



NCR-SARE offices:  
University of Minnesota  
University of Missouri  
Lincoln University of Missouri



Welcome to this PowerPoint presentation about how to apply for an NCR-SARE Youth Educator grant.

Youth Educator Grant projects provide opportunities for youth in the North Central Region to learn about Sustainable Agriculture — farming and ranching that is ecologically sound, economically viable, and socially responsible.

Educators use these grants to encourage young people and their families to try sustainable practices and see Sustainable Agriculture as a viable career option.

My name is Joan Benjamin. I will be walking you through the online application process. This presentation will take approximately 20 minutes.

# What is SARE?

Grants and outreach to  
advance sustainable  
innovations to  
the whole of American  
agriculture.



SARE is part of USDA and is funded through the National Institute of Food and Agriculture or NIFA program.

SARE's purpose is to provide grants and outreach to advance sustainable innovations to the whole of American agriculture.

## A Different Kind of Grant Program

SARE was started in 1988, conceived as a decentralized, science-based, grassroots, practical, problem-solving, and inclusive competitive grant-making and outreach program.



The program is run by four regions—North Central, Northeast, South, and West, each guided by a volunteer Administrative Council that makes grants and sets regional priorities.

SARE is a decentralized, grassroots grant program which means that each of the four regions makes its own funding decisions, including what type of grant programs to offer in their respective region.

NCR-SARE's proposal review teams and the governing Administrative Council include regional farmers and ranchers, educators, researchers and personnel from state and federal agencies.

We have a strong commitment to diversity. Proposals that involve farmers, ranchers, and youth from historically-underserved\* populations are encouraged.

*\*USDA defines historically-underserved audiences to include socially-disadvantaged producers, limited-resource producers, beginning farmers/ranchers, and veterans. They further define socially-disadvantaged farmers and ranchers as belonging to the following groups: American Indians or Alaskan Natives, Asians, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics, and women.*

# The SARE Model

- Four regional councils set priorities and make grants
- SARE Outreach produces practical information
- USDA-NIFA supports SARE
- Other USDA agencies and land-grant universities are partners



The North Central Region of SARE consists of 12 states: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

National SARE Outreach staff work with SARE's regions to share grantee research results with farmers, ranchers, educators, consumers and others interested in sustainable agriculture. SARE publications cover a variety of sustainable agriculture practices and come in many formats, from books on cover crops and building soil health to bulletins on managing rangeland and water resources to online resources like Topic Rooms and videos.

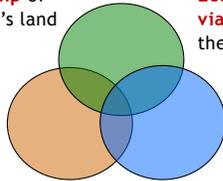
SARE Outreach materials and information on all funded SARE grant projects can be found on the SARE website: <https://www.sare.org/>

Before writing a proposal, determine a clear project goal and explore previous research and education done on that topic. It often helps to contact NCR-SARE, local sustainable agriculture groups, the Natural Resources Conservation Service (NRCS) and/or Extension educators to share ideas and invite participation.

# The SARE Model

Successful SARE grantees are engaged in projects that are guided by the 3 principals of sustainability...

Stewardship of our nation's land and water



Economic viability over the long term

Quality of Life for farmers, ranchers, and their communities



Sustainable agriculture emphasizes the Economic, Environmental, and Social Impacts of agriculture. In your proposal, you should explain how your project addresses each of the three parts of sustainable agriculture, even if it emphasizes one part over the others.

These grants are for sustainable agriculture research, demonstration, and education projects; they are NOT for everyday expenses or start up costs.

## Youth Educator Grants

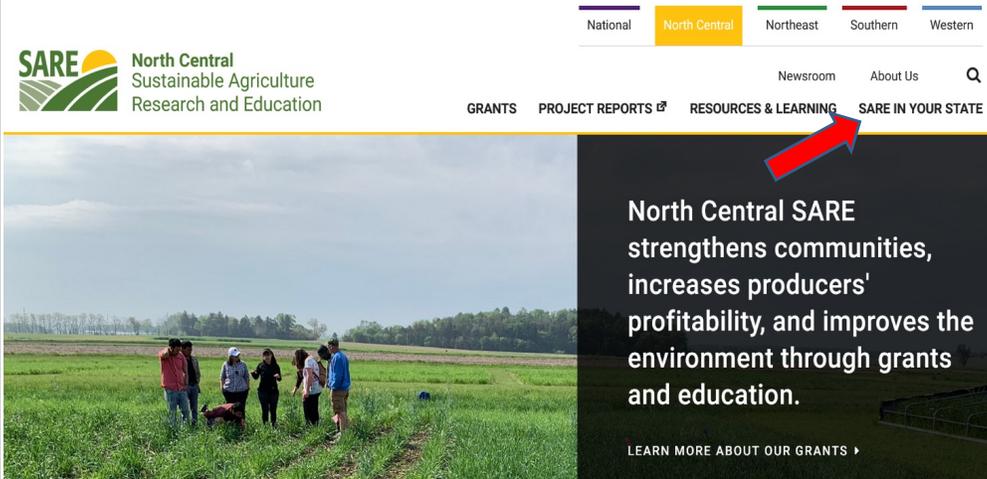
- Grants for educators to help young people and their families understand sustainable practices and see sustainable agriculture as a viable career option
- Up to \$6,000 per project
- Appropriate for vocational-ag teachers and other youth educators
- 15 projects funded per year
- Coordinated by Joan Benjamin



North Central Region SARE recognizes that youth programs are a way to introduce new and exciting farming and ranching options to youth, their families, and community members.

The Youth Educator program supports opportunities for youth educators to research, demonstrate, and learn more about sustainable agriculture. Youth Education projects should help youth discover that sustainable farming and ranching is economically viable; good for families, communities, and their quality of life; and good for the environment in the long term.

**Grant Writing Help:** Each NCR-SARE State has one or more State SARE Coordinators. Find your state coordinator here.



Go to the NCR-SARE Home page at: <https://northcentral.sare.org/>

Click on: SARE IN YOUR STATE



## More Grant Writing Help: Grants Advising for Youth Educators in the Midwest

Michael Fields Agricultural Institute (MFAI) provides **free** Grants Advising services to youth educators applying for NCR-SARE Youth Educator Grants. MFAI Grants Advising services are also open to all Midwestern farmers, agricultural entrepreneurs and institutions. Their services include help applying to SARE and non-SARE grant programs, as well as loan, and cost-share programs of state, federal, and private sources.

