

**AGRICULTURE IN THE CLASSROOM
GRANT APPLICATION**
NORTH DAKOTA DEPARTMENT OF AGRICULTURE

A. Applicant

Applicant Business Name			Phone Number	
Contact Name			Title/Position	
Address	City	County	State	ZIP
Email				

B. Proposal Description

Project Title	
Amount Requested	Match Amount

1. Provide a brief description of your project. This should include the need for the project, goals and outcomes, and your plan for evaluating and measuring the success of the project or program.

2. What is the specific issue, problem or need that the project will address?

3. Why is the project important and timely?

4. What are the objectives of the project?

5. Is this a continuation of a project funded previously? If so, describe how the project differs from and builds on the previous project's efforts.

6. Who are the beneficiaries of the project? How many beneficiaries will the project benefit?

C. Measurable Outcomes

1. Provide a goal - A goal is what you hope to achieve as a result of conducting the activities and producing the outputs (tangible results that can be seen, touched, handled, or moved about) of the project. Examples of outcome-oriented goals could include a change in knowledge, change in behavior, and change in conditions that make a difference for the beneficiaries of the project.

2. Provide your Performance Monitoring Plan. This is a description of how you will monitor your progress toward achieving your goal.

3. What are your data sources for monitoring performance? For example, will you conduct surveys or use questionnaires?

4. Describe how you will share the results of the project?

D. Work Plan

Project Activity – Describe the project activities that are necessary to accomplish the objectives.	Who will do the work?	When will the activity be accomplished? (Month and Year)

E. Project Budget

Expenditure	Project Request	Internal	State Funds	Federal Funds	Other Matching (In-Kind & 3rd Party)	Total
Salaries/Fringe Benefits						
Travel						
Equipment						
Supplies						
Marketing and Advertising						
Contractual						
Other						
Total Requested						

Project Budget Detail

Salaries/Fringe Benefits
Equipment
Supplies
Travel
Marketing and Advertising
Consultant Fees
Other Direct Costs
Indirect Costs

Press Release Information Sheet

The information on this sheet may be used for public releases in announcements, press releases and other public information.

Applicant Information

Contact Person		Telephone Number	
Address	City	State	ZIP Code

Project Information

Title of Project	
Project Start-up Date	Project Completion Date
Brief summary of the project, product or process and proposed commercialization efforts: (please limit to space provided)	
Total Funds Requested from Ag in the Classroom	
Total Project Budget	
What will the grant funds be used for? (Please limit response to space provided)	
Name	Title
Signature	Date

G. References

1. Please list the name and phone numbers of two references who are familiar with the applicant's work relevant to the application.			
Name		Telephone Number	
Address	City	State	ZIP Code
Name		Telephone Number	
Address	City	State	ZIP Code

H. Conclusion

<p>A complete application must contain all information requested and have original signatures of the applicant. The completed application must be submitted on or before the deadline date at:</p> <p>North Dakota Department of Agriculture Agriculture in the Classroom 600 E Boulevard Ave., Dept. 602 Bismarck, ND 58505-0020</p> <p><i>*Electronic submissions are acceptable but must be signed</i></p> <p>By affixing your signature(s) to this application, the applicant(s) certifies to have read and understood all conditions set forth therein and that all information contained in this application package is true to the best of the applicant's knowledge, information and belief.</p> <p>The North Dakota Department of Agriculture reserves the right to modify or terminate any subsequent agreements with applicant if, at a future date, the North Dakota Department of Agriculture becomes aware of material misrepresentation(s) contained in this application.</p>

Applicant Signature	Date
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Applicant Signature	Date
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