

# Format for FY 2008 Extension-Funded ALA-TOM Resource Conservation and Development Councils (ALA-TOM RC&D) Project Funding Proposals

## Section A: Project Summary/Administrative Information

This section should be limited to not more than two pages, and must include the 12 sections (i.e. A1 through A12) listed below.

- A1. **Project Title:** *Provide a brief descriptive title of the project.*
  
- A2. **Proposal Submitted by:** *Provide the official name, address, phone number, and email of the organization/group/agency etc. that is seeking the funding.*
  
- A3. **Signature of Organization's Leader:** *Provide the signature of the organization/group/agency leader.*
  
- A4. **Total amount of requested funds:** *The minimum amount is \$500. The maximum amount for any single award is \$30,000. A detailed explanation of how the funds will be used must be provided in section C of this funding request.*
  
- A5. **Timeline:** *What are the starting and completion dates for this project?*
  
- A6. **Location of Project:** *Where will the project be carried out? Give specific city/ county.*
  
- A7. **Name(s) of Project Director(s):** *Provide the name of the individual(s) who will be responsible for ensuring the project is completed as approved and who will be accountable for ensuring the funds are expended as authorized within the approved budget.*
  
- A8. **Contact Address for Project Director:** *Provide the mailing address for the project director(s).*
  
- A9. **Contact Telephone for Project Director:** *Provide the telephone number(s) for the project director(s).*
  
- A10. **Email Address for Project Director:** *Provide the email address for the project director(s).*
  
- A11. **Name(s) of Extension Contact(s):** *Each approved project must have at least one Alabama Cooperative Extension System (Extension) team member from the appropriate*

Priority Program Area who has agreed to assist with the project. The Extension contact(s) will be responsible for assisting with the planning and implementation of the project, and for submitting a written “success story” about the project upon completion.

[In order to identify members of the appropriate Extension Priority Program Team, go to <http://www.aces.edu/directory>. The Program Areas are listed. Click on the appropriate program area. Next, click on the appropriate county. This page shows the list of team members for that program area.]

**A12. Signature of Extension Contact(s):** Provide the signature of the Extension contact.

## Section B: Project Narrative

The project narrative section should not exceed two (2) pages in total length, and must include the following three sections:

**B1. Educational Objective(s):** Since the funding for this project will be coming from the “Alabama Educational Trust Fund,” the project must have one or more clearly defined educational objective(s) (i.e., a description of what you are trying to teach people). What is the educational **objective** of this project, and who is the intended audience that you are trying to reach?

**B2. Description of Project:**

- a. Educational Activities: Describe the educational **activities** that will be carried out through this project to accomplish the objective(s) explained above in section B1.
- b. ALA-TOM RC&D Mission: The projects must have community benefit and also be consistent with the mission of the ALA-TOM RC&D program, which is to “help people protect and develop their economic, natural, and social resources in ways that improve their area's economy, environment, and quality of life.” For further information on the types of projects that can be funded see the ALA-TOM RC&D website <http://www.al.nrcs.usda.gov/programs/rcd/index.html>.
- c. Role of Extension: Explain the involvement and role of Extension personnel in planning and implementing these educational activities? Since the funding for the project will be supplied through Extension, the project must fit into one of the established Priority Program Areas. Describe how the project advances one or more of the following?

1. Agronomic Crops
2. Animal Science & Forages
3. Aquaculture and Recreational Pond Management
4. Poultry
5. Family and Child Development
6. Community Resource Development
7. Consumer Science and Personal Financial Management
8. Farm Management and Agricultural Enterprise Analysis

- 9. Food Safety, Preparation and Preservation
- 10. Forestry, Wildlife, and Natural Resource Management
- 11. Commercial Horticulture
- 12. Home Grounds, Gardens, and Home Pests
- 13. Human Nutrition, Diet and Health
- 14. 4-H and Youth Development

B3. **Justification:** *Why is it important to do this project? What are the benefits?*

## Section C: Budget

Provide as many pages as necessary to fully explain in the narrative section exactly how the money will be spent. (Awards and food can not be included in this budget)

C1: **Budget Form:**

Categories	Dollar amount awarded from Extension for this project (MAX = \$30K)	Dollar amounts from other (non-Extension) sources	Totals for project from Extension and all other sources
Personnel			
Equipment			
Facilities (rental)			
Materials/Supplies			
Travel			
Postage			
Services			
Sub-contracts			
Other categories			
<b>TOTALS</b>			

C2: **Budget Narrative:** *For each category above where you are requesting funding or have funding from other sources, give a full and detailed explanation of exactly for what the funding will be used. Provide as much detail as possible on each category (i.e., personnel, equipment, etc.). Explain the source(s) of the funds that are listed in the “dollar amounts from other (non-Extension) sources” column for each category where funds are listed. All purchases must be related to educational activities. This grant money is not intended for infrastructure purchases. Thus the purchase of library tables, white boards for classrooms, and paving of parking lots, etc. is not allowed.*

## Guidelines:

1. The minimum amount of each award is \$500.00. This is an Extension guideline. Grant proposals still have to meet each RC&D Council's guidelines.
2. All project funding proposal packets must be submitted as joint partnership projects between the requesting RC&D Council and the Alabama Cooperative Extension System. Proposals must include cover letters from the appropriate RC&D Council chair and from the Extension employee who is listed as the "Extension Contact" (see item A11 on the proposal format).
3. Funds for approved proposals will be paid to the *ALA-TOM RC&D* upon the receipt of an invoice.
4. All funds awarded must be expended or encumbered by **September 30, 2007**.
5. The ALA-TOM RC&D will make quarterly progress reports to the Alabama Cooperative Extension System. Near the end of each quarter, Extension will provide to the ALA-TOM RC&D a "Project Status Update" form listing all projects awarded. The list will reflect the project name, the anticipated completion date, and the amount of the award (by quarter awarded). The ALA-TOM RC&D should review this list and indicate the status of each project. For any projects listed as complete, the following additional documentation should be provided with the "Project Status Update":
  - a. A final report (success story) that includes a narrative explanation of how the funds were used (provided by Extension personnel).
  - b. An "Expenditure Certification Statement," confirming that funds were used in accordance with the proposed budget and applicable state laws and regulations (completed by the ALA-TOM RC&D). Any expenditure determined to be unallowable will be the responsibility of the ALA-TOM RC&D. Any unused funds should be returned to Extension.

The "Project Status Update" and "Expenditure Certification Statement" should be returned to the Alabama Cooperative Extension System within 30 days of receipt. Extension will not disburse funds for new proposals until the documents for the previous quarter are received.

6. Scope of the Projects: As stated in the NRCS Website, RC&D Councils can do anything the local people want to do, as long as it fits within the Council's long range plans and goals for the area. A list of potential projects is shown on the NRCS ALA-TOM RC&D Website:

<http://www.al.nrcs.usda.gov/programs/rcd/index.html>

RC&D Councils assist communities in seeking and securing fiscal resources to do projects from a variety of sources. ALA-TOM RC&D grants from Extension are only one source of RC&D funds. However, due to the source of funding, ALA-TOM RC&D grants from Extension must be used only for projects that include a clear educational component and these grants are intended to teach people how to use the natural resources to improve the quality of life in their community without adversely affecting the environment. In addition, all projects must fit within at least one of the 14 Extension program priority areas.