**For help, contact MFAI Grants Advisor, Wren Almitra at:**  
[grants@michaelfields.org](mailto:grants@michaelfields.org) or 719-318-7936.

For more information see:  
<http://www.michaelfields.org/grant-advising-resources/>.

Michael Fields Agricultural Institute provides free financial assistance advising to youth educators applying for NCR-SARE grants, and agricultural producers and producer groups within the 12-state region of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.

Contact MFAI Grants Advisor, Wren Almitra, at: [grants@michaelfields.org](mailto:grants@michaelfields.org) or 719-318-7936. For more information see: <https://www.michaelfields.org/grants-advising-resources>

### **About Michael Fields Agricultural Institute**

MFAI's Advisors can help you apply to grant, loan, and cost-share programs of state or federal sources that could help you with specific projects to develop your agricultural, forestry or related business or answer a research question . These can be programs of any federal or state agency, not just the USDA, as well as private sources. They assist individual producers, associations of farmers, and agricultural, fishery and forestry-related businesses to both search for and apply to programs for which they are eligible.

MFAI Grants Advisors help determine what funding opportunities might be appropriate to achieve specific farm goals. They will help identify a funding program that best fits

your project and outline a plan of work to meet the application deadline and all application requirements. If your goals do not align with a grant program, they may suggest other resources, such as federal, state or local loan programs, loan guarantees, conservation cost-share programs, or information resources.

The screenshot shows the website northcentral.sare.org. The main content area is titled "Our Grant Programs" and lists three programs:

- Research and Education Grant Program**: The 2024 Research and Education Call for Preproposals is now available. Preproposals are due on October 5, 2023 at 4pm Central Time. Links: Learn more ▶, Apply Now ▶.
- Partnership Grant Program**: The 2024 Partnership Call for Proposals is now available. Proposals are due on October 19, 2023 at 4pm Central Time. Links: Learn more ▶, Apply Now ▶.
- Youth Educator Grant Program**: The 2024 Youth Educator Call for Proposals is now available. Proposals are due on November 9, 2023 at 4pm Central Time. Links: Learn more ▶, Apply Now ▶.

Two red arrows point to the "Learn more" links for the Research and Education Grant Program and the Youth Educator Grant Program.

On the right side, there is a section titled "What is Sustainable Agriculture?" with a sub-heading "How do we produce and distribute food, fuel, and fiber sustainably?" and a "Learn More" button.

Below the screenshot, a text box contains the following instructions:

Click on "Learn more" to see the Call for Proposals. It contains important instructions.

Click on "Apply Now" when you have read the instructions and are ready to start your online grant application.

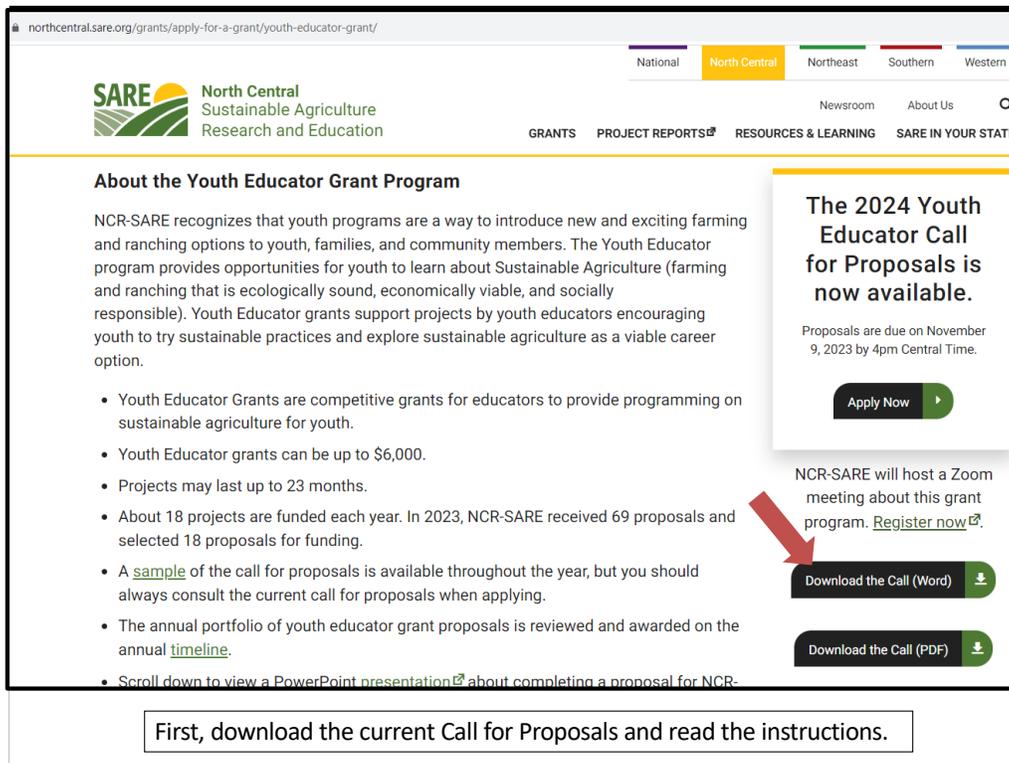
NCR-SARE uses an online submission system to take applications. Open "calls for proposals" for the various grant programs can be found on our homepage at: <https://northcentral.sare.org/>.

A "Call for Proposals" is the instructions and application needed to turn in a grant proposal.

Scroll down under "Our Grant Programs," to the Youth Educator Grant Program. For details, click on "Learn more."

Click on "Apply Now" to begin an application.

I will now walk you through the application process.



northcentral.sare.org/grants/apply-for-a-grant/youth-educator-grant/

National North Central Northeast Southern Western

SARE North Central Sustainable Agriculture Research and Education

Newsroom About Us

GRANTS PROJECT REPORTS RESOURCES & LEARNING SARE IN YOUR STATE

### About the Youth Educator Grant Program

NCR-SARE recognizes that youth programs are a way to introduce new and exciting farming and ranching options to youth, families, and community members. The Youth Educator program provides opportunities for youth to learn about Sustainable Agriculture (farming and ranching that is ecologically sound, economically viable, and socially responsible). Youth Educator grants support projects by youth educators encouraging youth to try sustainable practices and explore sustainable agriculture as a viable career option.

