



2018 Agriculture in the Classroom Program – Request for Proposals

The Suffolk County Soil and Water Conservation District is requesting proposals for projects to develop, sustain, and expand classroom agricultural education programs in Suffolk County schools. The goal of this grant is to increase awareness of local agricultural production in Suffolk County, and to strengthen the connection students have with healthy, fresh, local foods. This grant provides funding for programs aimed at increasing student awareness of growing food. Projects may include indoor agriculture infrastructure (grow lights/grow table, hydroponics, etc.) or programs in traditional outdoor settings (raised beds, school gardens, etc.).

This is a competitive grant. Awards range from \$500 to \$3,000. Awards will be made to qualifying applicants who provide the information requested below – please limit proposals to three pages or less.

- Provide a plan that demonstrates how the proposed program will provide impactful educational opportunities for the students. Justifications should emphasize the **educational goals** and the impacts of the project and identify the individual who will be responsible for the program's administration. Please make sure that the proposal addresses the following questions:
 1. What type of garden/growing equipment will be installed and for what purpose?
 2. How will students be involved in the project?
 3. How will the project be integrated into the classroom? Which teachers and departments will benefit from the project?
 4. What will you do with the food/plants that you grow?
 5. How will you measure student knowledge gained? Will agricultural education be used to satisfy curriculum requirements? (e.g., Common Core)
 6. How will the project be maintained or utilized throughout the year? How will the project be continued in subsequent years?
 7. Do you currently have a school garden/agricultural education program?
- Provide a projected itemized budget in simple table form (see example below) that lists all project costs including equipment, supplies, etc. This grant will not provide funding for labor. Funds must be expended by Dec. 31, 2018.
 1. Projects that receive matching support (either cash or in-kind contributions) will score higher than proposals without match. Labor may be counted as matching support.
- Demonstrate project support from stakeholders such as teachers, administrators, and parents. Letters of support are strongly encouraged, and will not count toward the three page proposal limit.

Additional Information

- Proposals will only be accepted from schools in Suffolk County.
- Proposals must be received by COB **March 2nd, 2018**. Please submit proposals to Kenneth.johnson@suffolkcountyny.gov. Funding awards will be announced in March, 2018.

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Suggested Proposal Format (Limited to three pages)

Title of Proposal:

Name/address of School:

Project Leader: Name/position/title/contact information

Other Project Cooperators: Name/title/contact information

Project Description: Answer questions 1 through 7 to describe the proposed project and its educational goals.

Project Budget: Please use sample below as a guide. Remember that while labor cannot be funded in this grant, you may include volunteer labor as a match.

Budget Line	Items/Amount	Details/Notes	Line Total
Supplies: (List items individually)	<ul style="list-style-type: none"> • Top soil - \$150 • Compost -\$100 • Plugs - \$250 	Purchased in April	\$500
Equipment: (List items individually)	<ul style="list-style-type: none"> • Shovels - \$100 • Gloves - \$50 • Hose - \$50 	Purchased in April	\$200
Misc: (List items individually)	<ul style="list-style-type: none"> • First Aid Kit - \$30 • Reference Book - \$50 	Purchased in March	\$80
In-Kind Match: (List individually)	<ul style="list-style-type: none"> • Volunteers - \$500 	50 Volunteer Hours @ \$10/Hour	\$500
Cash Match: (List individually)	<ul style="list-style-type: none"> • PTA Contribution - \$500 	Cash donation towards project	\$500
Total Match:			\$1,000
Total Requested:			\$780
Project Total:			\$1,780

Project Timeline: Provide a timeline for the project, including when purchases will be made, when construction/installation begins and is completed, as well as a when you will begin using the project for educational activities.

Letters of Support: Please attach all letters of support to the application. They do not count towards the three page limit.