



# MICHIGAN SUGAR COMPANY FFA MINI-GRANT APPLICATION

*Michigan Sugar Company (MSC) seeks to provide funding to FFA chapters in the MSC growing region to promote the advancement of agricultural education.*

## INSTRUCTIONS

Michigan Sugar Company will award up to \$5,000 in mini-grant dollars each academic year. A subset of Michigan Sugar Company employees will review these applications to determine who will receive grants and their dollar amounts.

## **READ ALL OF THE INSTRUCTIONS BELOW AND THE REQUIREMENTS BEFORE COMPLETING YOUR APPLICATION.**

- Applications must be submitted to Tyler Kring, Community Relations Manager, via email ([tyler.kring@michigansugar.com](mailto:tyler.kring@michigansugar.com)) on or before Dec. 31, 2024. Applications received after this date will not be considered.
  - All applicants will receive notification of their award status by Jan. 31, 2025.
  - Applications from any FFA chapter or school district looking to establish an FFA chapter within the Michigan Sugar Company growing region with a demonstrated commitment to advancing agricultural education will be accepted.
  - Grants ranging from \$500 to \$3,000 will be awarded to eligible institutions and organizations. The funds awarded may be used within three years from receipt.
  - Grant funds may be used to establish new chapters, facility construction or improvement, field trips, produce and print educational materials, plant material, technology (software or hardware), curriculum development, professional development, and educational materials/equipment for laboratories, greenhouses, and animal facilities.
  - Proposals will be scored based on:
    - Compatibility with Michigan Sugar Company's mission, purpose, and values statements.
    - Innovativeness and creativity.
    - Organizational and written clarity.
    - Short- and long-term program impact.
    - Plan of program.
  - Proposals that include provisions for matching funds, either actual or in-kind, will receive special consideration. Applicants should seek additional funding sources, such as local businesses, professional associations, community organizations, and other foundations.
  - Applicants must submit a W9 for the entity receiving the grant dollars. Whatever organization is listed on the W9 provided as part of this application will be written on the check's payee line.
  - Applicants must not modify this application in any way, or they will be subject to disqualification.
  - Michigan Sugar Company reserves the right to request further information from grant applicants.
  - Recipients of a mini-grant will be contacted in late summer/early fall of the following academic year to submit a report containing the following information:
    - Purpose and name of the project.
    - Current state of the project.
    - Challenges.
    - Lessons learned.
    - 3-5 photos of the project.
    - Quotes from project stakeholders we can use in promotional materials.
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# MICHIGAN SUGAR MINI-GRANT COVER PAGE

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Project Title:

School/Organization Name:

Project Start Date:

Project End Date:

Funds Requested:

Total Funds Needed:

(Maximum of \$3,000)

Number of Students Served by Project:

Project Director/Lead Name:

Email:

Project Director/Lead Title:

Phone:

Principal/Organization Head Name and Title:

Email:

Phone:

Address:

City:

Zip:

Briefly describe the project, answering who, what, when, where, why, and how.

Did you email a completed W-9 to [tyler.kring@michigansugar.com](mailto:tyler.kring@michigansugar.com)?

Yes

No

**MUST BE YES TO QUALIFY**

*I have reviewed this application and found that all information herein is accurate.*

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Project Director/Lead Signature

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Principal/Organization Head Signature

# PROJECT NARRATIVE

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Describe the need this project addresses and how it was determined.

List the specific project objectives, preferably in a SMART (specific, measurable, attainable, relevant, time-based) format.

What steps or plans will be taken to accomplish your objectives?

How will this project impact current and future students? What will the chapter gain?

How will you evaluate the effectiveness of your project?

How will you sustain this project in the future?

List the people involved in your project and their roles and responsibilities.

What is the timeline for this project?