- Youth Educator Grants are competitive grants for educators to provide programming on sustainable agriculture for youth.
- Youth Educator grants can be up to \$6,000.
- Projects may last up to 23 months.
- About 18 projects are funded each year. In 2023, NCR-SARE received 69 proposals and selected 18 proposals for funding.
- A [sample](#) of the call for proposals is available throughout the year, but you should always consult the current call for proposals when applying.
- The annual portfolio of youth educator grant proposals is reviewed and awarded on the annual [timeline](#).
- Scroll down to view a [PowerPoint presentation](#) about completing a proposal for NCR-

**The 2024 Youth Educator Call for Proposals is now available.**

Proposals are due on November 9, 2023 by 4pm Central Time.

Apply Now

NCR-SARE will host a Zoom meeting about this grant program. [Register now](#)

Download the Call (Word)

Download the Call (PDF)

First, download the current Call for Proposals and read the instructions.

Look over the information about Youth Educator Grants, then download and read a copy of the current Youth Educator Grant Call for Proposals (CFP). It contains directions, the application, and the link to submit your application.

Make sure you have the current call, as there are typically several changes from the previous call. If you have any problems downloading the proposal, contact the NCR-SARE office and we can email you a copy, or mail you a print copy.

The online Submission Deadline is 4:00 p.m. Central Time, Thursday, November 9, 2023. If you are unable to use the online system, you may submit a proposal by mail or e-mail. Mail and e-mail submissions must be received by 4 p.m. Central Time on Thursday, November 9, 2023, at the NCR-SARE Office in Saint Paul, Minnesota.

Proposals sent by Fax will NOT be accepted. They are too hard to read.

Read the Call for Proposals before starting a grant application. It contains instructions and helpful tips.



NCR-SARE Minnesota Office  
University of Minnesota | 1390 Eckles Ave | Ste 120 | St Paul, MN 55108 | [ph: 612-626-3113](tel:612-626-3113)  
[www.sare.org](http://www.sare.org) | [ncrsare@umn.edu](mailto:ncrsare@umn.edu)

NCR-SARE Farmer Rancher Grant and Youth Educator Grant Office  
Lincoln University | 900 Leslie Blvd, Rm 101 | Jefferson City, MO 65101 | [ph: 573-681-5545](tel:573-681-5545)

**2024 Call for Proposals**  
**NCR-SARE Youth Educator Sustainable Agriculture Grants**

**Purpose:** Youth Educator Grant projects provide opportunities for educators in the North Central Region to teach youth about Sustainable Agriculture (farming and ranching that is ecologically sound, economically viable, and socially responsible). Educators use the grants to encourage young people and their families to try sustainable practices and see sustainable agriculture as a viable career option.

**TO SUBMIT A PROPOSAL, go to <https://projects.sare.org/>**

The online submission system opens in August 2023. Proposals must be received online or in the NCR-SARE office by mail or email by **4:00 p.m. Central Time, Thursday, November 9, 2023**. Faxed proposals will not be reviewed. If you are unable to use the online system, email: [ncrsare@umn.edu](mailto:ncrsare@umn.edu) or mail proposals to:

NCR-SARE Youth Educator Grant Program  
University of Minnesota  
1390 Eckles Ave  
St Paul MN 55108

This call for proposals is available on the North Central SARE web site at:

<https://northcentral.sare.org/>. If you need a printed application, or have questions about how to submit your proposal, contact Jean Andreasen, Program Administrator at: 612-626-3113 or [ncrsare@umn.edu](mailto:ncrsare@umn.edu). For questions about the Youth Educator Grant Program, the selection process, or project ideas, contact: Joan Benjamin, Associate Regional Coordinator at: 573-681-5545 or [BenjaminJ@lincolnu.edu](mailto:BenjaminJ@lincolnu.edu).

The Sustainable Agriculture Research and Education (SARE) Program is funded through the USDA National Institute of Agriculture (NIFA).

**National Institute of Food and Agriculture (NIFA) - USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require

Whenever you apply for a grant, be sure to read the Call for Proposals first. It contains directions and the application and can help you determine if the grant is a good match for you.

At the top of the Youth Educator Grant Call for Proposals, you will see the link to use to submit a proposal. Or you can click on the “Apply Now” button on the NCR-SARE homepage.

The main screenshot shows the homepage of the SARE Grant Management System. At the top left, the URL 'projects.sare.org' is displayed with a red arrow pointing to it. The SARE logo and name 'Sustainable Agriculture Research and Education Projects' are on the left. A navigation bar at the top right includes regional links: National, North Central, Northeast, Southern, and Western. Below this are links for Login, News, and About SARE. A secondary navigation bar contains Projects, What We Do, Where We Work, Grants, and Resources & Learning. The main heading is 'SARE Grant Management System'. Below the heading, there is a paragraph explaining the site's purpose. Four green buttons are listed: 'Search projects', 'Log in', 'Reset your password', and 'Create an account'. A red arrow points to the 'Create an account' button. Below the buttons, there is a paragraph about SARE's mission. A text box at the bottom left contains instructions for new users.

The inset screenshot shows the 'Apply For A Grant' page. It features the SARE logo and name at the top. The main heading is 'Apply For A Grant'. Below this is the 'SARE Grant Management System' heading and a paragraph explaining the site's purpose. A green button labeled 'Create an account' is highlighted with a red arrow. Below this, there is an 'OR' separator, a 'Login' heading, and a form with fields for 'Username or Email Address' and 'Password'. There is also a 'Remember Me' checkbox and a 'Log In' button.

If you are new to the SARE Grant Management System, click on "Create an account" to get started. You can do this on the project.sare.org homepage, or by clicking on "Apply Now."

When you click on the link in the Call for proposals (<https://projects.sare.org/>), you will see the "SARE Grant Management System" page.

If you click on "Apply Now," you will see a similar page shown in the inset, with the title, "Apply For A Grant." You can start your application from either page.

If you've never had a SARE grant before, you will first need to create an account and complete your user profile. Click on "Create an account."

If you've had a SARE grant before and filed reports in this system, your profile will already be in the system, and you can "Log in" with the information you used for reporting.

I'll now guide you through using the online application system.

Fill in the Applicant Registration information, then click on "Register." The email you list is where we will send notifications from the SARE system.

## Applicant Registration

SARE grants are only available to people and organizations or institutions in the US, its territories, and possessions.

After logging in, click on the ["Projects Home"](#) link at the top of any SARE Grant Management page to view any of your existing proposals.

Email\*

Verify Email\*

Username\*

Name prefix

First name\*

Last name\*

Name Suffix  e.g. DVM or Jr.

Job Title\*

I'm not a robot
 


  
reCAPTCHA  
[Privacy](#) - [Terms](#)

**Register**

If you have problems creating an account please contact [projects@sare.org](mailto:projects@sare.org).

To "Create an account," complete the requested information, then click on "Register" in the lower left-hand side of the webpage. Information about your application will be sent to the email address you provide here.

We also request demographic information. The North Central Region SARE program is committed to an ethic of openness, inclusiveness, and diversity in all its programs, policies, and procedures.

To monitor our performance in these areas, we collect demographic information. We appreciate your help with this.

Demographic information is not linked to your proposal. You must answer the demographic questions, but you may choose "prefer to not answer" for each question. If you have questions, please contact Joan Benjamin at BenjaminJ@lincolnu.edu or 573-681-5545.

 Sustainable Agriculture  
Research and Education  
Projects

[Stella Benjamin](#) [News](#) [About SARE](#) [Q](#)

[Projects Home](#) [Search Projects](#) [Search Project Coordinators](#) [Help](#)

## SARE Grant Management System

### Proposal Applicant Links

- [Manage my grant proposals](#)
- [Start a new grant proposal](#) 

Stella Benjamin  
[View/Edit your profile](#)

Youth Educator  
Providence Point  
Educational Farm  
[jbenjami@umn.edu](mailto:jbenjami@umn.edu)  
2031 Green River Drive  
Columbia, MO 65203  
United States  
(w) (573) 681-5545  
[About](#)

When you have created an account, log in and click on  
"Start a new grant proposal."

Once you have completed the information and logged into the system, you'll see this screen.

Click on "Start a new grant proposal" or "Manage my grant proposals" (if you have already started a proposal)."

If you've submitted proposals before, or had a project funded before, you'll see them listed on this page.

**SARE** Sustainable Agriculture Research and Education Projects

**Apply For A Grant**

My proposals

**North Central**  
IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, WI

**Southern**  
AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN, TX, VA, PR

**Western**  
AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY, AS

**Apply For A Grant**

Regions currently accepting applications  
Click on a region below to show the grants that are currently accepting proposals.

**North Central**  
IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, WI

**2024 North Central Farmer/Rancher Grant**  
Call for proposals [↗](#)  
Closes: December 7, 2023 at 5:00 pm EST  
[Begin a new proposal](#)

**2024 North Central Youth Educator Grant**  
Call for proposals [↗](#)  
Closes: November 9, 2023 at 5:30 pm EST  
[Begin a new proposal](#)

**2024 North Central Partnership Grant**  
Call for proposals [↗](#)  
Closes: October 19, 2023 at 5:00 pm EDT

Click on the “North Central” region then choose the North Central Youth Educator Grant. Click on “Begin a new proposal.”

You will see a list of all open grant applications, for all four SARE regions.

Choose the North Central Region by clicking on the plus sign (+). Then choose the correct grant program. You will be completing the North Central Youth Educator Grant application.

Click on “Begin a new proposal.”

**Missing title**

**Proposal Overview**  
**2024 North Central Youth Educator Grant**

« My proposals      View Draft      Call for proposals      Submit Proposal

**Closes:** November 9, 2023 at 5:30 pm EST  
**Status:** **Not submitted**

**Title:** Missing title

Edit title

*The project title lets reviewers know what your project is about. Use words that are useful for finding your project in a website search. The maximum length is 150 characters which is about 35 words or less. Please use title case.*

**Project Description:**  
 Missing description

Edit description

*Description to be used for search results if funded. Limit of 300 characters.*

**Applicant:** [Joan Benjamin](#)  
**Project Coordinator:** [Joan Benjamin](#) Change

Click on “Edit” to open a box where you can add a title, and description. Click “Save” after each addition.

**Title:** Missing title

**Project title:**  
 Students Learn to Run a Sustainable Herb Farm

Save title      Cancel

*The project title lets reviewers know what your project is about. Use words that are useful for finding your project in a website search. The maximum length is 150 characters which is about 35 words or less. Please use title case.*

The first items that must be completed are marked as “Missing.” For example, “Missing title” or “Missing description.”

Click on “Edit title,” then type in the title of your proposal in the space provided. This lets reviewers know what your project is about – be descriptive but not too wordy.

Use key words that are useful for finding your project in a website search. Limit the title to 150 characters or less including spaces (this is about 25 words).

Click on “Save title” to save your title. Note that throughout the application, you must click on “Save” after every entry to save the information you’ve entered.

Click on “Edit title” again to change your answer.

**Title:** Students Learn to Run a Sustainable Herb Farm

[Edit title](#)

*The project title lets reviewers know what your project is about. Use words that are useful for finding your project characters which is about 35 words or less. Please use title case.*

**Project Description:**

Characters: 234/300

Grade School and High School students partner with a retiring herb farmer to learn how to run a sustainable herb farm. The young people will develop a business plan and help the farmer look for someone to take over the farm.

[Save description](#) [Cancel](#)

The system shows you how many characters or words you have used and how many are allowed. In this example, 234 characters have been used and up to 300 are allowed.

Click on "Save" to save your work.

To fill in the Project Description, click on "Edit description" and provide a brief proposal description of 300 characters or less—including spaces, which is about 35 words. For most answers with a character or word limit, the system tracks the entry so that you know when you're running out of room. Click on "Save description" to save the text you entered.

**Title:** Students Learn to Run a Sustainable Herb Farm

[Edit title](#)

*The project title lets reviewers know what your project is about. Use words that are useful for finding your project in a website search. The maximum length is 150 characters which is about 35 words or less. Please use title case.*

**Project Description:**

Grade School and High School students partner with a retiring herb farmer to learn how to grow and market herbs sustainably. The young people will develop a business plan and help the farmer look for someone to take over the business.

[Edit description](#)

*Description to be used for search results if funded. Limit of 300 characters*

**Applicant:** [Joan Benjamin](#)

**Project Coordinator:** [Joan Benjamin](#) [Change](#)

**Proposal Requirements:**  
Provide the information requested in the sections below to submit your proposal.

- [\\* General Information](#)
- [\\* Proposal](#)
- [\\* Budget](#)
- [\\* Livestock Care Plan](#)

**Youth Educator Sustainable Agriculture Grants**

The Youth Educator call for proposals (CFP) is available on the North Central SARE web site at: <https://northcentral.sare.org/>. Please read it before starting your proposal. It contains details that will help you be successful. You can see some of the instructions from the Call for Proposals below.

If you need a printed application, call 612-626-3113.

**Purpose:** Youth Educator Grant projects provide opportunities for educators in the North Central Region to teach youth about Sustainable Agriculture (farming and ranching that is ecologically sound, economically viable, and socially responsible). Educators use the grants to encourage young people and their families to try sustainable practices and see sustainable agriculture as a viable career option.

**Proposals must be received online or in the NCR-SARE office by mail or email by 4:00 p.m. Central Time, Thursday, November 9, 2023.** Faxed proposals will not be reviewed. If you are

Complete the Proposal Requirements by filling out each required section. Start with "General Information."

You're ready to move to the first section of the application, "General Information." Click on "General Information" to answer the questions in that section.

## General Information

**2024 North Central Youth Educator Grant**

Proposal Overview
View Draft
Call for proposals

### Students Learn to Run a Sustainable Herb Farm

**Project Co-coordinator - if different from the applicant**

This person signs the contract if the project is funded. Please check "Co-coordinator"

By submitting this proposal, you agree that SARE funds will only be spent on project expenses. You will also need to submit an annual report (if needed) and final report.

**Answer:**

Add a cooperator

**Primary state**

List the state where most of the project work is taking place.

**Answer:** Edit

**Start Date**

The start and end dates help reviewers evaluate if you are allowing up to 23 months to complete your project. Your budget needs to

**State**

List the state where project work is taking place.

**Answer:**

-- select one --

Save
Cancel

Add project co-coordinators, if there are any, by clicking on "Add a cooperator." Fill in their contact information, then click on "Save."

Next, click on "Edit" by each question in this section, answer the question and click "Save" before moving to the next question.

Some questions have a dropdown list to choose from.

Add Project Co-coordinators, if there are any, by clicking on "Add a cooperator." Complete the contact information for Project Co-coordinators or cooperators. Include their email addresses so we can send them a link to confirm their participation. Then click on "Save."

Next, click on the "Edit" button next to each question and enter your answers. Some boxes give you a list to choose from. For example, when you click on "Edit" to fill in the state where the project work is taking place, you will see "select one" which means there is a drop-down menu that that will appear when you click on the "down" indicator. Be sure to click on "Save" after you answer each question.

19

<p><b>Primary state</b></p> <p>List the state where most of the project work is taking place.</p> <p>✔ <b>Answer:</b> <a href="#">Edit</a></p> <p>Missouri</p>	<p>When you complete and save an answer, a green check mark will appear to let you know that question is done.</p>
<p><b>Start Date</b></p> <p>The start and end dates help reviewers evaluate if you are allowing enough time to complete your project. If funded, you have up to 23 months to complete your project. Your budget needs to be approved before you can spend grant funds. This will likely be by March 15, 2024 but may be later. You can start your project before that date, but will not be able to use grant funds for expenses incurred before your budget is approved.</p> <p>✔ <b>Answer:</b> <a href="#">Edit</a></p> <p>March 15, 2024</p>	
<p><b>End Date</b></p> <p>You have up to 23 months to complete your project. Your end date cannot be later than January 15, 2026.</p> <p>✔ <b>Answer:</b> <a href="#">Edit</a></p> <p>January 1, 2026</p>	
<p><b>Number of Young People Involved</b></p> <p>How many young people will be involved in your project?</p> <p>✔ <b>Answer:</b> <a href="#">Edit</a></p> <p>25</p>	

Once you have completed and saved an answer, a green check mark appears next to that question. To change your answer, click on “Edit,” change your answer, and click on “Save.”

**Previous Proposal**

Have you submitted this, or a similar proposal, to NCR-SARE before?

✓ Answer: [Edit](#)

- No

**Have you previously received a SARE Youth Educator Grant?**

✓ Answer: [Edit](#)

- No

**List previous Youth Educator Grants Received**

- If you received a SARE grant(s) in the past or have a current grant, list the project number(s) along with a summary of your results or progress (for current projects). Use 100 words or less for each grant summary.
- If the project was not completed, explain why not in the summary.

Answer: [Edit](#)

When you complete a section, click on “Next Section” to continue, or click on “Proposal Overview” to see which sections still need to be completed.

 [Proposal Overview](#)
[View Draft](#)
[Call for proposals](#)
 [Next section »](#)

Once you have answered the questions and saved all information in the “General Information” section, click on “Next Section” to move to the next set of questions, or click on “Proposal Overview” to see which sections are yet to be completed. These options are available at the top and bottom of the web page. You can also click on “View Draft” to see how your proposal looks so far, or “Call for Proposals,” if you want to review instructions.

### Proposal Overview

#### 2024 North Central Youth Educator Grant

« My proposals View Draft  Call for proposals

**Closes:** November 9, 2023 at 5:30 pm EST  
**Status:** Not submitted

**Title:** Students Learn to Run a Sustainable Business Edit title

*The project title lets reviewers know what your project is about. The maximum length is 150 characters which is about 35 words or less.*

**Project Description:** Edit description  
 Grade School and High School students will learn how to grow and market herbs sustainably. The young people will develop a business plan to take over the business.

*Description to be used for search results.*

**Applicant:** [Joan Benjamin](#)  
**Project Coordinator:** [Joan Benjamin](#)

**Proposal Requirements:**  
 Provide the information requested in the sections below to submit your proposal.

- [General Information](#)
- \* [Proposal](#)
- \* [Budget](#)
- \* [Livestock Care Plan](#)

[Submit Proposal](#)

\* Proposal missing required answers

**Grants**  
 (SFP) is available on the North Central SARE web site. You can see some of the instructions from the Call for Grants. You can also read it before starting your proposal. It contains information on how to apply for grants. You can see some of the instructions from the Call for Grants. 2-626-3113. Grants provide opportunities for educators in the North Central SARE Sustainable Agriculture (farming and ranching that is economically, environmentally, and socially responsible). Educators use the grants

In the Proposal Overview, you will see that sections that have not been completed yet have a red asterisk (\*) beside them.

If you return to “Proposal Overview,” you will see which sections are completed and which still need to be filled out. Sections that have not been completed have a red asterisk (\*) beside them. Click on the next section, which is “Proposal” in this example, and complete that section.

Sections that are completed will not have a red asterisk beside the section heading, like “General Information” in this example.

**ABSTRACT**

This is a summary of your grant proposal. Briefly explain how you plan to educate youth about Sustainable Agriculture practices and careers. Sustainable Agriculture is farming and ranching that is ecologically sound, economically viable, and socially responsible. (100 words)

✓ **Answer:**  
Words: 72/100

Add media

Visual Text

Paragraph B I

Up to 25 grade school and high school youth will team up with a retiring herb farmer and other farmers to learn sustainable growing techniques, how to develop a business plan for an herb business (or other farm business), and will evaluate their plans as possible career options. The Youth will help recruit a young farmer or farmers to take over the herb farm and will serve as interns on the farm.

Save Cancel

**PEOPLE**

Who is planning and carrying out the project? Describe the people, farms, ranches, and organizations involved. Include names, experience, and roles each will play in the project. If you are submitting the grant through an organization, explain what the organization does. (400 words)

✗ **Answer:** Edit

Answer each question in the “Proposal” section. The system will show you how many words you have used so you don’t go over the limit. In this example, 72 out of 100 words have been used.

Be sure to save your answers.

« My proposals

View Draft
Call for proposals

**Closes:** November 9, 2023 at 5:30 pm EST  
**Status:** Not submitted

**Title:** Students Learn to Run a Sustainable Herb Farm  
Edit title

*The project title lets reviewers know what your project is about. Use words that are useful for finding your project characters which is about 35 words or less. Please use title case.*

**Project Description:**  
Grade School and High School students partner with a retiring herb farmer to learn how to run a herb farm. The young people will develop a business plan and help the farmer look for someone to take over the farm.  
Edit description

*Description to be used for search results if funded. Limit of 300 characters*

**Applicant:** [Joan Benjamin](#)  
**Project Coordinator:** [Joan Benjamin](#) Change

**Proposal Requirements:**  
Provide the information requested in the sections below to submit your proposal.

[General Information](#)

[Proposal](#)

\* [Budget](#)

\* [Livestock Care Plan](#)

**Youth Educator Sustainable Agriculture Grants**

The Youth Educator call for proposals (CFP) is available on the North Central SARE web site at: <https://northcentral.sare.org/>. Please read it before starting your proposal. It contains details that will help you be successful. You can see some of the instructions from the Call for Proposals below.

If you need a printed application, call 612-626-3113.

**Purpose:** Youth Educator Grant projects provide opportunities for educators in the North Central Region to teach youth about Sustainable Agriculture (farming and ranching that is ecologically sound, economically viable, and socially responsible). Educators use the grants to encourage young people and their families to try sustainable practices and see sustainable agriculture as a viable career option.

**Proposals must be received online or in the NCR-SARE office by mail or email by 4:00 p.m.**

Click on “View Draft” any time you want to see what your proposal looks like, or if you want to share your work with collaborators.

In the “Proposal Overview,” the sections that still need to be filled out have red asterisks beside them. Those that are successfully completed have no asterisk.

Return to the Proposal Overview. You’ll see that you’ve successfully completed and saved all required information in the first two sections. The red asterisks (\*) are gone.

You can view a draft of your proposal by clicking on “View Draft.” When you click on “View Draft” you will also be provided with a link to the draft that you can share with collaborators.

## Students Learn to Run a Sustainable Herb Farm

[Edit proposal](#)

ID: 461320

**Link to share:** <https://projects.staging.sare.org/proposals/461320/166/>

[Download PDF](#)

**Grant:** 2024 North Central Youth Educator Grant

**Status:** Not submitted

**Amount Requested:** \$0

**Applicant:** [Joan Benjamin](#)

**Project Coordinator:**

[Joan Benjamin](#)

Regional Coordinator

NCR-SARE

(1890 Land Grant) [jbenjami@umn.edu](mailto:jbenjami@umn.edu)

**Description for search results if funded:** Grade School and High School students partner with a retiring herb farmer to learn how to grow and market herbs sustainably. The young people will develop a business plan and help the farmer look for someone to take over the business.

[show everyone's info](#)

### General Information

**Project Co-coordinator - if different from the applicant**

[Rufus Brown](#)

This is the draft. You can share the link with your collaborators or click on "Download PDF" to print the draft.  
To return to your proposal, close the "draft" window or click on "Edit Proposal."

When you click on "View Draft", a new window opens where you can see your draft proposal. Copy the "Link to share" to send to people you are working with so they can see and review the same draft.

To print a copy of your proposal draft, click on "Download PDF," then print.

To return to your proposal, close the draft window or click on "Edit Proposal."

Next you will enter your budget information.

**Title:** Students Learn to Run a Sustainable Herb Farm

[Edit title](#)

*The project title lets reviewers know what your project is about. Use words that are useful for finding your project in a web search. The project title should be about 35 words or less. Please use title case.*

**Project Description:**

Grade School and High School students partner with a retiring herb farmer to learn how to grow herbs. The young people will develop a business plan and help the farmer look for someone to take over the farm.

[Edit description](#)

*Description to be used for search results if funded. Limit of 300 characters*

**Applicant:** [Joan Benjamin](#)

**Project Coordinator:** [Joan Benjamin](#) [Change](#)

**Proposal Requirements:**  
Provide the information requested in the sections below to submit your proposal.

[General Information](#)

[Proposal](#)

[\\* Budget](#)

[\\* Livestock Care Plan](#)

[Submit Proposal](#)

\* Proposal missing required answers

**Youth Educator Sustainable Agriculture Grants**

The Youth Educator call for proposals (CFP) is available on the website at: <https://northcentral.sare.org/>. Please read it before starting your proposal. Details that will help you be successful. You can see some of our previous Proposals below.

If you need a printed application, call 612-626-3113.

**Purpose:** Youth Educator Grant projects provide opportunities for youth in the Central Region to teach youth about Sustainable Agriculture. The program is ecologically sound, economically viable, and socially responsible. The program is designed to encourage young people and their families to try sustainable agriculture as a viable career option.

**Proposals must be received online or in the NCR-SARE office by Central Time, Thursday, November 9, 2023.** Faxed proposals will not be accepted. If unable to use the online system, email: [ncrsare@umn.edu](mailto:ncrsare@umn.edu) or call 612-626-3113.

NCR-SARE Youth Educator Grant Program  
University of Minnesota  
1995 University Avenue, SE  
St. Paul, MN 55106

You are now ready to complete the budget section. Click on "Budget."

