



Ohio Farm Bureau Foundation

280 North High Street, P.O. Box 182383, Columbus, OH 43218-2383
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Agriculture Action & Awareness Grants - 2012

Summary: The Ohio Farm Bureau Foundation (Foundation), a 501 (c) (3) not-for-profit, public, charitable organization registered in the State of Ohio announces the availability of grant funds for fiscal year (FY) 2010.

The Foundation hereby requests program proposals from community service groups in rural, suburban and/or urban settings, independent producers and/or agricultural producer groups. The group does not have to have non-profit status from the IRS, but it should be sponsored/supported by and/or work in conjunction with such a non-profit entity. The applicant should be interested in a competitively awarded grant to initiate, continue and/or complete a program highlighting agriculture and its impact on the community in one of the following focus areas:

- Economics, community development and/or agribusiness development.
- Education, public awareness and/or community outreach.
- Environmental issues involving agriculture and its impact on the respective community.

Grant awards range from a minimum of \$1000 to a maximum of \$3000. Matching funds and/or resources are required.

Dates: You may submit program proposals, along with the required Application Cover Sheet, Resources Inventory and Certification Statement via hard copy or electronically by 4 p.m. eastern time on Tuesday, November 15, 2011.

Additional Information, Application Materials and Guidelines: You may obtain additional information, application materials and proposal guidelines by visiting our Internet website at www.ofbfoundation.org, via U.S. Mail at the Ohio Farm Bureau Foundation at 280 North High Street, P.O. Box 182383, Columbus, OH 43218-2383, Phone - 614.246.8904, Fax - 614.249.2200 or E-Mail - Foundation@ofbf.org.

Proposal Guidelines and Suggestions - Ohio Farm Bureau Foundation Grant Applications – 2012

The following procedures will be adhered to by all applicants; in all circumstances unless a request for special consideration is made by the applicant to the Ohio Farm Bureau Foundation (Foundation) Board of Directors or its agent(s) who will render a decision accordingly.

The Foundation procedure includes the following key areas:

Applying for a Grant Award: Well in advance of applying for an OFB Foundation grant or award, the applicant should be discussing their project and its best choices for grants or awards with all involved with the project. The following applies:

- *Notify the Ohio Farm Bureau Foundation of your intent* - Submit a Letter of Intent or personally contact Foundation staff to discuss your project at least two months in advance of the grant application due date or deadline.
- *Ensure you have the latest grant/award guidelines and application forms* - If you have any questions or need assistance in finding information about the grant or the process, or if you have interest in other possible grants which you would like to locate, please call the Ohio Farm Bureau Foundation and arrange to talk with its Director.
- *Please note deadlines for all grants and award procedures* - Deadlines will be strictly followed. There will not be any guarantee that grants or awards coming in after the deadlines will be reviewed. If special circumstances exist, notification in writing must be made to the OFB Foundation requesting special extension. Justification for the special extension request must be provided for consideration.

Preparing Your Grant Proposal and Required Forms: Please note that timelines for grant/award application preparation, review, and signatures, must be observed. If you have questions about the process, contact the OFB Foundation. The steps are as follows:

- *Discuss your grant proposal* with colleagues, participants, your team, or others in your community.
- *Prepare your written materials.* Proposals must be written in 10 point, Times New Roman text on white, 8.5" X 11" (letter) formatted paper, with one-inch margins around all sides. Proposals with attachments should be stapled in the upper left

Need Some Help?

Many community leaders can find any grant application process incredibly cumbersome, complex and confusing. The Ohio Farm Bureau Foundation's (Foundation) Community Grantsmanship Program focuses on helping individuals and leaders of smaller community groups gain insight and experience participating in the process.

The Foundation has designed its application process and materials based on analysis of procedures and forms used by many larger foundations, as well as the state and federal government. In short, much of the information and materials you will generate by applying for our Agriculture Action and Awareness Grants can be used again for efforts involving other private and public funding sources.

Need some help? We offer grantsmanship clinics and education programs. Please feel free to contact us at www.ofbfoundation.org.

corner. No special covers and/or artwork are permitted. The following outline is recommended:

- Title Page: A brief, yet descriptive title for your project, the proposal's main editor/author and contact information and the submission date.
- Table of Contents: A one-page listing all proposal sections indexed by page number.
- Summary: A one-page summary containing all of the following information:
 - Grant Focus: Explain which focus area (agricultural education, environmental and/or economic development) will be addressed in the proposal.
 - Amount Requested: An amount ranging from \$1000 to \$3000.
 - Project Title as written on the Title Page.
 - Project Description: A one-paragraph description of your project.
 - Project Goals/Objectives.
 - Tasks/Work Activities to be performed in the project.
 - Name of the Entity conducting the program.
 - Timeframe for Completion: Time in months, not more than one year.
- Applicant Description: One page describing the applicant, containing information concerning their community, the entity's history, leadership/membership and community service involvement.
- Narrative: A maximum of five pages detailing your project, containing the following information for consideration:
 - Nature of the Project/Amount Requested: Describe the agricultural education, economic and/or community development issue and/or need your project will address in your local community, as well as the amount requested.
 - Goals/Objectives of the Project: Provide greater detail of goals/objectives as stated in the Summary.
 - Tasks/Work Activities to be Performed: Provide greater detail of tasks/work activities as stated in the Summary.
 - Project Outcomes: Identify the factors that will be used to identify that your project is effective and/or successful. Describe how you will monitor program activity and take appropriate action to ensure success.

