



Welcome to this webinar about how to manage your NCR-SARE Youth Educator grant.

My name is Joan Benjamin. I coordinate the Youth Educator Grant program and am available to answer your questions. My office is located at Lincoln University in Jefferson City, Missouri. You can contact me at: [benjaminj@lincolnu.edu](mailto:benjaminj@lincolnu.edu) or 573-681-5545.

I will walk you through grant finances – including receiving grant payments, how to request an extension or budget change, and the steps for reporting on your grant project. This presentation will take approximately 20 minutes.

## Grant Finances

**NCR-SARE Youth Educator Grant recipients receive grant funds in 2 payments: 75% at the start of the project, and a final payment of 25% when the final report is approved.**

**The final payment is a reimbursement.**



Many grant programs provide funding by reimbursing you once you've spent funds.

### **NCR-SARE Youth Educator Grants are different.**

At the start of your project, you will receive a contract to sign as well as a form stating that you have started your project. When these are signed, returned, and approved, you will receive the first payment of your grant (75%), so you have funds to start your project. Because these grants are issued as a contract, you will receive a 1099 form for the grant payments. Please contact a tax professional if you have questions about how this might affect your taxes.

Save your receipts and invoices for your own tax purposes. NCR-SARE does not need to see them. We rely on the budget information you provide in your reports.

At the end of the first year of your project, you need to submit a progress report and budget.

When your project is finished, you are required to submit a final report and final budget. At this point, all grant funds should be spent. **The final payment of 25% is a reimbursement.** The final budget should show how all grant funds were spent.

## Budget Changes

Grant recipients can request budget changes as needed. For changes of \$1,000 or more, you will need prior approval. Smaller changes are usually OK if they involve a price change of an item or another simple change. Be sure to contact NCR-SARE with questions.



If the price of items in your budget changes as you carry out your project, we can usually move funds from one line item to another to reduce funds in one area and increase them in another. You can show small changes in your online budget in the reporting system. You will find a column where you can put budget change requests. There is also a Notes column where you can explain the changes. See more on this in the Reporting section of this webinar.

For larger budget changes of \$1,000 or more, be sure to contact me first to make sure the change is allowed. You can email me at: [benjaminj@lincolnu.edu](mailto:benjaminj@lincolnu.edu) or call me at: 573-681-5545.

We want you to be successful and will work with you on budget changes.



## No-Cost Extensions

Grant recipients can request a 6-month extension if they are unable to complete their project within 23 months. This is in case weather or other issues prevent you from completing the project by the original deadline.



A no-cost extension means that you need additional time for your project but are not requesting additional funds.

To request a no-cost extension, send an e-mail to me at: [benjaminj@lincolnu.edu](mailto:benjaminj@lincolnu.edu) or send me a hard copy letter with signature that states the following.

1. I am requesting a no-cost extension for NCR-SARE project YENCXX-XXXX. (The YENC number is your Project number. It stands for Youth Educator North Central, followed by the last two digits of the year your project was funded, and the number of your grant. For example, YENC21-161.)
2. In order to complete my project, I am requesting a new end date of Month, date, year. (Typically we allow 6-month extensions. If you need longer, be sure to provide reasons why you need a longer extension in your explanation.)
3. Include a brief explanation of why you need the extension.

I will let you know by email if your extension is approved or if there are further questions. This typically takes a week or two.

Extension requests should be submitted at least 2 months before your project ends. Earlier is better.

## Reporting Instructions

NCR-SARE uses an online reporting system. Youth Educator Grant recipients are required to provide periodic progress reports. Progress reports are due annually until a final report is submitted and approved by an administrator.



photo credit: Joan Benjamin

You have 23 months to complete your grant project. After the first year of your project, you are required to submit a progress report and budget update. One-year projects can complete a final report and final budget after the first year if all grant work is done.

Use the SARE online reporting system to submit your report.

projects.sare.org/sare-reporting-system-instructions/

## Reporting System Instructions

As a SARE grant recipient, you will be required to submit periodic progress reports. Progress reports are due annually until a final report is approved by an administrator.

The SARE program uses an electronic reporting system to review report submissions and post approved project reports at [projects.sare.org](https://projects.sare.org).

### Login

If you have any problems logging in, please read: [Creating or resetting your password instructions](#). If you still have trouble logging in, contact [projects@sare.org](mailto:projects@sare.org) for support.

