements for the Agricultural Education Incentive Grant for New Programs? The eligibility requirements for the Agriculture Education Incentive Grant for New Programs is defined by the following criteria:
   a. **Must have a unique School Identification Number according to the National Center for Education Statistics** (to see if you meet this criteria, please click HERE).
   b. A school committed to implementing an agricultural education program that utilizes the three-circle model of agricultural education (Classroom Instruction; FFA; Supervised Agricultural Experience) over the course of the **next three school years**.
   AND
   i. A new school that has started teaching at least one agricultural education course in their LEA between September 1, 2018 and October 1, 2019.
   OR
   ii. A **school representative** contacts the State Agricultural Education and Outreach office to notify the state staff (ksiddall@cornell.edu, slighthall@cornell.edu, or dhill@cornell.edu) of their intent to start an agricultural education program and intend to offer at least one agriculture class in the 2020-2021 school year.

3. What are allowable and non-allowable expenses for funding under this grant? **ALLOWABLE EXPENDITURES** include, but are not limited to, activities that support the improvement of instruction or program improvements in the Agricultural Education program such as:
   - Curriculum development
   - Classroom or laboratory equipment or software
   - FFA chapter expenses including FFA affiliation fees, trip expenditures, and other FFA materials.
   - Professional development
   - Support services Program coordination
   - Mileage for travel associated with supervised agricultural experience visits

**NON-ALLOWABLE BUDGET EXPENDITURES**
Listed below are expenditures not approvable in the Agricultural Education Incentive Funding grant.
- Professional organization/union dues for teachers.
- Mileage, food, and lodging (except mileage for SAE visits).
- College tuition.
- Repair costs for implements and machines for school laboratories (operation or maintenance costs).
- Heating and cooling costs for facilities or monthly telephone line charges (utilities).
- Instructional materials, services, tools, and/or equipment specifically for the instruction of courses not related to the agricultural education program sequence.
Classroom furniture (i.e., desks, chairs, bookshelves and other ordinary [non-specialized] classroom costs)

- No more than 50% of the district allocation may be used for extending teacher contracts (salaries) or teacher stipends. Grant funds must not be used to supplant local funds already used for contract extensions.
- Gift cards or other similar types of cards that can maintain a credit balance which could be spent beyond the grant end date.
- No more than 10% of the district allocation may be used for consumable supplies.

4. Agricultural Education Incentive Grant Timeline
   - **September 2019:** The 2019-2020 Agriculture Education Incentive Grants will be promoted and available online on the website [www.nysffa.org](http://www.nysffa.org).
   - **October 18, 2019:** Applications for the *Agricultural Education Incentive Grant for Growing Programs* grants are due by 11:59 PM EST.
   - **November 2019:** Application review and evaluation for Growing Programs
   - **Early December 2019:** Grant decisions for Growing Agriculture Education programs will be announced. Grant contracts will be sent to programs offered funds.
   - **December 20, 2019:** Applications for the *Agricultural Education Incentive Grant for New Programs* grants are due by 11:59 PM EST.
   - **January 2020:** Application review and evaluation for New Programs
   - **February 2020:** Funds will be delivered to schools who have agreed to the grant contract.
   - **May 14-16, 2020:** Recipients of the *Agricultural Education Incentive Grant for New Programs* will send 2 representatives (preferably 1 adult and 1 student) to participate in the 2020 State FFA Convention at the OnCenter in Syracuse, NY. *Please note that the grant program will be offered one day during the convention and the date will be announced later this school year. Registration/meals for the 1 day event will be covered by the Agricultural Education and Outreach program.*
   - **June 2020:** School Reporting is due to the Agricultural Education and Outreach program for both Agricultural Education Incentive Grant for New and Growing Programs.

5. What is the award amount for this grant program?
   This is a non-competitive grant meaning that any school that meets the eligibility criteria will receive funds. Therefore, award amounts will vary based on the number of eligible applications received for the program. We anticipate awards ranging from $1,500-$3,000 for Growing Programs and $4,000-$7,000 for New Programs, however we cannot guarantee any award amount until after the application closes.

6. When will I hear back about our application and if we received funding?
   Application decisions will be made once the deadline for the grant has passed. Growing program award decisions will be sent out in December 2019 and new program grant awards will be sent out in February 2020.

7. After reading the eligibility criteria, I feel as though our school qualifies under both the "New Program" and "Growing Program" grant initiatives. Should I apply for both?
   No, the grant criteria is meant to help you determine what grant application you should complete for your program. Please review the criteria, paying special attention to the dates included in the eligibility requirements. If you have any questions that may not be addressed or could be viewed as a "special circumstance", please contact Kaylie Siddall ([ksiddall@cornell.edu](mailto:ksiddall@cornell.edu)) so she can assist you.

8. When the grant says, "The agricultural education department successfully obtained external grant resources exceeding $500" does it matter when the funds were received (the last year, etc)?
   For this question, you may count funds from the last two school years (2017-2019) that were received from any source other than New York FFA.
9. If I'm reading the grant correctly, the incentive grant is non-competitive and the district does not have to outline what the funds expenditures would be utilized for until after the grant is potentially awarded, since the award amount is unknown?  

The Incentive Grant for New and Growing Programs does not require a budget to be submitted at the time of the application since funding will be dependent on multiple factors (eligible applications received, grant funds allocated, etc). When grant award/denial letters are sent out, the letters will include the amount that each school has been offered and an estimated budget will need to be submitted along with the signed grant contract.

10. How do I access the application for the Agricultural Education Incentive Grant for New Programs?  

Please follow the link for the grant program. Once the link has been clicked, it should direct you to an "Eligibility Quiz". If you are eligible for the program, you'll then be prompted to create an account to access the application and supporting documents.

11. I would like the grant check to be made payable to the FFA chapter. Can I do that?  

It is possible to have the grant award check made payable to your FFA chapter. There are two ways that this can happen so before you submit your grant application, please check to make sure you can obtain the necessary information:

   a. **Option A:** If the FFA chapter has its own Employer ID Number (which can be found on a W-9 form) then you can enter that number along with the corresponding information and Cornell would be able to cut a check to the FFA.

   b. **Option B:** Cornell would need a W-9 form that lists the school as the ‘parent organization’ and the FFA chapter as a ‘child’ or subsidiary. A W-9 form that meets this criteria would list the school's name in Line 1 and then list the FFA Chapter in Line 2. Based on our experience many school districts will not do this so it may be easier to have the check cut to the school.

12. At the end of the application, there is a question where I need to download a form. Can I submit my application without attaching the signed acknowledgement from my administrator?  

   No. Please do not submit the application until all questions are answered completely and correctly. Once you download the acknowledgement form, please have it signed by an administrator and then upload a copy to the application.