Helping Hands – Chapter Funding Request Form

PURPOSE

The Helping Hands project supports work-based learning and skill development of our emerging FFA leaders to enhance their career readiness within STEM industries throughout Montana through the Agricultural Education pathway in our FFA programs.

This special project provides Agricultural Education programs with grant funding to enhance instruction needed for leadership and career skill development, as well as increasing the impact programs have in the local community through developing student projects. These funds can be used for community service projects, chapter development and advancement, update or enhance classroom equipment, technology, curriculum, or any other resource that can be used to improve instruction and learning in Montana Agricultural Education programs.

DESCRIPTION

REQUEST GUIDELINES

Helping Hands Chapter Funding applications open June 1, 2023, and close September 15, 2023. It is encouraged to have agriculture education/FFA students help with this application. Applicants will be notified with the award status of their funding request within six (6) weeks of the September 15th closing date. Grant applications are eligible for up to a maximum $3,000 award.

TO APPLY FOR FUNDING

Please complete this request form and other required documents.

A complete application consists of:
1. Completed funding request form
2. One-page cover letter containing the project narrative
3. Detailed project budget

These materials should be emailed to the Montana FFA Foundation:

foundation@montanaffa.org

FINAL REPORT

Helping Hands grant recipients must submit a thank-you to the Montana FFA Foundation immediately after receiving the award notification letter. The thank-you card should be written to "Helping Hands Donor" and mailed to the following address:

> Montana FFA Foundation
> PO Box 943
> Lewistown, MT 59457

Please help the Foundation provide valuable information back to our donors with the ultimate goal of maintaining and increasing support in future years. Reports should include:

1. At least two (2) photos from the event/project/item being used/etc.
2. A brief narrative about how the money was used, what the students learned, and the overall impact to your Agricultural Education program.

Final reports are due once the funds have been spent and/or by May 1 of the following year to ensure timely dissemination to donors. Failure to submit a report for sponsored programs may impact future funding requests.

FOR MORE INFORMATION

If you have questions pertaining to your application, please contact:

Kelsey Proue
Director of Operations
Montana FFA Foundation
PO Box 943
Lewistown, MT 59457

Cell: (406) 698-4963
E-mail: foundation@montanaffa.org

FUNDING REQUEST APPLICATION

Please complete the fields below. All fields are required.

PROJECT SUMMARY

Project Title:

Date Requested: Project start date: End date:

Contact name: Phone: Email:

Project overview *(please provide a brief statement describing the purpose of this project):*

Project Type *(check all that apply):*
- [ ] Career Exploration/Preparation
- [ ] Event
- [ ] Leadership Development
- [ ] Special Program
- [ ] Work-based Learning

Intended Audience *(check all that apply):*
- [ ] Current FFA members
- [ ] Prospective FFA members
- [ ] Business & industry
- [ ] Sponsors/donors
- [ ] General public
- [ ] College students
- [ ] Alumni
- [ ] Other:

Have you request funds from another source? *(check one)*   [ ] Yes   [ ] No

Is this a funding request for an event? *(check one; if yes, please specify)*   [ ] Yes   [ ] No

Event date: Event Title: Event theme:

Intended Outcome *(Please provide a brief statement describing the intended outcome of this project):*

Date funds are needed:

FINANCIALS

Total amount requested: $

Attach a detailed project budget to this funding request.

PROJECT NARRATIVES

Attach a one-page cover letter containing a project narrative to this funding request. Include what process was used to arrive at this project need (e.g., POA development, community needs assessment, etc.)