



## **2019 Farm Bureau Foundation of Sonoma County Grant Program in Partnership with the Alvin James Hansen Foundation**

### **GUIDELINES**

**Supporting Agriculture in Napa, Marin and Sonoma Counties**

**Date Open: September 1, 2019**

**Deadline to apply: Grants received by the end of each quarter will be evaluated and awarded by the end of the following quarter**

**Questions? Please email us at: [grants@sonomafb.org](mailto:grants@sonomafb.org)**

# **2019 Farm Bureau Foundation of Sonoma County Grant Program in Partnership with the Alvin James Hansen Foundation**

## **GUIDELINES**

### **Overview**

Alvin Hansen was Two Rock dairymen that cared deeply for the agriculture industry in Northern California. Born in 1925 on his family's chicken ranch in Petaluma, upon graduation from Petaluma High School his father gave him a cow to start his own ranch. Hansen rented property on what is now Olompali State Historic Park, where he tended his growing herd. Then in the early 1960s, Hansen bought land and buildings on Pepper Road in Two Rock and established his own dairy operation, Arrowhead Ranch. He called the shots on that successful dairy until two weeks before his death on November 18, 2011. Alvin lived to be 86 years old. He was an avid supporter of Two Rock Presbyterian Church and the Two Rock Volunteer Fire Department as well as a pioneer in Two Rock.

### **Founder's Mission:**

It is Alvin Hansen's wish that through his legacy, agriculture education would be enhanced and grow in the three northern California counties of Marin, Napa and Sonoma. Funds should primarily benefit youth in agriculture, including their education and pursuit of careers in the industry. This may include, without limitation, agricultural related educational programs, college scholarships and the support of agricultural programs in public or private schools or other locations. Alvin wanted to support the Future Farmers of America and 4-H clubs or centers in the North Bay counties of California primarily including Sonoma, Marin and Napa Counties.

### **Program Goals and Objectives:**

The Farm Bureau Foundation of Sonoma County is proud to administer a grant program utilizing funds contributed by the Alvin James Hansen Trust to support agriculture education. Grant requests can be made for programs and projects that further agriculture education, especially efforts that further youth education in agriculture.

The type of grants to be awarded vary, and may include equipment purchases, educational program funding, school farm projects, brick and mortar projects or matching grant requests. Any request that supports the mission of this grant will be considered.

### **Grant Amount**

Minimum Grant Funding Per Application: \$500 per application

Maximum Grant Funding Per Application: \$15,000

### **Eligibility**

Applicants can include a diverse range of agricultural organizations from small grassroots groups to well-established educational organizations. Those involved with agriculture, agriculture literacy, and agricultural education are encouraged to apply.

Preference will be given to new applicants, although previous grantees are not ineligible to apply for another grant for a different purpose than the previously awarded funding.

If applicants have any questions about eligibility, project parameters or regarding any of the following requirements and considerations, we encourage contacting Farm Bureau Foundation of Sonoma County staff to discuss your proposed idea.

Only one application can be submitted by an organization in a six-month time period.

### **Funding Request Categories:**

Funding requests are separated into categories. The different categories define what is required to be included in the application.

**Category A, Requests of \$5,000 or less:** including educational materials, educational workshops, school gardens, small equipment, educational events, educational equipment purchases, etc.

**Category B, Requests of over \$5,000 to a maximum of \$15,000; or multi-year projects:** including educational materials, educational workshop or events; equipment or educational supply purchases, et al; and projects that will span longer than one year. Depending on the percentage of funds being granted by this program as compared to the overall cost of the project, naming rights and/or signage opportunities recognizing this grantor may be required.

**Category C, Requests for construction projects (subject to Board of Trustees approval):** including ag education facilities such as barns, greenhouses, etc. **Limited to nonprofit organizations and before applying, must meet in person with the Farm Bureau Foundation of Sonoma County's staff.** Projects that include a matching grant program that demonstrates funds being contributed from other sources are preferred. Depending on the percentage of funds being granted by this program as compared to the overall cost of the project, naming rights and/or signage opportunities recognizing this grantor may be required.

