



Southern SARE Conference/Event Sponsorship and Budget Form

Each year, the Southern region Sustainable Agriculture Research and Education (SSARE) program provides sponsorship support for conferences, field days, workshops and other educational events organized by universities, community organizations, NGOs, mentor farmers and other ag professionals across the Southern region. The events can be regional events, as well as national events taking place in the Southern region whose main purpose is to further sustainable agriculture for the benefit of farmers, NGOs, community organizations, researchers and other ag professionals.

To be considered for sponsorship support, requests must:

- **Be submitted at least 45 days in advance of the event;**
- **Pertain to an event within the Southern region of the U.S.;**
- **Serve domestic audiences (specifically farmers and/or those who serve farmers);**
- **Include a farmer education/outreach component, in the form of a variety of activities, such as field days, farm tours, hands-on workshops, or demonstrations;**
- **Relate to sustainable agriculture.**

To be considered for conference sponsorship support, please fill out this sponsorship form and e-mail to southern-sponsorships@sare.org. Any form not filled out properly or in its entirety will be returned. Refer to the following webpage for additional important conference sponsorship information: <https://southern.sare.org/about/conference-sponsorships/>

DISCLAIMER: Sponsorships are contingent on annual funding availability at the time of the request. Funds are discretionary and will be awarded at the discretion of Southern SARE. Sponsorship fund availability varies year to year and is not always available. A submission of sponsorship request does not automatically indicate support acceptance. Southern SARE reserves the right to deny sponsorship funding if sponsorship guidelines, allowable budget items (including itemization and justification of budget items), or sponsorship deadlines are not met.

A. General Contact Information

Organization/Institution Name:

Address (include city, state, and zip code):

Contact Name:

Contact email:

Contact Phone Number:

Organization/Institution Financial Contact (name/email address/phone number):

B. Details of Event

Name of Event:

Date and Time of Event:

Location of Event:

Brief Description of Event:

How Will the Funds Be Used to Further Sustainable Ag in Your Community?

How Will SSARE Be Represented at Your Event?

C. Budget

List only allowable items for each budget category. Refer to the SSARE website for allowable budget items. Justification and itemization for each item is required.
<https://southern.sare.org/about/conference-sponsorships/>

Sample Budget Breakdown (For Illustrative Purposes Only)

Category	Cost	Cost Breakdown	Justification
General Event Organizing	\$750	Design and printing of 1,000 flyers. Design is a flat rate of \$300. Printing of 1,000 flyers is .45 a piece.	The flyers are needed to promote the event through various multimedia and traditional media outlets.
Meals	\$500	Lunch for 50 attendees at \$10 per person.	During the lunch, a keynote speaker will present an educational session on the 10 steps to creating a great business plan.
Speaker Travel	\$762	Travel for 4 speakers. 100 miles at 65.5 cents per mile (\$65.50) for speaker 1. 300 miles at 65.5 cents per mile (\$196.50) for speaker 2. \$250 each for airfare for speakers 3 and 4.	The speakers will be presenting educational sessions on the following topics: marketing, scaling up local foods, food safety, and developing value-added products.
Speaker Stipend	\$400	Speaker stipend fees at \$100 per speaker.	A fee to pay speakers for their time in sharing their knowledge with attendees.
Event Facilities/Planning Space	\$300	\$300 flat rate fee for the farm site.	A fee to use the farm as the event location.
Technical Equipment	\$100	Microphone: \$25, Speaker system \$75	The microphone and speaker system is needed for the speakers to present their information in an outdoor setting.
Incidentals	\$0		

Total Amount Requested	\$2,812		

For each applicable budget category, provide the following:

- The cost of the item requested.
- An itemized breakdown of the cost for each budget category. For example, if you are requesting \$500 for lunch, indicate that 50 people will be fed lunch at a cost of \$10 per person.
- A justification for each budget category. Explain why the item is needed to conduct your event.
- The total amount of the sponsorship request. The cost of the budget categories must add up to your total amount requested.

Budget Breakdown

Category	Cost	Cost Breakdown	Justification
General Event Organizing			
Meals			
Speaker Travel			
Speaker Stipend			
Event Facilities/Planning Space			
Technical Equipment			
Incidentals			
Total Amount Requested			

Published by the Southern Region of the Sustainable Agriculture Research and Education (SARE) program. Funded by the [USDA National Institute of Food and Agriculture \(NIFA\)](#), Southern SARE operates under cooperative agreements with the [University of Georgia](#), [Fort Valley State University](#), and the [Kerr Center for Sustainable Agriculture](#) to offer competitive grants to advance sustainable agriculture in America's Southern region. USDA is an equal opportunity employer and service provider. Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture.