



# MAELC Common Fund Grant Application Guidelines 2016-2017

*Moving Agricultural Education Through the 21<sup>st</sup> Century*

## **Common Fund Grant Program**

The Minnesota Agricultural Education Leadership Council (MAELC) will award Common Fund grant to applications having representing a statewide impact. This common fund is to encourage joint, cooperative, and collaborative initiatives with an emphasis on agricultural education. Only single-year funding requests will be accepted. New and innovative ideas are encouraged to support the statewide revitalization of existing or the creation of new agricultural, food, and natural resource education programs at the primary, secondary, and postsecondary levels. Grants may either be for individual organizations or for collaborative efforts between two or more organizations.

All applications must be submitted online at [www.mn.gov/maelc/grants.html](http://www.mn.gov/maelc/grants.html) before midnight (central) on **April 15 and November 15, 2016**. The proposals will be sent to the MAELC Common Fund committee where recommendations will be made to the full MAELC board for consideration. If your proposal is forwarded by the Common Fund committee, your organization will be asked to make a presentation at the following MAELC board meeting (June and December 2016) to discuss your proposal and answer questions.

*Special consideration will be given to grants that incorporate at least one of the following MAELC Goals:*

### MAELC Goal # 1

Align and enhance agricultural education courses for effective integration of science, math and economics standards and principles.

### MAELC Goal #2

Recruit, retain and transition instructors at the high school, post-secondary, and adult farm management levels.

### MAELC Goal #3

Initiate implementation of new or expanding agricultural education programs.

## **To Apply for Funding**

Complete application online at [www.mn.gov/maelc/grants.html](http://www.mn.gov/maelc/grants.html)

## **General Suggestions When Applying**

MAELC typically does not fund textbooks, student stipends, and extended contracts.

MAELC will not accept applications for greenhouse structures, however, will still consider funding items such as consumables or other materials.

Higher priority will be given to those applications that show community partnerships and other funding sources to assist in the completion of the project.

MAELC prefers not to sustain repeat projects.

A well-written application should be detailed, creative and include a complete justification of budget components.

## **Financial Procedures**

MAELC procedures require establishment of a contract with grant recipients to ensure clarity of expectations with regards to grant parameters. Funds not used in accordance with the grant contract must be returned. Seventy-five percent of grant proceeds will be paid up front. The remaining twenty-five percent will be paid upon grant completion including the submission of a final report and documentation of expenses incurred. A final report and documentation of expenses is required for all grants regardless of grant funds used. If a grant is not closed twelve months from the award date, MAELC and the University of Minnesota reserve the right to retrieve the original seventy-five percent of the grant funding.

## **For More Information**

If you have questions pertaining to your grant application, contact:

Sarah Dornink, MAELC Executive Director

(612) 624-6249 \* [tesm0010@umn.edu](mailto:tesm0010@umn.edu)

*Established in 1997 by the Minnesota Legislature, MAELC is comprised of seventeen educators, legislators, government officials, and agribusiness and community organization representatives. The Council represents all of the major institutions and groups in Minnesota with an interest in agricultural education and serves as a focal point for initiatives to improve agricultural education in the state*



# MAELC Common Fund Grant Application Procedures

## Tips for Online Application Submission

### **Saving Application Progress -**

Each time a page is switched in the application, answers are automatically saved. The application can be retrieved where you left off when clicking the “Apply” link again. **This only works if returning to the application on the same internet browser and computer, and if browser “cookies” have not been cleared** (the form utilizes “cookies” to track progress).

- *Please note – Utilizing a public computer may cause issues with the automatic saving. If you plan to start the application and return to it later, you may want to use a personal computer or device.*

### **Changes to Submitted Applications -**

After the grant application has been submitted, the link will no longer re-open the application. Should you need to change or update the application, a link can be sent in order to re-open your application **provided it is prior to the submission deadline**. To do this, please email Kari Schwab at [opdah012@umn.edu](mailto:opdah012@umn.edu) or call the MAELC office at (612) 624-6256.

### **Final Application Copy -**

A copy of your completed application will be sent to the email listed on the application form.

## Grant Application Questions

Please be prepared to answer the following questions when submitting your application.

### **Proposal Information**

- Title of Project
- 2-3 Sentence Summary of Request

### **Common Fund Project Narrative**

- Describe the purpose and objectives of your project, including how these fulfill one or more of MAELC’s goals found on the guidelines page (p.1).
- Describe the scope and activities of the project. How does the project show innovation and creativity? How does the project utilize agricultural, food, and natural resource education to fit within the state’s educational system and economy?

- Describe the anticipated impact of the project. How many learners will be reached? Will this project reach any learners not traditionally served by agricultural education? How will the project impact agricultural education statewide? How does the project demonstrate responsiveness to the needs of the state's constituents (students, faculty, governing board, potential employers, and community)?
- Who are the partners in this effort? How does each partner contribute to meeting the project's purpose and objectives?
- Describe your criteria for success. What do you want to happen as a result of your activities? Will this project/program be sustainable in the future? How?
- How will you disseminate information about your project and your results? How will others be able to learn from your project?

**Budget**

- Provide a detailed explanation of **each budget component** that is noted on the Budget Summary. How are other resources used to strengthen the proposal? Please include a rationale for each budget amount listed. Does the budget address sustainability beyond the grant period?

**Budget Summary**

Expense Categories	Amount requested from MAELC	Your Organization/ School's Contribution (In-kind)	Other (Identify Source)	Total Budget
Administrative*				
Teaching/Instruction (specify number and type of position)				
Support Staff				
Fringe Benefits				
Consultant Services				
Professional Travel (In-state)				
Professional Travel (Out-state)				
Student/In-Service Participant Transportation				
Student/In-Service Participant Food/Lodging				
Supplies, Materials, and Postage				
Textbooks and Workbooks				
Instructional Technology: Equipment				
Instructional Technology: Software/Materials				
Other (please specify)				
<b>Project Total</b>	\$	\$	\$	\$

\* MAELC funding restricts administrative costs, including indirect costs but excluding support staff hired directly for the proposed program, to 5%. Indirect costs are those incurred for a common or joint purpose benefiting more than one project. The proportional costs of office space, heat, light, etc., are considered to be indirect costs.