**2023-2024 Ag. Education Incentive Grant**

**Frequently Asked Questions**

1. **What is the purpose of the Agricultural Education Incentive Funding?** The purpose of the incentive grant program is to support the delivery of high quality, three-component agricultural education at the local level by provide funding to new and growing agricultural education programs in New York State.  The 2023 program will provide local school-based programs with funds to secure necessary resources or services for a high-quality agricultural education program.  These may include, but are not limited to: curriculum development, professional development, program development, resource acquisitions, and program coordination. 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.
2. **What are the eligibility requirements for the Agricultural Education Incentive Grant for Growing Programs?** The eligibility requirements for a growing program are as follows:
   1. 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](https://nces.ed.gov/ccd/schoolsearch/index.asp)).
      1. School districts with truly separate high school or middle school programs may be eligible to receive funding for each program. For the purposes of this grant, separate programs require separate campuses, unique teachers, individual FFA Chapter numbers and separate officer teams and budgets.
   2. Comprehensive Agriculture Education program that consists of classroom instruction, FFA, and Supervised Agriculture Experiences.
   3. Growing Programs must be in financial good standing with New York FFA and Agricultural Education programs. Growing programs must have submitted an FFA membership roster for the 2022-2023 FFA membership year.
3. **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 are defined by the following criteria:
   1. 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](https://nces.ed.gov/ccd/schoolsearch/index.asp)).
      1. School districts with truly separate high school or middle school programs may be eligible to receive funding for each program. For the purposes of this grant, separate programs require separate campuses, unique teachers, individual FFA Chapter numbers and separate officer teams and budgets.
   2. 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

* + 1. A new school (introducing agricultural education since September 2021) that is teaching at least one agricultural education course in their LEA between September 1, 2023 and October 1, 2023.

OR

* + 1. A *school representative* contacts the State Agricultural Education and Outreach office to notify the state staff (Shari Lighthall- [slighthall@cornell.edu](mailto:slighthall@cornell.edu)) of their intent to start an agricultural education program and intend to offer at least one agriculture class in the 2023-2024 school year.
  1. Schools that have an agriculture program that has been established for three years or less are eligible to receive the “New Agricultural Education Program” grant for up to three years.
     1. After a school is no longer eligible for New program funding, chapters may continue to apply for Growing program funding.
  2. Schools that are in good financial standing with New York FFA and Agricultural Education programs.

**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 or conference registrations, 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.

* Union dues or non-agricultural education professional organization fees for teachers.
* Travel costs for non-agricultural education activities or events.
* 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 or regular teacher salary.
* Gift cards or other similar types of cards that can maintain a credit balance which could be spent beyond the grant end date.
* Grant funds are not a replacement for school district support and funds may not be used to supplant existing funding for consumables.

1. **Agricultural Education Incentive Grant Timeline**

* **July 15, 2023:** The 2022-2023 Agriculture Education Incentive Grants will be promoted and available online on the website [www.nysffa.org](http://www.nysffa.org/) .
* **October 1, 2023:** Applications for the Agricultural Education Incentive Grant for **Growing Programs and New Programs** are due electronically by 11:59 PM EST.
* **October 2023:** Application review and evaluation for Growing Programs and New Programs.
* **Late October, 2023:** No later than November 1, applicants will be notified of grant decisions and provided contracts and budget forms to complete.
* **November 15, 2023:** Signed and completed contracts and budgets are due to the State FFA Office via email.
* **January-February 2023:** Funds will be delivered to schools who have agreed to the grant contract.
* **May 15, 2023:** School reporting is due to the Agricultural Education and Outreach program for all grant recipients. Details on reporting will be shared directly with recipients.

### 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 $1000-$1,500 for Growing Programs and $4,000-

$5,000 for New Programs, however we cannot guarantee any award amount until after the application closes.

### 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. Award decisions will be sent out no later than November 1.

### 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 Juleah Tolosky [(juleah@cornell.edu](mailto:(Slp279@cornell.edu%20)) so she can assist you.

### 8. How do I submit a budget with my application if I am unsure what amount my grant will be funded at?

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 a form to return with an estimated budget. This budget will need to be returned with the signed and completed grant contract by November 15.

### 9. 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:

* 1. **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.
  2. **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.

1. **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.