### Your Profile

Once logged in, edit your user profile by clicking "View/Edit your profile" at [projects.sare.org](https://projects.sare.org). Click "Edit" on the user profile page then enter your personal information. Click "Edit" at the bottom of the page to save your entries.

### Project Overview

Use the links on the Project Overview page to access and update the following:

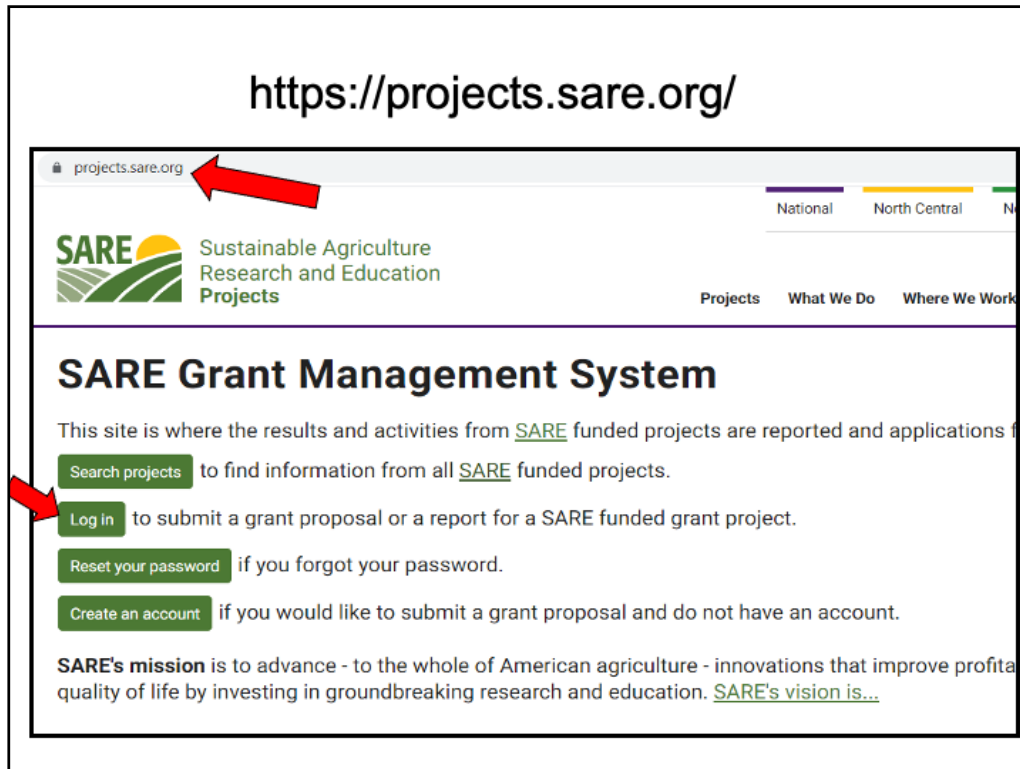
- **Project Report:** Access the working and previously approved versions of your project report.
- **Information Products:** Add information products produced as part of your project.
- **Benefits and Impacts:** Select the benefits and impacts you expect your project will lead to or influence over the long term.
- **Commodities and Practices:** Select the commodities and practices that are relevant to your project. This information is used to help users search for relevant projects.

Reports are an important part of SARE grants. They are one way to share the results of your project with other educators so they can benefit from your research and education efforts.

To access the reporting website, go to: <https://projects.sare.org/>

For reporting instructions, go to: <https://projects.sare.org/sare-reporting-system-instructions/>

In this webinar, I'll walk you through the reporting process.



To begin the report for your NCR-SARE Youth Educator grant, go to <https://projects.sare.org/> and click on **Log in**.

