



2017 Agricultural Education in the Classroom – Request for Proposals

The Suffolk County Soil and Water Conservation District is requesting proposals for projects to develop, sustain, and expand agricultural education programs in Suffolk County schools. The goal of this grant is to increase awareness and understanding of local agricultural production in Suffolk County and to strengthen the connection students have with healthy, fresh, local foods, as well as to provide unique educational opportunities that are not always available in schools. This grant will provide funding for programs aimed at increasing student awareness of growing food. These include, but are not limited to, programs in an indoor setting (grow lights/grow table, hydroponics, etc.) or programs in an outdoor setting (raised beds, school gardens, etc.)

This is a competitive grant with awards ranging from \$500 to \$3,000. Awards will be made to qualifying applicants who:

- Provide a well thought out plan for the proposed project, and can demonstrate that the project will have an impactful educational component. Proposals should be 3 pages or less. Justifications should emphasize the **educational goals** and the **impact** of the project and name the person responsible for the proposed program. Please make sure that the proposal addresses the following areas:
 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 and itemized budget in simple table form (see example below) that lists all project costs for equipment and supplies, etc. Labor costs may **NOT** be included. Funds must be used as proposed by Dec. 31, 2017.
 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 the ability to manage grant funds according to stipulations of the award, including quarterly reports that track progress and budget.
- Demonstrate project support from stakeholders such as teachers, administrators, and parents. Letters of support are strongly encouraged, and will not toward the three page proposal limit.

Additional Information

- Proposals will only be accepted from schools in Suffolk County.
- Proposals must be received by COB **February 28th, 2017**. Please submit proposals to Kenneth.johnson@suffolkcountyny.gov. Notice of award and funding will be given in March.

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Suggested Proposal Format (Limit to three pages)

Title of Proposal:

Name/address of School:

Project Leader: Name/position/title/contact information

Other Project cooperators: Name/position/title

Project Description/Justification:

Answer questions 1 through 7 to describe the project and its educational goals.

Project Budget

Please use sample below as a guide.

Budget Line	Amount	Matching Funds/Contributions
Supplies List items	Supply Total:\$500 Item amounts	
Equipment List items	Equipment Total: \$300 Item amounts	
Miscellaneous List Items	Misc. Total:\$200 Item Amounts	
Total Requested:	\$1,000	

*Please remember that while labor cannot be funded in this grant, you may include volunteer labor as a match.

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.