

**Request for Applications
Maine Agriculture in the Classroom
2019 Agriculture Education Grant Program**

The Maine Agriculture in the Classroom Council will award grants in 5 categories, totaling up to \$60,000 in support of Maine agriculture education in grade levels pre-kindergarten through 12 as a direct result of the Maine Agricultural Specialty License Plate. Suitable projects will promote an understanding of the food and fiber system in the state and the nation through the infusion of agricultural concepts into Pre K – 12th grade level curricula.

Grant Category 3

School Garden & Greenhouse Grant – Up to \$2,000

Eligibility

Funding will be available to nonprofit organizations within the state of Maine or serving students within the state of Maine. Matching contributions are encouraged and may consist of; use of facilities, volunteer time, in-kind contributions, community involvement, salaries, etc. Applicants in this category will be eligible for no more than 3 consecutive years. Only 1 grant in this category per physical site will be considered annually.

Application Process

- The deadline for submission for current applications is 4:00 PM on August 9, 2019.
- Four paper copies of the grant application and attachments shall be submitted to Willie Sawyer Grenier at Maine Agriculture in the Classroom, 28 State House Station, Augusta, ME 04333
- The maximum duration of the grants will be one year.
- Final reports are due on August 3, 2020 but can be submitted sooner,
- Funding awarded may not be consistent with the funding request.

Maine Agriculture in the Classroom reserves the right to reproduce projects and materials resulting from this funding. All pictures submitted must be accompanied by a waiver release for their use in MAITC printed materials, online, and other media. The form is posted on the website www.MaineAgintheClassroom.org with grant applications.

Required Application Components

- Completed Cover Page Form – Posted on the website www.MaineAgintheClassroom.org
- Project overview – 1 short paragraph for media use – 50 words or less
- Description of the project, including agricultural education objectives, duration of student involvement and target audience – 3 page maximum
- Outline of collaborative efforts between classrooms, community, local businesses and farmers. Describe how the project will work with local farmers and not be in competition with them.
- Sustainability – Including strategies for summer care, water source, if funding includes stipends, explain future provisions for these positions. 1 page maximum.
- Budget - including explanation (include matching funds if possible)
- Timeline – including duty assignments
- Impact, estimated hours of student involvement, expected outcomes, student and project assessment.
- Checklist for School Gardens, Greenhouses, Orchards and Farms – Posted on the website with the grant applications at www.MaineAgintheClassroom.org

- *Integrated Pest Management Plan* – Posted on the website with the grant applications at www.MaineAgintheClassroom.org
- Concurrence letter from school authority or administrator approving changes to the school ground - Mandatory
- 3 letters of support from community members, school personnel or volunteers committed to the project - Mandatory

Review Process

Proposals will be evaluated by a review committee and scored based on a rubric of 135 total possible points. Scores will be averaged for each application. Winners will be announced in September 2019 and winners will be invited to the MAITC Annual Meeting in October/Early November to receive their checks. Programs unable to attend the event will receive checks by mail in November 2019. \$300 of the award will be reserved and disbursed upon receipt of the final grant report.

The following scoring rubric will be applied:

- 20 points – Practicality and scope of the project
- 20 points – Collaboration between teachers, community, farmers, organizations, etc.
- 20 points – Budget and Schedule
- 20 points – Impact and outcomes
- 20 points – Assessment and sustainability of the program
- 10 points – Integrated Pest Management Plan and Checklist (both Mandatory)
- 25 points – Letters of Support & Concurrence Letter (both Mandatory)

Reporting

A final report is due August 3, 2020 and may be submitted by mail or by email attachment to maitc@maine.gov

NOTE: A one-time, no-cost extension may be requested if needed by email to maitc@maine.gov before this date. Grantees will not be eligible for additional funding until the final reports are completed.

Must Include:

- Written report including outcomes, assessment results, and numbers of students, teachers and volunteers involved directly or impacted indirectly, and the hourly duration of involvement.
- 2 – 6 photographs with releases for printed and online use – Form posted on the website at www.MaineAgintheClassroom.org
- A copy of materials developed (if applicable) and alignment to standards,
- Copies or records of any media coverage.

*Applicants that do not submit a final report for funding will not be eligible for future funding from this program.

Grant winners will all receive posters to be used during events, and bookmarks for students involved in the project. In an attempt to credit the real funders, Maine Ag Specialty License Plate owners, please be sure to use these and distribute them during the funding year as part of your agreement when you accept this grant funding.

For more information contact Willie Sawyer Grenier at maitc@maine.gov or 207.287.5522