



# **Minnesota FFA Cultural & Commemorative Grant Fiscal Years 2026 and 2027 Request for Proposals**

**Applications due by 4 p.m. on Tuesday, January 6, 2026**

Posted 11/25/25; revised 12/3/25

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# Grant Summary

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## Overview

The Minnesota Department of Agriculture (MDA) is now accepting applications for the Minnesota FFA Cultural and Commemorative Grant. Grant funds are for statewide organizations to document and commemorate 100 years of FFA and provide new and expanded access for Minnesota FFA members involved in art- and history-related FFA activities.

Funds for this program are from the Arts and Cultural Heritage Fund through Minnesota's Clean Water, Land and Legacy Amendment. The program is authorized under Laws of Minnesota, 2025, Regular Session, Chapter 36, Article 4, Section 10, Subd. 3.

All information about the program is available on the [Minnesota FFA Cultural and Commemorative Grant](#) webpage. Applications will be accepted until January 6, 2026, at 4 p.m. Central Time (CT).

## Funding availability

We expect to award approximately \$418,340 in total between Fiscal Year (FY) 2026 and FY 2027 (\$209,170 each year). Of this amount:

- Up to \$167,336 (\$83,668 each year) may be used to document and commemorate 100 years of fostering leadership, agricultural education, and community service across the state by creating a history book, video storytelling series, and an in-person arts-focused event.
- Any remaining funds may be used for other activities that provide new and expanded access for Minnesota FFA members involved in art- and history-related FFA activities, including activities related to national and state FFA band and choir, state and national FFA talent competitions, FFA floriculture, and FFA state fair landscape booths.

Grants will be awarded using a competitive award process. We expect to award one to three grants; applicants must apply for both pots of funding at the same time. The minimum grant request is \$50,000; the maximum is \$418,340.

FY 2026 funding must be spent by June 30, 2027. FY 2027 funding must be spent between July 1, 2026, and June 30, 2028.

## Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

[Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) sets up the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities.

This grant program will prioritize applicants who demonstrate a strong working relationship with schools that have at least 50% of students eligible for free and reduced-price school meals in School Year 2024-2025 (see the [public school list with percentage of free and reduced-price eligible students \[Excel spreadsheet\]](#) from the Minnesota Department of Education).

## How to apply

Applications are due by **4 p.m. CT on Tuesday, January 6, 2026.**

- Apply for the Minnesota FFA Grant using our [online application system](#).
  - If you're a new user, you need to create an account first.
  - Once you're logged in, select "Minnesota FFA Cultural and Commemorative Grant," complete the required questions, and submit.
- We will not accept late applications.
  - Apply early so that there is enough time to get help with the online application system. It's best practice to submit your application at least 24 hours in advance.
  - We are not responsible for any technical or logistical problems that result in a late submission. It's your responsibility to ensure we receive your application before the deadline.

Incomplete applications will be rejected and not evaluated. Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

The MDA reserves the right to reject any application that does not meet these requirements.

By applying, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

## Application guidelines

- Use plain, easily understood language. Write for reviewers who have general knowledge but may not have a thorough or deep understanding of your organization or project.
- Answer all questions completely within the character limits specified in the grant application.
- Review the [Project Evaluation Profile](#) included in this document as it is used to score and compare the grant applications.

## Timeline and deadlines

Monday, December 29, 2025, 12 noon .....Deadline to ask grant program questions.

Tuesday, January 6, 2026, 4 p.m. ....Applications due.

Late January 2026 .....Phase one of the review process.

Early February 2026 .....Phase two of the review process.

Mid-February 2026 .....Applicants notified of decisions; grant agreement process begins.

Late February – Early March 2026 ...Anticipated project start date (after the grant contract is fully signed).

## Questions

For questions on the grant program or application:

- Submit your questions in writing before **December 29, 2025, 12 noon**.
- Email [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) with “Minnesota FFA Cultural and Commemorative Grant” in the subject line.

Note: MDA employees are not authorized to give advice on any applications. Applicants who solicit or receive advice from unauthorized MDA employees may be disqualified from eligibility for a grant award.

For help with the online application system:

- Call 651-201-6500, or
- Email [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) with “Minnesota FFA Cultural and Commemorative Grant” in the subject line.

# Grant Eligibility

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## Eligible applicants

Applicants must:

- Be a nonprofit organization with capacity to serve FFA chapters across the state of Minnesota and be able to commemorate 100 years of agricultural education.
- Meet the requirements of the [Pre-award Risk Assessment \(PDF\)](#).

## Collaboration

Eligible applicants may collaborate with other organizations. We encourage applicants to work with FFA chapters and other relevant stakeholders.

Applicants must provide between two to five letters of support. These letters must describe the grant project benefit to the Minnesota FFA and/or Minnesota FFA chapters.

## Eligible projects and expenses

Projects must provide new and expanded access for Minnesota FFA members involved in art- and history-related FFA activities and commemorate 100 years of FFA.

Project examples include but are not limited to:

- Documenting and commemorating 100 years of fostering leadership, agricultural education, and community service across Minnesota by creating a history book, video storytelling series, and an in-person arts-focused event.
- Promoting activities for the FFA related to national and state FFA band and choir, state or national FFA talent competitions, FFA floriculture, or FFA state fair landscape booths.

All project work must be completed during the effective dates of the grant contract agreement. You must be invoiced for all goods and services before the end date.

## Indirect costs

The MDA generally does not allow grantees to charge indirect expenses to grant awards. However, we recognize that this practice creates difficulties for small organizations. Therefore, applicants may request up to 15% of salaries, wages, and applicable fringe benefits of W-2 employees to support indirect costs.

