

## Oklahoma Ag in the Classroom/Oklahoma Pork Council Grant

Oklahoma Ag in the Classroom is pleased to request grant proposals from educators to expand agricultural literacy in Oklahoma schools. Funding for these grants has been made available through the Oklahoma Pork Council. Grants will be awarded in amounts from \$100 to \$300 each. Proposals are funded based upon project merit and the availability of funds. Funding is awarded in the spring and fall. The application deadlines are September 15 and January 30.

Project objectives must promote students' understanding of the food and fiber system and support the use of the Oklahoma Ag in the Classroom program in the overall classroom curriculum. Because the primary purpose for this grant is to encourage use of the Oklahoma Ag in the Classroom program, grant proposals must include a list of Oklahoma Ag in the Classroom lessons that will be used.

### WHO MAY APPLY FOR THESE GRANTS?

Grants are available to preK-8 educators in Oklahoma working in public or private schools and to educators who work with students, grades K-8, in nonformal educational settings, e.g., after school programs, alternative education programs, 4-H clubs, etc.

### HOW OFTEN MAY I APPLY FOR GRANTS?

All applications are considered based on content and merit. There is no limit to the number of grants for which one teacher may apply; however, priority will be given to qualified proposals from applicants who have not previously received project funding. Teachers within the same school are encouraged to work together on grant projects in order to get maximum benefit from the funding. Applicants who fail to submit reports and who fail to spend funds according to the original grant proposal will be disqualified from future funding. Funding is awarded in the spring and fall. The application deadlines are September 15 and January 30.

### WHAT ARE SOME ACCEPTABLE USES FOR GRANT FUNDS?

Note: All activities must be linked to specific Oklahoma Ag in the Classroom lessons.

- Teaching supplies for use in teaching Oklahoma Ag in the Classroom lessons.  
**Oklahoma Ag in the Classroom and the Oklahoma Pork Council support the promotion of healthy food choices for students. When requesting food items, please consider the health benefits of the foods you are offering your students.**
- Children's books about agriculture. (Include book titles and explain how the books will support teaching specific Oklahoma Ag in the Classroom lessons.)

### WHAT KINDS OF PROPOSALS ARE MOST LIKELY TO BE FUNDED?

- Projects whose aim is to incorporate Oklahoma Ag in the Classroom into the curriculum on a regular basis throughout the school term, e.g., purchasing materials to conduct OAITC lessons.
- Proposals from applicants who have attended an Oklahoma Ag in the Classroom training.
- Projects that are innovative and interdisciplinary, with a strong emphasis on hands-on and visual learning.
- Projects that involve collaborations among teachers within the same school.
- Projects that include a partnership within the agricultural community beyond the school classroom. Partners might include the local Oklahoma Cooperative Extension Service educator, an agricultural agency such as Oklahoma Farm Bureau, Oklahoma Farmer's Union, Oklahoma CattleWomen or other related group. For information about potential local partnerships, contact your local Oklahoma Cooperative Extension Service office, listed under county government in the telephone directory.

Note: All applications will be considered based on content and merit. Applications will be ranked for each semester's funding according to compliance with the above criteria, with priority given to applicants who have not received funding previously.

#### HOW DO I APPLY?

Complete the application on the following pages, and submit it to the Oklahoma 4-H office at OSU in Stillwater. It is important that you use the most current application available on the website because the form changes from time to time. **THE APPLICATION FORM MUST BE COMPLETED AS IT APPEARS IN ITS MOST CURRENT FORM ON THE WEBSITE. CHANGING THE FORM, PARTICULARLY THE BUDGET SECTION, MAY CAUSE YOUR PROPOSAL TO BE DISQUALIFIED.** A sample proposal is available on the website

You may send the application electronically or put it in an envelope and mail it. The address is at the bottom of the cover sheet.

#### HOW DO YOU DECIDE WHO GETS A GRANT?

The review team includes representatives from the funding agency and other commodity groups, the OAITC staff, and the educational community. Most proposals are funded, as long they fit the criteria outlined here and as long as funding is available. We want to fund your projects, so if we see problems, we may contact you and ask you to revise. Funding cycles correspond with school semesters. The application deadline for the fall semester is September 15. Deadline for the spring semester is January 30. Checks for the fall semester will be delivered between October 15 and November 15. Checks for the spring semester will be delivered between February 15 and March 15.

#### HOW WILL I KNOW IF MY PROPOSAL HAS BEEN ACCEPTED?

Applicants who apply by the September 15 deadline will be notified of the review team's decision by October 15. Applicants who apply by the January 30 deadline will be notified

of the review team's decision by February 15. If there are problems, you will have the opportunity to revise and resubmit your proposal. Grant checks will be delivered by a representative of the Oklahoma Pork Council between October 15 and November 15 and between February 15 and March 15.