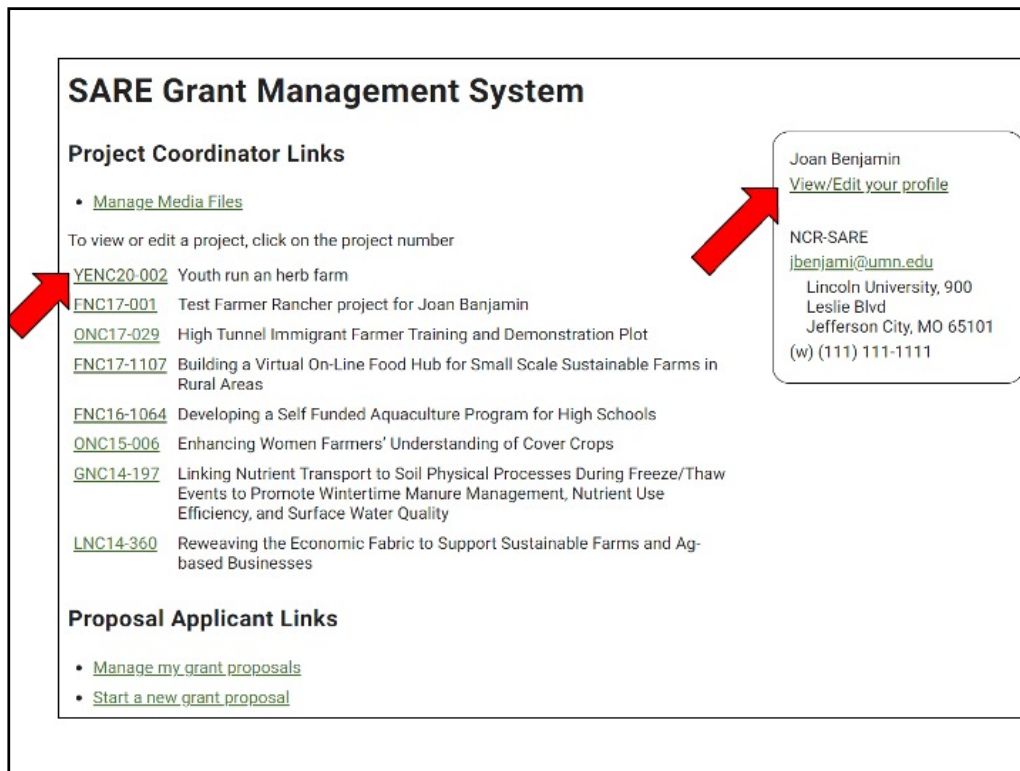
Enter the same user name and password you used when you created your grant proposal. Your **User name** is typically your email (the one you use for SARE correspondence).

Enter your **password**.

If you have forgotten either of these, click on **Reset your password**.

<https://projects.sare.org/creating-or-resetting-your-password-instructions/>

If you have trouble logging in, contact [projects@sare.org](mailto:projects@sare.org) for support.



When you log into the system, you'll see a screen like this.

### Project Coordinator Links

You'll see a list of all SARE grant projects you've been associated with on the left. Click on the project you want to report on. If this is your first grant, you will only see one project listed.

The reporting system uses progressive reporting rather than separate annual and final reports. Start by completing a Progress Report. You will add to it over time to create the final report. When a Progress Report is approved by an administrator, that version is saved and a new version of the report is created called the **Working Version**.

If you have a one-year project and your project is finished at the end of the first year, you can complete the final report instead of a progress report, by answering all questions in all report sections.

### Your Profile

If you have **address, phone, or email changes**, click on "View/Edit your profile" on the right side of the page. On the page that opens, click on the "Edit" button in the upper right corner and make any changes needed. When done, scroll to the bottom of the page and click on "Update" to save your changes.



Project Overview (Reporting Instructions ⓘ)

[Proposal](#)

Report Due Dates

Progress report due on January 15, 2023  
Final report due on January 15, 2024

Notifications

Report Versions

[Working version](#) Last updated: 02/04/2022 10:53am EST by Joan Benjamin

Information Products

If you produced standalone books, bulletins, or other educational products, add them here. Products should contain acknowledgement of SARE's support. Graphs, illustrations and tables should be uploaded to the related section of the report.

[Add a product](#)

Benefits and Impacts [Edit](#)

No benefits and impacts identified (required to submit report)

Commodities [Edit](#)

No commodities identified (required to submit report)

Does not apply to commodities

YENC22-173

[Edit Project Details](#)

Project Type: Youth Educator  
Funds awarded in 2022: \$6,000.00  
Projected End Date: 01/15/2024  
Grant Recipient: Growing Places Indy  
Region: North Central  
State: Indiana  
Project Manager:  
[Victoria Beatty](#)  
Email  
Growing Places Indy

When you click on your report link, the Project Overview page will open. It shows your Report Due Dates and other information.

