



**New Hampshire Farm & Rural Education
Foundation Grant Program
2012**

Dear Agricultural Group/Organization:

The New Hampshire Farm & Rural Education Foundation is pleased to offer a Grant Program which has been established to provide monies for funding projects innovative in concept which work towards advancing the interests of agriculture and rural community life in New Hampshire through scientific and educational pursuits. The grants are intended to match organizational funds for the implementation of a particular project. Preference may be given to new efforts to improve markets. Applicants may request up to \$2,500. The project should be completed within twelve (12) months of approval of the application. Funds are limited.

**Applications MUST be received at the
Farm & Rural Education Foundation office, no later than:
3:00 PM DST, March 1, 2012**

Applications received after 3:00 PM on March 1, 2012, will be ineligible. Applications will be reviewed promptly and awards will be announced during Ag Week –March 11-17. Decisions of the committee are final. Program criteria, application coversheet and budget template are enclosed. Applications are also available online at <http://www.nhfarmbureau.org/foundationtemp/efindex.html>
Please call 603-224-1934 with questions.

Sincerely,

Wayne A. Mann
Foundation President



New Hampshire Farm & Rural Education Foundation Grant Program

Participation Criteria

Purpose: The New Hampshire Farm & Rural Education Foundation Grant Program seeks to fund innovative projects which advance the interests of agriculture and rural community life in New Hampshire through scientific and educational pursuits.

Funds: Applicants may request a grant of up to \$2,500 in a calendar year. No grant may exceed 50% of the cost of the project. Grants are intended to match organizational funds. **The availability of all matching funds shall be documented by the applicant at the time of application. No grant funding will be disbursed until commitment of any required match funding is provided.** Projects must be completed within a (12) month period following the approval of the application. Site visits may be required prior to awarding the grant and during the project period. Extended projects may result in disbursement of funds at the discretion of the Foundation. Exceptions may be allowed upon written explanation of the delay. Funds will be distributed to approved applicants based on availability in a given fiscal year.

Eligibility: Applications will be accepted from individuals, groups and organizations engaged in education, production, marketing or promotion of New Hampshire agricultural interests and/or improvement of rural community life. The group/organization should have an Employer Identification Number (EIN) to be eligible. Applicants who previously received grants are eligible to apply again. Only one project may be submitted per group/organization in a given calendar year. Preference may be given to new efforts for the applicant to improve new and existing projects. Projects may include production, promotion and education efforts which make the positive advancement of the interests of agriculture and rural community life in new Hampshire.

Ineligible: No NHF&REF grant funds shall be used for administrative costs, salaries, or overhead. If completion of a previous grant project has been delayed, the group/organization is not eligible for new funding until the prior project is finished and substantiating reports submitted.

Budgeting: Budgets submitted in support of an application must include:

1. A projected revenue and expenditure statement for the full project, including all revenue sources and all expenditures anticipated, with a level of detail appropriate to the project specifics. (A sample template is included as an attachment)
2. A list of the expenditures which the NHF&REF grant funds will support.

Project Reporting:

1. Applicants shall maintain a complete and accurate record of receipts and expenditures associated with the funded project. The applicant will also submit, upon completion of the project, or at more frequent intervals required at the discretion of the Foundation the following: A financial statement summarizing actual receipts and expenditures, including a comparison to original budget.
2. A narrative report on the project and its results in terms of stated objectives.
3. Copies of materials produced.

Grant Acknowledgement: The following statement must be contained or displayed permanently on all projects, brochures, fliers and other written material.

