



Michigan FFA Foundation
3515 West Rd.
East Lansing, MI 48823

P 810-476-3851
E foundation@michiganffa.org
MichiganFFA.org/Foundation

MICHIGAN FFA FOUNDATION GLASSBROOK GRANT APPLICATION

The Glassbrook Endowment seeks to provide every Michigan citizen a basic understanding of the food, fiber and natural resources segment of our economy.

INSTRUCTIONS

The Michigan FFA Foundation will award up to \$22,500 in grant dollars during the 2024-2025 school year. A subset of the Michigan FFA Foundation board of directors will review these applications to determine those receiving grants and dollar amounts.

READ ALL OF THE BELOW INSTRUCTIONS AND REQUIREMENTS BEFORE COMPLETING YOUR APPLICATION.

- Applications and W9s must be submitted to the Michigan FFA Foundation EZ File Transfer Box (<https://app.ezfiledrop.com/928151/glassbrook-grant-application>) on or before Dec. 1, 2024. Any applications that arrive after this date will not be considered.
- All applicants will receive notification of their award status by Jan. 31, 2025.
- Applications from any formal or non-formal (K-12) education programs with a demonstrated commitment to the goals of the Glassbrook Endowment will be accepted.
- Grants will be awarded to eligible institutions and organizations, ranging from \$500 to \$3,000. Funds awarded may be used over a period of time not to exceed three years from the date of receipt.
- Grant funds may be used for such things as: field trips (admission, supplies and materials), producing and printing educational materials, plant material, curriculum development, professional development and educational materials/equipment for laboratories, greenhouse and animal facilities. Grant funds may also be used for science laboratories, greenhouses, animal facilities and other large equipment items if documented, dollar-for-dollar matching funds are available.
- Up to \$3,000 will be awarded by the committee for technology. Awards may be made for software and technological hardware (computers, printers, protectors, etc.) Technology grants will require a dollar-for-dollar match from another funding source.
- Grant funds may NOT be used for textbooks, salaries, honoraria, work towards academic degrees or certification, scholarships or transportation. Grants may not be used for consumable or perishable items like livestock feed, fertilizer or livestock.
- Proposals will be scored based on:
 - Compatibility with Glassbrook Endowment goals
 - Innovativeness and creativity
 - Organizational and written clarity
 - Short- and long-term program impact
 - Plan of program
- Special considerations will be given to those proposals that include provisions for matching funds, either actual or in-kind. Applicants are also encouraged to seek additional funding sources, such as local businesses, professional association, community organizations and/or other foundations.
- Applicants must submit a W9 for the entity who will receive the grant dollars. Whatever organization is listed on the W9 provided as part of this application will be written on the check's payee line.
- Applicants must not modify this application in any way, or they will be subject to disqualification.
- Any documents submitted with this application, except for the W9, will not be considered.
- The Michigan FFA Foundation board reserves the right to request further information from grant applicants.
- Recipients of the Glassbrook Grants will be contacted in late summer/early fall of 2025 to submit a report containing the following information:
 - Purpose and name of the project
 - Current state of the project
 - Challenges
 - Lessons learned
 - 3-5 photos of the project
 - Quotes from project stakeholders we can use in promotional materials

GLASSBROOK GRANT COVER PAGE



Project Title:

School/Organization Name:

Project Start Date:

Project End Date:

Funds Requested:

(Maximum of \$3,000)

Total Funds Needed:

Number of Students Served by Project:

Project Director/Lead Name:

Email:

Project Director/Lead Title:

Phone:

Principal/Organization Head Name and Title:

Email:

Phone:

Address:

City:

Zip:

Provide a description of the project, answering who, what, when, where, why and how. (Limit 200 words)

Did you upload a completed W-9 to the [EZ File Transfer Box](#)?

Yes

No

MUST BE YES TO QUALIFY

I have reviewed this application, and I found that all information contained herein is accurate.

Project Director/Lead Signature

Principal/Organization Head Signature



PROJECT NARRATIVE

Describe the need this project addresses and how it was determined.

List the specific project objectives, preferably in a SMART (specific, measurable, attainable, relevant, time-based) format.

What steps or plan will be taken to accomplish your objectives?

How will this project impact current and future students? What will the chapter gain?

How will you evaluate the effectiveness of your project?

How will you sustain this project into the future?

List the people involved in your project as well as their roles and responsibilities.

What is the timeline for this project?