#### WHAT ARE MY RESPONSIBILITIES?

The project must be concluded and a report submitted within nine months of the date of the notification letter. At that time, the grant contact must submit a written report showing how the funds were used, the number of persons involved, and the impacts and outcomes of the project. A report form is available from the OAITC website. [www.agclassroom.org/ok](http://www.agclassroom.org/ok)

Failure to submit a report within the required time period and failure to spend funding as outlined in the original proposal will disqualify the applicant from any further grant funding from this program. Please contact us if conditions arise that cause delays in reporting or prevent spending funds as originally intended.

#### PHOTO REQUIREMENTS

Three or more photographs showing youth involvement should be submitted with the report along with a photo release form for each minor shown in the photos. A photo release form is included with the report form. Photos become the property of Oklahoma Ag in the Classroom and may be used for reporting to the Oklahoma Pork Council and for promotional purposes, principally on the OAITC website. Photos posted on the website will be posted without identifying minors or specific locations.

Because photos will be used for promotional purposes on the OAITC website, **DIGITAL PHOTOS MUST BE SENT ON CDs** and not as prints. Digital photos printed to regular paper do not scan well and are not acceptable for use on the website. Photos processed through traditional processing methods are acceptable, as they can be scanned. The cost of photo processing for reporting purposes can be included in the total project budget. **PHOTOS MUST INCLUDE STUDENTS ACTIVELY PARTICIPATING IN PROJECT ACTIVITIES RELATED SPECIFICALLY TO OKLAHOMA AG IN THE CLASSROOM LESSONS.**

Oklahoma Ag in the Classroom and its partnering agencies, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational service.

## Grant Application Form

If you are applying electronically, please print off this page, acquire the necessary signatures and put this page only in the mail. We will go ahead and begin reviewing the electronic application. However, the application will not be considered complete until we receive this signed page in the mail.

Name of contact person for the project: \_\_\_\_\_ Date of application \_\_\_\_\_

Address: (home) \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Name(s) of collaborator(s) within your school, if any \_\_\_\_\_

Have you ever attended an Oklahoma Ag in the Classroom Training? \_\_\_\_\_

If so, where? Please check all that apply. I have attended:

Onsite OAITC training at my school.  A workshop in a location other than my school.

A summer tour.  An institute at OSU.

Amt. Requested: \_\_\_\_\_

If funding is awarded, name of agency or account grant check is to be made payable

to: \_\_\_\_\_

Brief summary of your request:

### Statistical Information:

Number of targeted participants expected to be involved: \_\_\_\_\_

Ages of participants expected to involved: \_\_\_\_\_

Race/Ethnic background of participants (Optional)

African-American  Asian-American  Caucasian-American  
 Hispanic-American  Native-American

I understand that a final report is required, to be submitted to Oklahoma Ag in the Classroom six months following the date the check is provided. Grant proposals must include this page and be signed by a local administrator to be considered.

Signature of contact \_\_\_\_\_ Date: \_\_\_\_\_

Signature of administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Attach the application as an email to pat.thompson@okstate.edu or mail to:

### **Project Proposal**

Please answer the following questions. Please limit your responses to no more than two total pages.

What do you hope to do with these funds? (brief summary of the project).

What are the goals of this project?

Why is this project important to your students?

How do you plan to measure the success of the project?

How will this project help incorporate the use of Oklahoma Ag in the Classroom in your total curriculum? List specific Oklahoma Ag in the Classroom lessons and activities from the Oklahoma Ag in the Classroom website, [www.agclassroom.org/ok](http://www.agclassroom.org/ok). Because the lessons are all P.A.S.S.-aligned, you must include at least one lesson (“Lessons” link). In addition, you may request materials for conducting activities from the “Food and Fun” link.

If you plan to involve outside partners as resources, please describe how that will be done.

How will you recognize the granting agency (Oklahoma Pork Council and Oklahoma Ag in the Classroom)?

Do you expect to receive any other funding, donated items, or in-kind resources? Your project will not be reduced by this amount nor is match required for funding.

### Project Budget

Include expenses for this project, (No more than \$300 per proposal.) and show how the expenses will support use of specific Oklahoma Ag in the Classroom lessons and activities. No more than \$300 per proposal. Please request only what you will need so we can fund as many projects as possible.)

OAITC Lessons (must include at least one lesson) and Activities	Materials Needed (including books)	Estimated Cost

Total expenses from table above:

Additional expenses (Please explain how these expenses support teaching of the lessons.)

Total expenses: