



## 2018 AITC Parish Committee Mini-Grant Program

### Guidelines and Application Form

Louisiana Ag in the Classroom is offering mini-grants of up to \$500 for parish Farm Bureaus. The purpose of the grants is to empower the parish Farm Bureau by funding projects that will increase and enhance the AITC program. The Mini-Grant can provide funds to purchase non-consumable materials and supplies to develop and implement agricultural lessons or projects that foster ag literacy. **The Mini-Grant program can assist PARISH FARM BUREAUS in creating a planned AITC program in their parish.** Examples of grant projects include commodity educational supplies, school gardening tools, cork boards or display materials used for producer presentations, agricultural expo experiences or classroom use.

**Eligibility:** Mini-grants are offered to **PARISH FARM BUREAUS** on a competitive basis. Parishes **MUST** have an **ACTIVE AITC PARISH CHAIR** whose name has been submitted to the State Office.

#### **Guidelines:**

- Grants will be awarded in amounts up to \$500 and limited to one per parish per year.
- Grant checks will be made payable to the parish Farm Bureau, not an individual.
- The intent of the **AITC MINI-GRANT** program is to build **ON-GOING** capacity by funding items that can be used repeatedly such as: hoes, shovels, easels, cork boards, games, microscopes, posters, magnifying glasses; etc. Funding is **NOT AVAILABLE** for mileage, transportation, meals, seeds, plants or any other **ONE-TIME CONSUMABLES**. **IF** in doubt, contact your Parish AITC Chair.
- **USE** of Louisiana AITC materials is encouraged and should be mentioned in the application and in the final report.
- Projects **CANNOT** include a petting zoo, and personification of animals is discouraged. Animals should be portrayed in their normal roles in the food and fiber system.
- Evidence must be shown of the parish Farm Bureau involvement in the project.

#### **Timeline:**

- Deadline for submission of Mini-Grant applications is May 1, 2018.
- Announcement of grant awards will be made during the LFBF Awards Program in New Orleans, June 21, 2018. Award winners will receive the first installment payment at that time.
- The grant program is effective for the 2018– 2019 school year.
- An interim progress report **MUST** be submitted postmarked or emailed no later than December 15, 2018.
- Project final reports must be postmarked by May 1<sup>st</sup>, 2018.
- Final payment will be made upon completion of the project and submission of final report.

#### **Management and Reporting:**

- Half of the grant money will be paid upon the grant being awarded and the other half will be paid when the project is completed and the final report is submitted.
- Grant checks not cashed within 60 days of receipt will become null and void.
- An interim progress report **MUST** be submitted postmarked or emailed no later than December 15, 2018.
- Copies of all materials in printable format must be submitted with the final report to Louisiana Ag in the Classroom.
- The final report must include original receipts and an itemized list of expenditures and in-kind contributions.
- The final report should include the number of students and/or teachers actually reached and the number of parish Farm Bureau members that participated.
- A minimum of five pictures depicting the progress and outcomes of the grant project.
- Photo release forms for all individuals in photos must be included.
- Each Mini-Grant award winning project will be assigned a Louisiana Ag in the Classroom Committee member liaison.
- The liaison will assess the progress of the project.

### **Judging Criteria:**

The program should:

- Demonstrate the ability to increase student understanding of Louisiana agriculture.
- Demonstrate innovative programs.
- Address new issues facing agriculture.
- Increase agricultural awareness.
- Include a statement of need.
- Include Louisiana AITC materials.
- Include a budget.
- Include a timeline.

### **Selection criteria:**

A committee composed of Farm Bureau and AITC leaders with a working knowledge of agriculture and/or education programs will evaluate the applications. All applications must be for agricultural literacy programs and not farm safety issues.

### **Format for Proposals:**

- Proposals must be typed in at least 12-point font.
- Must be limited to the four page application form.

### **Please submit signed applications to:**

Lynda Danos, Louisiana Farm Bureau  
P.O. Box 95004, Baton Rouge, LA 70895-9004

**Deadline: May 1, 2018**



Explain how Louisiana AITC materials will be used:

**Budget** (List items and amounts):

ITEMS	\$ AMOUNTS

**Timeline for Project:**

Why is the grant needed for the project?	
How many people from the parish Farm Bureau will be involved?	Approximate number of students/teachers that will be impacted.
Will there be any matching funds and/or in-kind contributions? Yes                  No  If yes, please explain:	
Is this an existing project? Yes                  No  If yes, identify how the funds will improve or expand the current program.	

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Signature of Parish President

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Signature of AITC Parish Chair

**Please submit signed applications to:**

Lynda Danos  
 Louisiana Farm Bureau  
 P.O. Box 95004  
 Baton Rouge, LA 70895-9004

**Deadline: May 1, 2018**

\* This application may not exceed 4 pages with a 12- point font or larger.