### **Grant Application Timeline:**

Grant applications are accepted year-round and a quarterly evaluation process will be followed\*:

<b>Applications Received By:</b>	<b>Grant Award announcements will be released by:</b>
September 30 <sup>th</sup>	December 31 <sup>st</sup>
December 31 <sup>st</sup>	March 31 <sup>st</sup>
March 31 <sup>st</sup>	June 30 <sup>th</sup>
June 30 <sup>th</sup>	September 30 <sup>th</sup>

*\*Farm Bureau Foundation of Sonoma County reserves the right to hold applications over to a future quarter if there are not enough competitive grant applications to convene an evaluation committee.*

### **Application Process:**

Applicants must be submitted electronically through our grant application portal:

### **Categories A, B and C Grant Applications must complete the following sections on the online form:**

1. Contact Information, including project lead
2. For organizations, an overview of their financial condition (total revenues and expenses for previous year)
3. Description of project (500 words or less)
4. Statement of impact (500 words or less) – Who will benefit from this project? How many people will benefit from the project?
5. Program history if applicable- How many years has the program been established, what growth and accomplishments have come from the program?
6. If the organization is a nonprofit, upload: IRA Tax Exempt Determination Letter

**Additional Requirements for Category B:**

1. A statement from the organization's leadership demonstrating similar successful projects that have been completed by the applicant (500 words or less)
2. If a motorized vehicle, proof of the ability to get insurance.
3. A project cost estimate or purchase order that shows the cost being charged by the vendor.

**Additional Requirements for Category C (only nonprofit organizations can apply):**

1. A statement from the organization's leadership demonstrating similar successful projects that have been completed by the applicant (500 words or less)
2. Proof of approval of the project from the landowner, governmental oversight body and board of directors.
3. Proof of construction insurance.
4. A copy of the contract with the General Contractor.
5. A detailed project budget.
6. Organizational Structure Questionnaire:
  - a. What year was the organization established?
  - b. The organization's mission and briefly describe its history and core activities.
  - c. A statement of organizational stability that answers: Have there been any changes to your organization or entity's financial stability or leadership over the past year? If so, briefly describe the changes and any major steps your organization or entity is taking in response to these changes. If none to report, write in "none."
  - d. A copy of the last 3 years of the organization's tax returns
  - e. A list of your board members.

**Successful Applicant Contractual Obligations:**

Awardees will receive an electronic grant award notification packet which will include a grant agreement (contract) and a Final Report form. The contract must be completed, signed and submitted within 30 days of receiving it.

**For Category A Grantees:** Within 30 days after receiving the fully executed agreement, 100% of the total award will be sent to the grantee. These funds are not transferable to other organizations or individuals, nor may they be redistributed.

The one-page, final report will require grantees to document the results and outcomes of the program's effectiveness and is required to be submitted no later than 60 days after the completion of the project. Future funding from Farm Bureau Foundation of Sonoma County will not be provided to any grantee who has not completed a Final Report.

**For Category B Grantees:** Within 30 days of receiving the fully executed agreement, 75% of the total award will be sent to the grantee. These funds are not transferable to other organizations or individuals, nor may they be redistributed.

The Final Report will require grantees to document the results and outcomes of the program's effectiveness and is required to be submitted no later than 60 days after the completion of the project. Provided the report fully outlines the success of the program, the remaining 25% of the grant award will be released. Future funding from Farm Bureau Foundation of Sonoma County will not be provided to any grantee who has not completed a Final Report.

**For Category C Grantees:** Grant funds will not be released until the organization has all of these factors in place: a fully executed grantee agreement, 75% of the total project funds pledged or received, a construction permit from the regulatory entity, if needed, a loan agreement for the additional funds needed to complete the project and any other assurance determined by the Grantor. Within 30 days of these requirements having been met and/or submitted, the total award will be sent to the grantee. These funds are not transferable to other organizations or individuals, nor may they be redistributed.

The Final Report will require grantees to document the results and outcomes of the program's effectiveness and is required to be submitted no later than 60 days after the completion of the project. Provided the report fully outlines the success of the program, the remaining 25% of the grant award will be released. Future funding from Farm Bureau Foundation of Sonoma County will not be provided to any grantee who has not completed a Final Report.

