MAELC Strategic Initiatives Grant Application Guidelines 2024-2025

Promoting and Expanding Agricultural Education

Strategic Initiatives Grants

The Minnesota Agricultural Education Leadership Council (MAELC) will award grants to support programming for agriculture, food and natural resources (AFNR) education at the primary, secondary, and postsecondary levels. Groups may apply for grants through a sponsoring organization. All applications must be submitted online at www.mn.gov/maelc/grants.html before midnight (central) on **November 15, 2024 and April 15, 2025**.

These strategic grants are focused to assist in the following areas:

Access
- Implementation of new or expansion of current AFNR education programs that attract new and underserved/underrepresented groups
- Development of experiences that grow knowledge and understanding of AFNR systems
- Offering career exploration programs that recruit and retain students for the future workforce in agricultural education and agriculture careers

Program Improvement
- Creation and/or alignment of AFNR courses for effective integration of science, math and economics standards and principles
- Securing equipment and technology needs that enhance student experience and instruction
- Development and/or improvement of AFNR curriculum and course delivery methods

Teacher Professional Development
- Supporting career lifecycles of agricultural educators (e.g., pre-service, early, mid or late career), which can include professional development opportunities
- Creation of programs that recruit, retain and transition instructors at the secondary, postsecondary and adult farm business management levels

Grant Selection Procedure

Complete application online at www.mn.gov/maelc/grants.html.

First round grant recipients will be notified of awards in December 2024, with funds available starting January 1, 2025. Second round grant recipients will be notified of awards in May 2025, with funds available starting July 1, 2025. The deadline for awarded grants to be completed will be twelve months from the award date.

General Suggestions When Applying

- Over the last five years, the average grant award is approximately $6,900.

- 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 funds 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 the amount 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

MAELC is a 16-member legislative council that provides leadership to promote and expand agricultural education in Minnesota. The state legislature, agricultural educators, and agriculture industry leaders are all represented on the council.

MAELC Strategic Initiatives 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).

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 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

Strategic Initiatives Project Narrative
- Describe the purpose, three main objectives and activities of your project including how these fulfill the MAELC strategic initiatives found on the guidelines page (pg.1). Please identify what population(s) will be served.

- 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?

- 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 (below). How are other resources used to strengthen the proposal? Please include a rationale for each budget amount listed. *Note – please keep in mind the average grant award over the past five years is approximately $6,900.*

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)				
Project Total	$	$	$	$

* 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.