**“Paid for in part by funds provided by the
New Hampshire Farm & Rural Education Foundation.”**

Grant Review Criteria: Applications will be reviewed based on the following criteria:

1. Need for project is adequately described.
2. Does not duplicate existing programs.
3. Target participants and audiences are clearly identified.
4. Goals are clearly stated.
5. Budget clearly outlined.
6. Project is innovative and designed to increase public’s appreciation and awareness of New Hampshire agriculture.
7. The project will have a broad impact in New Hampshire through carrying out the Foundation’s mission of advancing the interests of agriculture and rural community life.
8. Preference may be given to new efforts to improve markets.
9. The Foundation encourages projects which include community volunteer involvement while achieving their goals.
10. Requests for projects whose funding needs include significant salaries, professional fees and administrative expenses are less likely to be approved.

**The New Hampshire Farm & Rural Education Foundation reserves the right to reject any application.
Decisions by the NHF&REF Grant Committee are final.**

**New Hampshire Farm & Rural Education Foundation
295 Sheep Davis Road
Concord, NH 03301
(603) 224-1934**



NHF&REF Grant# _____

New Hampshire Farm & Rural Education Foundation Grant Application Cover Sheet

Please type or print clearly.

1. Date of application: _____
2. Applicant (organization): _____
3. Date Formed: _____
4. Organization's mission statement: _____
5. EIN (if available): _____
6. Contact person & Title: _____
7. Address: _____

8. Primary Phone#: _____
9. Alternate Phone#: _____
10. E-mail: _____
11. Fax: _____
12. Project title: _____
13. Project dates (start & finish): _____
14. Attach project narrative describing project and its objective(s)/goals, and how you will measure performance?
The narrative should clearly address all items noted in the "grant review criteria" section.
15. Attach total project budget using budget template.

Request from NHF&REF (a): \$ _____

Total Match (b): \$ _____ Confirmation letter(s) attached: Yes No

Project Total (d): \$ _____

*Submit completed applications to:
NH Farm & Rural Education Foundation, Grants, 295 Sheep Davis Road, Concord, NH 03301*

Disposition (NHF&REF use only):

Received: Reviewed: Fund: Amt. Letter:

New Hampshire Farm & Rural Education Foundation

NHF&REF #

Project Title:

Organization:

CATEGORY (Change categories as needed and add rows as necessary to provide itemized sub-category details.)	NHF&REF Request	Matching Funds	Other	Total Project Budget
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1. Personnel (list each person separately)

2. Travel

3. Supplies/materials

4. Printing/photocopying

5. Promotion/publicity

6. Other:

TOTALS (carry totals to coversheet as indicated)

*total of column (b) must equal or exceed total of column (a) **(a)** **(b)** **(c)** **(d) = a+b+c**

Indicate Sources of Matching Funds:

SAMPLE Budget: *New Hampshire Farm & Rural Education Foundation* NHF&REF #

Project Title: *Rural to School Initiative*

Organization: *NH Farmers' ED Network*

CATEGORY (Change categories as needed and add rows as necessary to provide itemized sub-category details.)				
	NHF&REF Request	Matching Funds	Other	Total Project Budget
1. Personnel (list each person separately)				
Farmer Stan (5 hr x \$20 x 3 class presentations)	0	300.00	0	300.00
Hope School Teachers (class prep)	0	300.00	0	300.00
Hope School PTA (classroom volunteers)	0	0	150.00	150.00
2. Travel				
3. Supplies/materials				
Book (15 students x 3 classes x \$10/each)	270.00	180.00	0	450.00
Seeds, Containers, Nutrients (\$25/class)	75.00	0	0	75.00
4. Printing/photocopying				
5. Promotion/publicity				
6. Other:				
LCD projector rental (\$75/day)	0.	0	75.00	75.00
TOTALS (carry totals to coversheet as indicated)	300.00	825.00	225.00	1350.00
*total of column (b) must equal or exceed total of column (a)	(a)	<i>(b)</i>	<i>(c)</i>	<i>(d) = a+b+c</i>

Indicate Sources of Matching Funds:

PTA committed funds of \$300 to pay for Farmer Stan (see letter enclosed)

Hope School providing in-kind for teachers' salary

Houghton Mifflin (publisher) offering 40% discount on book purchase for ed. Purpose (see invoice enclosed)