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.
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 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.
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.
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 Farmers and Agricultural Entrepreneurs in the Midwest

MFAI's Grant Advisory & Resources program can help you apply to grants and cost-share programs of state or federal sources that could help you achieve your farming or ag-related business goals.

Michael Fields Grants Advising is a free service available to farmers, farmer organizations and institutions in the Upper Midwest region of the United States: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

Contact MFAI Grants Advisor, Martin Bailkey, at: grants@michaelfields.org

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

About Michael Fields Agricultural Institute from the Michael Fields website:
Our board and staff are deeply committed to sustainable agriculture, but it is through our many collaborations that we have the most reach. We also focus on fostering the next generation of sustainable agriculture proponents, and our interns and alumni have gone on to work in sustainable agriculture in diverse ways.

We are based in East Troy, Wisconsin, but our work affects the state, the country, and beyond. Our goal is to reach out to all types of farmers whether they consider themselves conventional, organic, or biodynamic.
NCR-SARE uses an online submission system to take applications. Open calls for the various grant programs can be found on our homepage at: https://northcentral.sare.org/.

For details, scroll down to the “Youth Educator Grant Program.” Click on “Learn more” to find out how the Youth Educator Grant Program works. Click on “Download the Call” to read the Call for Proposals (CFP).

I will now walk you through the application process.
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 10, 2022. 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 10, 2022, at the NCR-SARE Office in Saint Paul, Minnesota.

Proposals sent by Fax will NOT be accepted. They are too hard to read.
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.
When you click on the link in the Call for proposals (https://projects.sare.org/), you will see this page.

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

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.
To “Create an account,” Complete the requested information, then click on “Register” in the lower left-hand side of the webpage. Information regarding this 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 of 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.
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 projects before, or had a project funded before, you’ll see them listed on this page.
You will see all SARE regions listed that have open grant programs.

Click on the plus sign next to **North Central** to open the list of open grant programs in the North Central Region. Select the correct grant program. You will be completing the North Central Youth Educator Grant application.

Click on “Begin a new proposal.”
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. Keep the title to 150 characters or less, including spaces (about 25 words).

Click on “Save” to save your title. Note that throughout the application, you must click on “Save” after every entry to save the information you’ve entered.
Next, click on “Edit description” and provide a brief project description. Use 300 characters or less including spaces, or about 45 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” to save the description.
You’re ready to move on to the first section of the application, “General Information.” You will see a red asterisk in front of General Information until you fill in and save an answer.
Click on the “Edit Answer” button for each question and complete the information. Note that some boxes have the word “Select” which means there is a drop-down menu that will be visible when you click on the “down” indicator. Be sure to click on “Save” after you answer each question.
Once you have completed and saved an answer, a green check mark appears next to that question.
Once you have completed all required information and saved all information in the “General Information” section, click on “Next Section” to move on 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.
If you return to “Proposal Overview,” the green check mark by “General Information” confirms that you have completed all required information for that section. Click on “Proposal” to complete the next section.

The green check mark by “General Information” indicates that you have completed all required information for that section. You can proceed to the next section, “Proposal.” Sections with a red asterisk in front of them are required and you must fill them out to complete your application.
Answer each question in this section. The system will show you how many words you have used so you don’t go over the limit. In this example, 52 out of 100 words have been used.

Don’t forget to save your answer.
On the main page, you’ll see that you’ve successfully completed the first two sections. At any time, you can click on “view draft” to view your proposal, or to share a draft with the people you are working with.

Return to your Proposal Overview. You’ll see that you’ve successfully completed and saved all required information in the first two sections.

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.
When you click on “View Draft”, a new window opens where you can see your draft proposal. You can share the link with people you are working with so they can see and review the same draft.

To return to your proposal, close the draft window or click on “Edit Proposal.”
You're now ready to complete the budget section. Click on “Budget.”
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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials and supplies</td>
<td>Trees, Shrubs, and Perennial Herbs for Food Forest Establishment</td>
<td>$1,002</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$1,002</td>
</tr>
</tbody>
</table>

- **Materials and Supplies**: Use for items you plan to purchase to carry out the project.

Read the budget instructions, then click on “Add a Budget Item” to enter each item of your budget.
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.

A new window will open where you can select the budget category from a drop-down menu.
Complete the “Item Description.” Under “Details/Justification,” show how you calculated the total cost for that item (show your math). You can add and keep adding budget items by clicking on “Add a Budget Item,” but none of the information will be saved until you click on the “Save” button.
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.”

This sample budget shows the Description for the budget items being requested, and the Details/Justification (math) for how you came up with the Amount for each item.
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.”
You’ve now completed all required sections (all sections have a green checkmark) and are ready to 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”.
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.
You will see this web page, confirming your submission. You will also receive an email confirming your submission.

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 “Proposal Overview” to “Unsubmit” your proposal or “View Proposal” to review your application.
If you need to make changes to your proposal after you submit it, click on “Unsubmit Proposal.” After you make changes, be sure to “Submit” your proposal again before the grant deadline.
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 2023.

Good luck with your proposal.

If you have any questions, contact NCR-SARE.

https://www.facebook.com/NCRSARE
https://twitter.com/ncrsare
https://www.youtube.com/NCRSAREvideo