Use the links on the **Project Overview** page to access the following:

- **Reporting Instructions:** Step-by-step information on how to complete your report.
- **Proposal:** View your original project proposal.
- **Working Version:** Click on the Working version when you are ready to work on your report.
- **Add a product:** Click here to add **Information Products**. These are stand alone items such as books, bulletins, and fact sheets produced as part of your project. Other information such as tables and photos can be added directly into the report itself.
- **Benefits and Impacts:** Click on **Edit** to select the benefits and impacts you expect your project will lead to or influence over the long term. This is a checklist. Scroll to the bottom and click on the **Update** button to save your choices.
- **Commodities and Practices:** Click on **Edit** to select the commodities and practices that are a primary focus of your project. This is a checklist. The information you provide is used to help people search for projects on topics they are interested in. Before leaving a checklist, scroll to the bottom and click on the **Update** button to save

your choices.

To the right, you will see a box that contains your **Project Details**.

## Report for YENC22-173 (working version)

Working version last updated on 02/04/2022 10:53am EST by Joan Benjamin

No benefits/impacts identified (required to submit report) [Edit](#)

No commodities identified (required to submit report) [Edit](#)

No practices identified (required to submit report) [Edit](#)

[Go to Approve Report](#) ← clicking here takes you to the page to approve the report

Some fields in this report have been populated from your proposal or previously approved reports. Please edit them to make them complete and current.

[Expand All](#) [Collapse All](#)

[Project Information](#) [Edit](#)

**Summary:**

Young Grow Getters is a paid, six-week intensive hands-on youth agriculture program that is led by industry professionals in sustainable farming, culinary arts, food production, and technology. The program offers real-world experiences and career-readiness skills, along with a robust curriculum to teach students the vital aspects of urban agriculture.

The selected students will be involved in all aspects of Growing Places Indy, which includes farm planning, planting, finance, maintenance, harvest, and distribution. They will fully engage in the Indianapolis food system as they will work on other urban farms and meet local leaders in the food and farming community.

**Project Objectives:**

The program idea was developed by understanding effective programs for accomplishing our mission and collecting feedback from past participants and critical partners. This program objectives include:

- Break the cycle of poverty of young people and expose them to new career opportunities within agriculture through hands-on learning and networking opportunities from experienced farmers, chefs, and industry professionals.
- Build long-term economic self-reliance and food security among participants and their communities by increasing the farming skills of high school students.

[YENC22-173 \(project overview\)](#)

[Edit Project Details](#)

**Project Type:** Youth Educator

**Funds awarded in 2022:** \$6,000.00

**Projected End Date:** 01/15/2024

**Grant Recipient:** Growing Places Indy

**Region:** North Central

**State:** Indiana

**Project Manager:** Victoria Beatty

[Email](#)

Growing Places Indy

When you click on **Working Version** you will see all of the headings and entries that make up your report. Scroll down to see all of the headings.

Click **Edit** next to each section heading to enter report information. A text box will open up where you can enter text and add photos, tables, and other items.

Some report information is automatically filled in using the text from your proposal. As you can see in this example, the section titled, **Project Information**, has the Summary and Project Objectives already filled in. Your Approved Budget (from your contract), is also automatically entered as part of your report.

If you have changes to make in any of these areas, click on **Edit**, make your changes, then click on **SAVE**. If there are no changes, you can move to the next section.

Click the project number in the box at the top right to exit the report and return to the **Project Overview** page.

Cooperators [Edit](#)

No cooperators

Budget [Edit](#)

Budget has been approved

Category	Description	Approved Budget	Requested Budget Changes	Total Grant Funds Spent	Amt Spent Year 1	Amt Spent Year 2	Amt Spent Years 3 and 4	Notes
Personnel	Payments to students and farmers	2,400		0				
Materials and supplies	Tools and books	847		0				
Travel	Students travel to Sustainable Ag education Assoc. conference and give presentation	753		0				
Totals		\$4,000	\$0	\$0	\$0	\$0	\$0	

Import budget file:  No file chosen
 [Budget template file](#)

Educational & Outreach Activities [Edit](#)

Nex, scroll down to the sections labeled Cooperators and Budget.

Open **Cooperators** by clicking on the **Edit** link if there are people who are helping you with your project who play a significant role in carrying out project research or educational activities. Do NOT include project coordinators in this section. Add Cooperators, if there are any, and click on **SAVE**. If you have no cooperators, go on to the **Budget**.

Review the **Budget** section. The initial information is already filled in and is a copy of the budget that was approved for your contract. It shows the budget categories, descriptions of items, and the budget amount approved for each item.

The budget is only visible to administrators. The public cannot view your budget. If there is budget information that you want to share with other educators, be sure to add that information elsewhere in the report.

Click on **Edit** to open the budget so you can add information.



SAVE

Project budget

Budget category *	Personnel
Budget description *	Payments to students and farmers
Approved Budget amount	\$2400
Requested Budget Changes	\$ 2700
1 Grant funds spent year 1	\$ 1300
Grant funds spent year 2	\$
Grant funds spent years 3 and 4 for extensions only	\$
Notes	An additional farmer participated in the planting workshops, 15 hours at \$20 per hour ~ \$300 increase.

When you click on **Edit**, the budget items will open up as text boxes that are arranged vertically and in alphabetical order.

Show what you spent in the first year of your project by filling in the **Grant funds spent year 1** column.

If you want to make minor changes to your budget, fill in the new budget total (whether it has increased or decreased) in the **Requested Budget Changes** column. Explain the change using the **Notes** area. For major changes (\$1,000 or more), contact me first to make sure the change is OK.

Click on **SAVE** at the top or bottom of the page when you are done. Changes will be lost if you do not click on **SAVE**.

Educational & Outreach Activities [Edit](#)

PARTICIPATION SUMMARY:

No participation

Learning Outcomes [Edit](#)

No learning outcomes

Project Outcomes [Edit](#)

No project outcomes

Participants (optional) [Edit](#)

No participants

Information Products

If you produced standalone books, bulletins, or other educational products, add them here. Products should contain acknowledgement of SARE's support. Graphs, illustrations and tables should be uploaded to the related section of the report.

[Add a product](#)

[Return to Project Overview](#)

When you are done with the budget, click on **SAVE**. You will be returned to the main report page where you can choose which section to work on next.

Scroll to the next section below the budget: **Educational and Outreach Activities**. Click on **Edit** to open the section and complete the questions. There are a series of boxes where you can fill in numbers followed by a text box where you can enter Education and outreach descriptions. Describe the activities you indicated with numbers, as well as outreach that is in progress (e.g. newsletter, articles, upcoming presentations, etc.).

There are two options for entering report data:

- Recommended: Enter and format report data directly in the report. *This approach is least likely to result in formatting errors.* You can type in text and can also add tables and images.
- Another option: Create your report using a word processor and then copy and paste the information into the report sections. *This approach may result in formatting errors when saving formatted content, tables or images.*

Continue to click on **Edit** next to each section to open it. Complete information in each section and Save.

Fill out the information you have available at the Progress Report stage (typically at the end of the first year). If this is a final report, fill out all sections.

Be sure to click on **SAVE** when you are done with each section to save your information. You can click on **Edit** again if you want to make changes or add information to a section later.

**Edit Learning Outcomes**

SAVE

**Number of youth who report changes in knowledge, attitude, skills and/or awareness**

14

**Key areas in which youth reported changes in knowledge, attitude, skills and/or awareness**

To delete, place your cursor within an entry, then click the minus sign that appears to the right.

1

Increase in knowledge and skills related to sustainable farming such as composting, crop rotations, interplanting, and cover crops.

-

2

Increased knowledge and skills in direct-marketing business planning including money management, general money handling/financial skills (setting prices, making change, etc.).

-

Add another key area

**Results and discussion**

Add Media

Visual

Text

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In this example, under the heading **Learning Outcomes**, fill in the number of youth who reported changes in knowledge, attitude, skills, and/or awareness in your project. Use the text box below the number to explain what kind of changes you saw.

Under **Results and discussion** you will see a text box where you can fill in the results you have so far.

When you are finished with a section, click SAVE or Cancel at the bottom of the screen:

- **SAVE:** Saves the current edits, and returns you to the main report page.
- **Cancel:** Does not save the current edits and returns you to the main report page. **If you do not click the SAVE button, your work will not be saved.**



Edit Learning Outcomes

SAVE

Number of youth who report changes in knowledge, attitude, skills and/or awareness

14

Key areas in which youth reported changes in knowledge, attitude, skills and/or awareness

To delete, place your cursor within an entry, then click the minus sign that appears to the right.