**BUDGET INSTRUCTIONS**

**Item Description.** List the items you want to purchase with grant funds along with a brief description of each item that explains why it is needed for the project. For Personnel, list the role each person plays in the project.

**Budget Category.** For each item in your budget choose the budget category that applies. Choose from:

- **Personnel:** List everyone who is participating in your project except consultants and service providers who should be listed under Other Direct Costs. Include an estimate of the amount of labor and the cost for each participant being paid with grant funds. NCR-SARE recognizes that farmers and ranchers are skilled workers who should be paid \$25 per hour or more for their labor in grant projects. Personnel costs can make up most, or all, of the budget. If they do, provide justification why most or all of the grant dollars are needed for salary and not costs in other program areas. Describe key functions the paid personnel will complete to achieve the goals of the grant. Include everyone who will participate even if they will not receive grant funds. If the participants are not being paid with grant funds, include their name, contact information, and role, and list \$0 for the grant funds request.
- **Materials and Supplies:** Use for items you plan to purchase to carry out the project
- **Travel:** For travel costs, use a mileage rate of \$0.655
- **Other Direct Costs:** Use for consultants and service providers, communications, photocopying, conferences/meetings/workshops, meals or refreshments, speaker/trainer fees, fees for service/stipends, equipment rental, land-use charges, and fabrication of equipment.
- **Food and** they su are not lunch, d becaus

**Details/Justifi** times some nu rounded to \$5 full amount of

**Budget**

**Answer:**

[Add a budget item](#)

[« Previous section](#)
[Proposal Overview](#)
[View Draft](#)
[Call for proposals](#)
[Next section »](#)



Read the budget instructions, then click on “Add a budget item” to enter each item of your budget. Be sure to save your work.

Read the Budget instructions in the Call for Proposals, then enter each item of your budget by clicking on “Add a Budget Item.”

Your budget items should match the materials and labor described in your grant proposal.

Reviewers look for realistic budgets. Use the real cost of items rather than estimates. Look up budget items on the Internet or call suppliers to find out costs.

When you click on "Add a budget item," a new window will open where you can select the budget category from a drop-down menu.

Click on "Add a budget item" then click on the down arrow under "Budget Category" to open the drop-down menu of budget categories. Chose the category for the item you want to add.

**Budget**

**Answer:**

\*Category: Personnel

\*Description: Laurel Green, designs, conducts, and analyzes pre- and post surveys of students to measure learning

\*Details/Justification: 6 surveys at 2 hours each = 12 hours at \$25/hour = \$300

Amount: 300

Save Cancel

Previous section

Budget Total: \$300 Add a budget item

	Description	Category	Amount
Edit	Laurel Green, designs, conducts, and analyzes pre- and post surveys of students to measure learning	Personnel	\$300
<b>NCR-SARE Total:</b>			<b>\$300</b>

**NCR-SARE**

Edit Laurel Green, designs, conducts, and analyzes pre- and post surveys of students to measure learning

6 surveys at 2 hours each = 12 hours at \$25/hour = \$300

After you select the "Budget Category," fill in the "Description." Then, under "Details/Justification," show how you came up with the amount for that item (show your math). Fill in the "Amount" you want the grant to cover for that item. When you click on "Save" the item appears as shown above.

Saved Budget Item

Complete the item "Description." Under "Details/Justification," show how you calculated the total cost for that item (show your math). You can keep adding budget items by clicking on "Add a budget item." Be sure to click on the "Save" button to save your entries.

Description	Category	Amount
<a href="#">Edit</a> Organic herb seed for student demonstrations and hands-on planting workshops	Materials and supplies	<a href="#">Add a budget item</a>
<a href="#">Edit</a> Fee for service for herb farmer working with students	Other direct costs	\$1,125
<a href="#">Edit</a> Laurel Green, coordinates trainings, tours, pre- and post surveys	Personnel	\$1,000
<a href="#">Edit</a> High School Student interns	Personnel	\$2,400
<a href="#">Edit</a> Bus rental and driver to take students on 2 farm visits with hands-on activities	Travel	\$1,000
<b>NCR-SARE Total: \$5,577</b>		<b>\$5,577</b>

**Details/Justification**

<a href="#">Edit</a> <b>Organic herb seed for student demonstrations and hands-on planting workshops</b> 2 pkts each of: Borage,Thyme, Sage at \$5.80/pkt = \$34.80 + \$2.65 sales tax + \$15 shipping = \$52.45 rounded to \$52.
<a href="#">Edit</a> <b>Fee for service for herb farmer working with students</b> 45 hours at \$25 per hour = \$1125
<a href="#">Edit</a> <b>Laurel Green, coordinates trainings, tours, pre- and post surveys</b> 40 hours at \$25/hour = \$1000
<a href="#">Edit</a> <b>High School Student interns</b> 4 students mentored on farm at \$600 each (150 hours at \$16/hour) = \$2,400
<a href="#">Edit</a> <b>Bus rental and driver to take students on 2 farm visits with hands-on activities</b> Bus rental for 1 day trip = \$1,000

[« Previous section](#)    [Proposal Overview](#)    [View Draft](#)    [Call for proposals](#)    [Next section »](#)

This sample budget shows the Description for each budget item being requested, and the Details/Justification (math) for how you came up with the Amount for each item.

Click on “Next section” or “Proposal Overview” when you are ready to move to the next section.

Here is a sample budget. Once you’ve entered all your items and clicked on “Save,” scroll to the top or bottom of the webpage and click on “Proposal Overview” or “Next section.”

**Title:** Students Learn to Run a Sustainable Herb Farm

[Edit title](#)

*The project title lets reviewers know what your project is about. Use words that are useful for finding your project in a website search. The project title should be 35 characters or less. Please use title case.*

**Project Description:**

Grade School and High School students partner with a retiring herb farmer to learn how to grow and maintain a herb garden. The young people will develop a business plan and help the farmer look for someone to take over the farm.

[Edit description](#)

*Description to be used for search results if funded. Limit of 300 characters*

**Applicant:** [Joan Benjamin](#)

**Project Coordinator:** [Joan Benjamin](#) [Change](#)

**Proposal Requirements:**

Provide the information requested in the sections below to submit your proposal.

