



Farmer/Rancher Education Sponsorship Request

Rev. 01/2026

Name: _____

Email: _____

Address: _____

Phone: _____

Alt. Phone: _____

Proposed Training Dates: _____ to _____

Location of training (may be virtual): _____

Have you received a SSARE Farmer Education Sponsorship in the last 3 years? Yes No

Name and location of the farmer/rancher providing the education or workshop/educational event.

Why are you attending the educational event and what information do you hope to obtain from the farmer/rancher/workshop/educational event.

How do you plan to use this knowledge to benefit the SARE program?



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Budget and Budget Narrative:

(Travel (car, van, plane) can be awarded at lowest cost rate. Meals will not be reimbursed)

Transportation: \$ _____

Air \$ _____

Ground (mileage) \$ _____

Ground (rental) \$ _____

Fees (toll, parking, etc.) \$ _____

Lodging: \$ _____

Stipend for Trainer (for on-farm training): \$ _____

Total Requested: \$ _____

Budget Narrative: Please give details for each budget item. Ex: \$500 lodging- 4 nights @\$125/night

I have read and understand the training sponsorship guidelines found on pages 3-4.

_____ Date _____

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SARE Farmer Training Sponsorship Guidelines & Standard Procedures

Southern SARE offers funds for direct Farmer/Rancher training. Individuals may apply to receive training directly from a farmer.

SSARE provides financial support to farmers seeking opportunities to receive training directly from a farmer. These avenues offer valuable information crucial for sustainable agricultural practices. Farmers or producers interested in accessing training funds for direct farmer training, intending to acquire knowledge and skills beneficial to the SARE program, are encouraged to reach out to the SSARE State Coordinator in their respective state or region.

To qualify for the Farmer Training Sponsorship, applicants should primarily engage in farming or ranching, either full-time or part-time. Applicants managing farms independently, with family members, or partners, should have documented annual income of at least \$1,000 from their farming operations, as defined by USDA. There are no restrictions concerning farm size or the duration of farming experience. Urban farms are also eligible for consideration.

SSARE also welcomes applications from indigenous agriculturists contributing to community food systems. Such initiatives may qualify for support if the annual production activity holds a value of at least \$1,000, even if the products are not marketed due to cultural reasons.

The Southern SARE Region encompasses 13 states, Puerto Rico, and the Virgin Islands. Allocation of training funds is conducted with a focus on efficiency, cost-effectiveness, and organization. **Requests amounting to \$2,999 or less may receive approval from SSARE administrative staff, provided they are submitted at least 30 days prior to the intended event.**

Personal Identifiable Information – SSARE must abide by not only Federal Regulations, policies and procedures for travel, but those of the University of Georgia as well. As an added level of security, social security numbers are not included on travel reimbursement forms. An Individual Vendor Profile form must be completed in the Unified Vendor Database at: <http://suppliers.uga.edu>. This will take you to a secure website to enter your social security and address information. This is a one-time form. If you have completed this form in the past, you will not have to complete another one for subsequent reimbursements. A paper version of this form can be made available to those without internet access. **Completion of this form is mandatory in order to receive payment. This is non-negotiable.** Social Security numbers will be kept confidential at the University of Georgia.

TRANSPORTATION – For those instances where participants drive to the educational event, SSARE may reimburse the mileage at a rate of \$0.725 cents per mile. Google maps with the start and end location are **required**. If a rental vehicle expense is claimed, there will be **no** mileage reimbursed for those miles associated with the rental vehicle. Fuel expenses will **only** be paid when accompanying a rental vehicle expense. We encourage participants to utilize the most economical means of transportation in an effort to keep the expenditures low so that funds can be offered to more individuals.

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HOTEL – Hotel accommodations cannot be directly paid by SSARE, nor will SSARE make the reservations for the participants. Where there are overnight expenses incurred for events or trainings, there are usually associated or referred hotels. If the participant chooses to make other reservations at non-referred hotels, the lower room rate will prevail. SSARE does not reimburse miscellaneous charges such as internet connection fees, phone calls, movies, or other miscellaneous charges. ***Hotel / Lodging receipts must include detailed charges and be in the claimant's name to be eligible for reimbursement.***

NOTE: Per University of Georgia policy, only hotels/motels are allowable lodging establishments for reimbursement. Businesses, such as Airbnb, Vrbo, HomeAway, condos/townhomes, or similar vacation rentals are not allowable lodging services. International travel is not allowed.

REGISTRATION – Event registration is paid by the participant. Original registration receipt(s) must be submitted to SSARE for reimbursement.

The following must be submitted to receive reimbursement:

- The UGA Supplier Form (completed online at <https://suppliers.uga.edu>).
- All receipts must be in the name of the attendee. NOTE: Meals are not included in training sponsorship reimbursements. Mileage rates are reimbursed at \$.725 cents per mile.
- A copy of the training agenda showing the name, location and dates of the event.

The documents and original receipts may be e-mailed. However, all travel forms and receipts **MUST BE CLEAR AND LEGIBLE**. If any documents are deemed illegible, they will be returned for correction, which will delay reimbursement processing time. Errors, missing/incorrect information, and missing receipts will also delay the processing of reimbursement. ALL reimbursement requests must be submitted within 20 days of the close of the event. Reimbursement requests will not be accepted after 20 days. Send all travel reimbursement forms and receipts to:

 Kayla Martin
kayla.martin2@uga.edu
Southern SARE
University of Georgia - Griffin Campus
1109 Experiment St.
Stuckey Building, Room 203
Griffin, GA 30223-1731

We recommend you make copies of the forms and receipts and keep them in your files for 3 years.