1

Increase in knowledge and skills related to sustainable farming such as composting, crop rotations, interplanting, and cover crops.

2

Increased knowledge and skills in direct marketing business planning including money management, general money handling/financial skills (setting prices, making change, etc.).

Add another key area

Results and discussion

Add Media

VisualText

B I ABC

Paragraph

In sections that have an **Add media** button, you can embed photos, drawings, or tables.

To add an attachment or embed images, place your cursor in the text box where you want the attachment or image to appear and click on the **Add Media** button.

**Add Media**

Upload Files Media Library

All media items All dates Search media items

**Add media**

Upload files Media Library

Drop files to upload  
or  
Select Files

**Notes:** By uploading photos or videos you indicate that you own or have secured the image rights and permissions and grant to future information products. If a photograph or video contains human subjects who are under 18 years of age, you certify that you are the guardian, and have submitted the [Photograph release and authorization forms](#) to SARE.  
When linking to or uploading a video or audio, you agree to provide captions in order to meet accessibility compliance requirements.  
You have the following options to provide captions:  
1. Upload the video to your own youtube channel and turn on auto-captioning. Add the youtube link into the project report.  
2. Send the video to your regional communication specialists to upload to the regional youtube channel which provides auto-captions.  
3. Include transcript files along with videos or podcasts when uploading them to the media library or upload a transcript to the project report.  
Maximum upload file size: 128 MB.

**ATTACHMENT DETAILS**

plot-map2.jpg  
August 20, 2018  
713 KB  
1632 x 1224  
Edit image

URL:

Title:

Caption:

Alt Text:

**ATTACHMENT DISPLAY SETTINGS**

Alignment:

Link To:

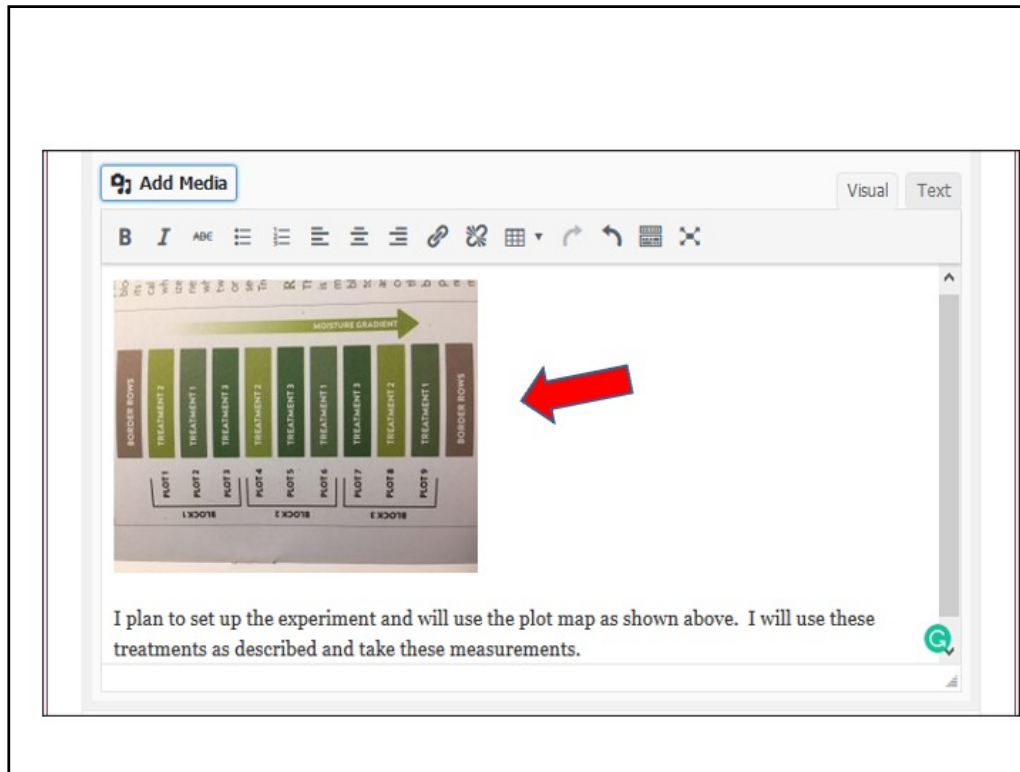
Size:

Insert into post

You will be taken to your **Media page**. Click on **Upload files**, then **Select Files**. Open the file from your computer and click on **Insert into post** to add the item to your report.

Please note that the maximum size of a photo, image, or other item that you add is 64 MB. If you have larger items, you may want to provide a link to the item.

For more information on adding figures, graphs, images, and videos, see:  
<https://projects.sare.org/inserting-figures-graphs-and-other-images/>



The image will be embedded as you see here. Be sure to provide a caption so readers know what they are viewing.

## Youth run an herb farm

### Report for YENC20-002 (working version)

Working version | Updated on 03/17/2022 5:19pm EDT by Joan Benjamin

[Go to Submit Report](#) ← clicking here takes you to the page to submit the report

Some fields in this report have been populated from your proposal or previously approved reports. Please edit them to make them complete and current.

[Expand All](#) [Collapse All](#)

**Project Information** [Edit](#)

**Summary:**

Youth in grade school and high school farmers to learn sustainable growing (business), and will evaluate their progress take over the herb farm and will save

**Project Objectives:**

1. Introduce youth to sustainable
2. Youth work with farmers to de
3. Recruit young farmers to take

### Report for YENC20-002 (working version)

Comments:

[Visual](#)

**Submit Report** [Cancel](#)

Note: After submitting, you will not be able to edit this report until action is taken by a regional administrator

For the **final report** the following fields are missing required data:

- [Number of grants received](#)
- [Number of new working collaborations](#)

When you have completed the report, click on the **Go to Submit Report** button.

If the report is Incomplete, the report system will show you which areas need to be filled in to complete a Progress Report or Final Report. If you are working on the Progress Report, you can ignore the Final Report fields. If any items are missing, complete the Progress Report by clicking on the fields that still need entries. Then click on **Go to Submit Report** and click on **Submit Report**. There is a box where you can add comments for NCR-SARE if you want to.

If you are working on a final report, if any items are missing, the system will list items that you still need to complete. Click on each missing item, answer the questions, and click on **SAVE**. When all items are completed, click on **Go to Submit Report**, then click on **Submit Report**. When you submit a final report, check the box noting that this is the final report.



### Report for YENC20-002 (working version)

Submitted on 03/17/2022 5:59pm EDT by Joan Benjamin

[Workflow](#)

[Go to Unsubmit Report](#) ← clicking here takes you to the page to unsubmit the report

[Expand All](#)
[Collapse All](#)

#### Project Information

**Summary:**

Youth in grade school and high school 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.

**Project Objectives:**

1. Introduce youth to sustainable herb farming
2. Youth work with farmers to develop a business plan
3. Recruit young farmers to take over the herb farm.

[YENC20-002 \(project overview\)](#)

**Project Type:** Youth Educator

**Funds awarded in 2020:** \$4,000.00

**Projected End Date:** 01/31/2022

**Grant Recipient:** NCR-SARE

**Region:** North Central

**State:** Iowa

**Project Manager:**

[Joan Benjamin](#)

[Email](#)

NCR-SARE

When you click on **Submit Report**, the system sends an email message to NCR-SARE administrators so we know your report is ready for review. If you are not ready to submit the report, click on **Cancel**.

If you forgot something, click on **Go to Unsubmit Report**, click on **Unsubmit Report**, make any changes necessary, then click on **Submit** again.

### You are welcome to add information after your project ends.

This is not required, but if you would like to add information after your project ends and the final report is approved, please do! It often takes more time than the 23 months of the grant project to get all of the results on your project. Educators and others who are interested in your work appreciate updates and so do SARE staff.

When you submit your final report, no Working Version is created. Once your report is approved, you can create a new Working Version by going to the **Approved** version and clicking on "Start a new draft report." Edit, save, and submit as before.

**Feel free to ask questions anytime!**

Good luck with  
your report!

If you have questions  
contact  
Joan Benjamin

by phone: 573-681-5545

by email:  
benjaminj@lincolnu.edu

<https://northcentral.sare.org/>



The report will be reviewed by North Central region SARE staff. **You will receive an email via the reporting system when your report is approved or if there are questions.** The public cannot see your report until it is approved by an administrator.

If you have any questions contact NCR-SARE.