[General Information](#)

[Proposal](#)

[Budget](#)

\* [Livestock Care Plan](#)

[Submit Proposal](#)

\* Proposal missing required answers

**Youth Educator Sustainable Agriculture Grants**

The Youth Educator call for proposals (CFP) is available on the North Central SARE website at: <https://northcentral.sare.org/>. Please read it before starting your proposal. You can see some of the ins...  
Proposals below.

If you need a printed application, call 612-626-3113.

**Does this project involve livestock (vertebrate animals only)**

Vertebrate animals (those with a backbone or spinal column) include cows, sheep, poultry, fish, etc. Animals without a vertebra such as bees, other insects, and shrimp are not considered Livestock for this program.

If your project involves livestock, answer "Yes" and fill out the Livestock Care form to complete your application. If your project does not involve livestock, answer "No" and do not fill out a Livestock Care form.

**\* Answer:**

Yes

No

[Save](#) [Cancel](#)

To complete your proposal, click on the "Livestock Care Plan." All applicants must answer the 1<sup>st</sup> question. Only those with livestock projects will complete the rest of the form.

Once you've completed the three required sections, go to the Livestock Care Plan section.

If your project **does not** involve livestock, open the Livestock Care Plan form and answer "No" to the first question which is: Does your project involve livestock? Click on "Save," then click on "Proposal Overview."

If your project **does** involve livestock, be sure to answer the questions in the Livestock Care Plan form and click on "Save." Then click on "Proposal Overview."

**Proposal Overview**  
**2024 North Central Youth Educator Grant**

◀ My proposals    View Draft    Call for proposals    **Submit Proposal**

**Closes:** November 9, 2023 at 5:30 pm EST  
**Status:** **Not submitted**

**Title:** Students Learn to Run a Sustainable Herb Farm  
 Edit title

*The project title lets reviewers know what your project is about. Use words that are useful for finding your project in a website search. The maximum length is 150 characters which is about 35 words or less. Please use title case.*

**Project Description:**  
 Grade School and High School students partner with a retiring herb farmer to learn how to grow and market h...  
 The young people will develop a business plan and help the farmer look for someone to take over the busines...  
 Edit description

*Description to be used for search results if funded. Limit of 300 characters*

**Applicant:** [Joan Benjamin](#)  
**Project Coordinator:** [Joan Benjamin](#) Change

**Proposal Requirements:**  
 Provide the information requested in the sections below to submit your proposal.

[General Information](#)

[Proposal](#)

[Budget](#)

[Livestock Care Plan](#)

**Submit Proposal**

[Delete Proposal](#)

**Youth Educator Sustainable Agriculture Grants**

The Youth Educator call for proposals (CFP) is available on the North Cent...  
 at: <https://northcentral.sare.org/>. Please read it before starting your prop...  
 details that will help you be successful. You can see some of the instructio...  
 Proposals below.

If you need a printed application, call 612-626-3113.

**Purpose:** Youth Educator Grant projects provide opportunities for educato...  
 Central Region to teach youth about Sustainable Agriculture (farming and r...  
 ecologically sound, economically viable, and socially responsible). Educ...

When all the Proposal Requirements are completed, you can click on "Submit Proposal." It's a good idea to review your draft before submitting the proposal.

Once you've completed all required sections, you can submit the proposal. It's a good idea to click on "View Draft" to review your proposal before you submit it. When you are satisfied with how you have answered the questions, click on "Submit Proposal".

## Submit Proposal

### 2024 North Central Youth Educator Grant

#### [Students Learn to Run a Sustainable Herb Farm](#)

If you are satisfied with your proposal, you may submit it now by **clicking the "Submit proposal" button below**

Submit proposal



CFP closes in 69 days

If you are satisfied with your proposal, click "Submit proposal" on this confirmation page. In this system, you can unsubmit your proposal and make corrections BEFORE the close date. If you unsubmit, you must re-submit your proposal before the application deadline.

When you click on "Submit Proposal," you will see another page with a button to "Submit proposal." This is a safeguard to make sure you are ready to submit. Click on "Submit proposal" to complete your application. You can "unsubmit" and make changes prior to the closing date for the grant program.

## Students Learn to Run a Sustainable Herb Farm

[Unsubmit Proposal](#) 

ID: 461320

Link to share: <https://projects.staging.sare.org/proposals/461320/166/>

[Download PDF](#)

Grant: 2024 North Central Youth Educator Grant

Status: Submitted on 09/01/2023 12:06pm EDT

Amount Requested: \$5,577

Applicant: [Joan Benjamin](#)

Project Coordinator:

[Joan Benjamin](#)

Regional Coordinator

NCR-SARE

(1890 Land Grant) [jbenjami@umn.edu](mailto:jbenjami@umn.edu)

**Description for search results if funded:** Grade School and High School students partner with a retiring herb farmer to learn how to grow and market herbs sustainably. The young people will develop a business plan and help the farmer look for someone to take over the business.

[show everyone's info](#)

You will see this web page, confirming your submission. You will also receive an email from the SARE system confirming your submission.

If you need to make changes, you can unsubmit and make corrections. You must resubmit before the grant application close date.

To unsubmit, click on "Unsubmit Proposal." To review or print a copy of your proposal, click on "Download PDF."

After you submit your proposal, you will see this confirmation page. Note that in this system, you can Unsubmit and make changes PRIOR to the closing date for the grant program. Make sure you resubmit by the closing date and time, or your proposal will not be considered for funding.

Once your proposal is submitted, you can click on "Unsubmit Proposal" to unsubmit your proposal or "Download PDF" to review or print your application.

**Good luck with  
your proposal!**

**If you have questions, contact  
Joan Benjamin at:**

**573-681-5545**  
or  
[benjaminj@lincolnu.edu](mailto:benjaminj@lincolnu.edu)  
<https://northcentral.sare.org/>

Follow @NCRSARE on social media:



Congratulations! You have now successfully submitted your Youth Educator Grant Proposal.

A committee of farmers, ranchers, educators, researchers, and others with an interest in youth education will review the proposals and make funding recommendations to the NCR-SARE Administrative Council.

The Administrative Council members make the final funding decisions.

Awards will be announced by the end of February 2024.

Good luck with your proposal.

If you have any questions, contact NCR-SARE.

- On the web: <http://www.northcentral.sare.org/>
- On Facebook: <https://www.facebook.com/NCRSARE>
- On Twitter: <https://twitter.com/ncrsare>
- On Instagram: <https://www.instagram.com/ncrsare>
- On YouTube: <http://www.youtube.com/user/NCRSAREvideo>