#### **Grantee Responsibilities During and Following the Project Implementation:**

1. If additional information is requested, submit all requested documents in a timely manner.
2. Recognize Farm Bureau Foundation of Sonoma County and the Alvin James Hansen Foundation in printed and promotional materials.
3. Document the project through photos, statistics, videos, stories and testimonials for inclusion in the final report.
4. Attend meetings called by Farm Bureau Foundation of Sonoma County during the grant period.

#### **Evaluation Criteria**

Please keep the following in mind as you prepare your project and the application

1. **Creativity/ Innovation** as evidenced by: unique concepts; new ideas in planning and/or implementation; demonstrated evolution of project and/or organization; creative problem solving to achieve objectives or other measures successfully defined by applicant.
2. **Impact** as evidenced by: high quality, active participation and enriching experiences in agriculture; clear description of how the impact on participants will be measured (i.e., post event surveys, observation, etc.); number of individuals anticipated to be served directly and effectively by the project.
3. **Capacity to Administer and Implement the Project** as evidenced by: expertise and experience of key administrative personnel; capacity to attract additional outside support –financial, in-kind, volunteer, etc.; financial stability of the organization and/or previous project(s); ability to document/provide evidence of student participation and outcomes; ability to document/provide evidence of committed partners or collaborators; board and/or volunteer support of the organization.
4. **Targeted Audience Development** as evidenced by demonstrated efforts to reach individuals and educate them about agriculture.
5. **Completeness and Clarity** of application.
6. **Ability for Project to be Replicated.**

#### **STATEMENT OF NON-DISCRIMINATION**

Farm Bureau Foundation of Sonoma County is committed to providing services and making resources available to every resident of Sonoma county without regard to ethnicity, color, creed, religion, age, gender, gender identity

and expression, sexual orientation, military status, marital status, political opinion, national origin, familial status, mental and physical disability, or source of income.

## General Application

**The following questions must be completed by all category A, B & C applicants.**

- 1) Title of the project for which funds are being requested:
- 2) Describe the project for which funds are being requested, and how it specifically relates to agricultural education. Be sure to address the program goals and activities (500 words or less)
- 3) Statement of impact- Who will benefit from this project? How many people will benefit from the project? (500 words or less):
- 4) Did you receive a Farm Bureau Foundation of Sonoma County Grant last year? (Yes or No)
- 5) If yes, is this year's request different from last year? (Yes or No)
- 6) If yes, briefly describe how this proposed project or program differs from last year's request?
- 7) Organizations; include total revenues and expenses for previous year:
- 8) Nonprofit Organizations; upload IRA Tax Exempt Determination Letter.

**The following questions must be completed by all category B & C applicants.**

- 9) Provide a statement from the organization's leadership demonstrating similar successful projects that have been completed by the applicant (500 words or less):
- 10) If a motorized vehicle; upload proof of ability to obtain insurance.
- 11) For projects; upload a cost estimate or purchase order that shows the cost being charged by the vendor.
- 12) Is this a new or ongoing project? If ongoing, include how many years it has been in operation.
- 13) Briefly state the timeline for this project, including specific months and dates if known.

**The following questions must be completed by all category C applicants.**

- 14) List any collaborating agencies or organizations, if any. If you have collaborators, include a letter of support from the primary collaborators (maximum of 2 letters)
- 15) Provide proof of approval of the project from the landowner, governmental oversight body and board of directors. (upload)
- 16) If applicable- upload signed contract between Organization and selected General Contractor, include construction insurance.
- 17) Provide a detailed project budget. (upload)
- 18) Organizational Structure Questionnaire:
  - a. What year was the organization established?
  - b. The organization's mission and briefly describe its history and core activities.
  - c. A statement of organizational stability that answers: Have there been any changes to your organization or entity's financial stability or leadership over the past year? If so, briefly describe the changes and any major steps your organization or entity is taking in response to these changes. If none to report, write in "none."
  - d. A copy of the last 3 years of the organization's tax returns
  - e. A list of your board members.
- 19) Briefly describe the background of the Project Lead, highlighting the qualifications (education, experience) that demonstrate his/her ability to produce the program.
- 20) What elements of the project are the most important for your own evaluation of its success? Name at least three planned outcomes and how will you measure them. You may include any combination of qualitative (anecdotes, stories) and quantitative (statistics) measures.
- 21) Please describe the outputs or outcomes that will indicate you were successful at the end of this one-year grant cycle. How will you measure these successes?