- Project Leadership: Description of those doing the work entailed in the proposal.
- Commitments and Support: Identify other locally based organizations and/or entities providing support for your project. Please note - Letters of support are *not* required to be attached to this application, but must be submitted directly to the Foundation upon request for final evaluations prior to grant awards.
- Work Plan/Budget: A maximum two-page work plan/budget using the following format (Please note – While other written materials must adhere to the 10 point type size requirements, use of smaller point type in the budget table is permitted):

Project Objective/Task	Start Date	End Date	Budget				
			Other Cash Resources	Our Cash Resources	Our In-Kind Resources	OFB Foundation Request	Total
Task 1							
Task 2							
Task 3							
Total Project Cost							

Describe the following entries:

- Other Cash Resources: Identify and list other funding coming from both public and private sources.
 - Our Cash Resources: Identify the cash your entity/organization has on hand to commit for the completion of this project.
 - Our In-Kind Resources: Describe the value of work and services being completed by volunteers for the completion of this project.
 - OFB Foundation Request: Amount of the grant request being allocated to this part of the project. Please note – The Total Project Cost in this column of the budget must match the amount requested as stated in the Summary and Narrative.
- *Prepare your proposal and application* according to the grant/award guidelines as detailed above. Ensure that your complete proposal with all attachments as found in this form – Applicant Identification, Resources Inventory and Certification Statement - are included in your application.

- *Have your proposal peer-reviewed* by internal and external sources and team members, for clarity, accuracy, methodology/design factors, uniqueness, etc.
- *Budget preparation* – Be thorough and accurate in all budget and financial projections. The use of the template detailed above or an electronic spreadsheet is recommended.
- *The following must be in place* for the grant/award application to be reviewed:
 - Entire grant application is completed with attachments.
 - Budget is completed with justification clearly outlined.
 - Relevant signature pages are signed and attached.
 - *The OFB Foundation prefers* applicants submit grant proposal before the exact deadline.
 - *Any revisions must be completed* and all attachments must accompany application before it will receive final review.

Sending Final Materials to the Ohio Farm Bureau Foundation: Two hard copies or one electronic copy of all final materials may be submitted using the following contact information

- Hard Copy: The Ohio Farm Bureau Foundation, P.O. Box 182383, Columbus, OH 43218-2383, Attn: Agriculture Action and Awareness Grants
- Electronic Copy: foundation@ofbf.org, Attn: Agriculture Action and Awareness Grants

Final materials should be submitted in the following order:

- Agriculture Action & Awareness Grant Application – 2011 form supplied by the Foundation, with all requested information listed.
- Resources Inventory form supplied by the Foundation.
- Applicant Certification Statement supplied by the Foundation and signed by applicant.
- Applicant's Grant Proposal, including title page, table of contents, summary, applicant description narrative and budget.
- Supplemental materials (if any) relating to the applicant's grant proposal.

Communicating Outcome of Grant/Award Application: Notification from the grant/award agent(s) including the review committee scores, comments, and outcome of the grant/award will be made once all grant applications are assessed for the period.

Processing Successfully Funded Grants/Awards: Once grants/awards are determined and official word has been received by all relevant applicants the dispersion of grant proceeds may begin. The Foundation reserves the right to determine the flow of funds on each project accordingly.



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Applicant's Name: _____

Project Title: _____

Applicant's Mailing Address: _____

Applicant's *FID or *SSN: _____

Name and Phone Number of Contact: _____

Location of Project (Full Address): _____

Resources Inventory

	Dollar Amount	Source of Funding	Percent of Total Project Cost
Amount Requested from OFB Foundation			
Federal Funds Committed to Project			
State Funds Committed to Project			
Other Private Grant Funding Committed to Project			
Local Funds Committed to Project			
Value of In-Kind Resources Committed to Project			
Total Project Cost			100%

Any use of Foundation funds for any illegal expense or improper purpose will be prosecuted to the fullest extent of the law and may subject the recipient to civil and/or criminal prosecution.

Applicant Certification Statement

I understand that by signing this application I certify that all statements and representations are true and correct. I understand that I may be held civilly and/or criminally liable under federal or state law for knowingly making false or fraudulent statements. I grant the Ohio Farm Bureau Foundation or its agent, authority to verify records, public, and private, for the purpose of evaluating this request for financial assistance, and to physically inspect any funded project. Information provided to and obtained by the Foundation may be subject to public disclosure during deliberations of the Foundation at public meetings, in minutes of public meetings or under the Ohio Public Records Act.

Signature: _____ Date: _____

Print Name: _____

*A social security number or federal employer identification number is required because an IRS Form 1099 will be issued to each grant recipient.