The indirect cost rate may only be applied to salaries, wages, and applicable fringe benefits of W-2 employees. It does not include materials and supplies, services (including contracted personnel), travel, equipment, capital expenditures, rental costs, or participant support costs, among other costs. Other general operational or overhead costs are not eligible as direct costs unless they are specifically allocable to the grant funded project and a clear description is provided in the application for how the costs directly tie to the project and would not otherwise be incurred as part of the applicant's normal operations.

To receive a grant from an appropriation of state funds, grantees must agree as a term of the grant contract agreement that administrative/indirect costs must be necessary and reasonable ([MINN. STAT. 16B.98, Subd. 1](#)).

## Ineligible expenses

Ineligible expenses include but are not limited to:

- Expenditures incurred before the grant agreement is signed by all parties.
- General operations, overhead, and indirect costs (expenses of doing business that are not readily identified with the project) above/beyond the rates established in the Indirect Cost section.
- Advertising, public relations, entertainment, and amusement costs.
- Donations and in-kind contributions, including property and services, made by the applicant (regardless of the recipient).
- Fines, penalties, and other settlement expenses resulting from failure of the applicant to follow federal, state, local, or Tribal nation laws and regulations.
- Entertainment, amusement, diversion, social activities, gifts, or any costs directly associated with such purchases (such as tickets to shows or sports events, meals, lodging, rentals, transportation, alcohol, and gratuities).
- Fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used.
- Taxes, except payroll taxes and sales taxes on goods and services.
- Lobbyists, including costs of membership in organizations substantially engaged in lobbying, and political contributions.
- Bad debts, late payment fees, finance charges, legal costs, or contingency funds.
- Parking or traffic violations.
- Out of state transportation and travel expenses. Minnesota will be considered the home state for deciding whether travel is out of state. Contact the grant administrator for exceptions.

## Matching funds

Applicants are not required to provide matching funds to the grant award. Up to 100% of the total project cost may be covered by the grant.

# Application Review Policies and Processes

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## Review process

Funding will be allocated through a competitive process. During the first phase of the review process, MDA staff and external reviewers evaluate all eligible applications based on the criteria in the Project Evaluation Profile. Reviewers may recommend whole or partial funding of a project. The commissioner of agriculture reviews the recommendations and makes the award decisions. Reviewers, staff, and the commissioner may consider geographic distribution as well as the applicant's history as a state grantee, including performance on previous grants, compliance with state rules and regulations, and capacity to perform the work.

During the second phase of the review process, applicants that made it past the first phase will be contacted by MDA staff to submit additional documentation required for the pre-award risk assessment.

The MDA will notify applicants, both successful and unsuccessful, in writing. Applicants may request a summary of reviewer comments.

## Pre-award risk assessment

The MDA is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more ([MINN. STAT. 16B.981](#) and [OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees \[PDF\]](#)).

If the MDA determines that the awardee has substantial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, or not award the grant.

Upon request, applicants need to submit the following documents within 30 days:

- A copy of the nonprofit's two most recent years of their Form 990 or Form 990-EZ with the Internal Revenue Service. If the nonprofit has not been in existence long enough or is not required to file Form 990 or Form 990-EZ, then they must submit the following information:
  - Proof of its tax-exempt status
  - Most recent board-reviewed financial statements
  - Documentation of its internal controls
  - Most recent certified financial audits for the past two years if required ([MINN.STAT. 309.53, Subd. 3.](#))
  - Confirmation that it is in good standing with the Office of the Secretary of State.
  - Confirmation that none of its current board members or staff with authority to access grant funds have been convicted of a felony financial crime in the last 10 years.
  - Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government.
- A performance capacity summary to describe previous grants from the State of Minnesota and history of performing work related to the grant request.



## Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers ([MINN. STAT.16B.98](#) and [08-01 Conflict of Interest Policy for State Grant-Making \(PDF\)](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to give impartial assistance or advice to the MDA due to competing duties or loyalties.
- A grantee or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant workplan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

## Privacy notice and data classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under this program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the Minnesota Government Data Practices Act as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the Office of the Attorney General.

Per Minnesota's statute on grants ([MINN. STAT. 13.599](#)):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [MINN. STAT. 13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by the MDA as part of the evaluation process (except trade secret data as defined and classified in MINN. STAT. 13.37) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

#### Procedure for claiming protection of trade secrets:

Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e. the data must be about the applicant) and otherwise meet the legal definition found in statute (MINN. STAT. 13.37, subd. 1(b)). In order for an applicant to assert trade secret protection for data submitted as part of this application, the applicant must: 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique or process that the applicant believes to be trade secret information; 2) describe what efforts the applicant takes to maintain the secrecy of the data; and 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons. Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN. STAT. 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returns and pay delinquent state tax liabilities, if any.

# Requirements for Grant Recipients

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## Grant contract agreement

Upon approval of an application; completion of the organizational capacity assessment; submission of required certifications and other documents; and before beginning work on the grant project(s) and receiving reimbursements; the applicant must sign a grant contract agreement showing their intention to complete the proposed tasks. This agreement must be signed within 30 days of being sent to the grantee.

Grant contract agreement templates are available for review at: [Office of Grants Management Policies, Statutes, and Forms>Forms and FAQs tab](#). We reserve the right to adjust these templates as we deem appropriate and necessary. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the workplan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

## Accountability and reporting

Grantees will be required to submit annual progress reports during the grant period and a final report at the completion of the project. Grant payments will not be made on grants with past due progress reports unless the MDA has given the grantee a written extension. The MDA reserves the right to modify reporting requirements during the project.

Information reported to the MDA may be classified as public data. Failure to regularly report, respond to surveys, and promptly respond to information requests may impact the grantee's ability to secure future funding from the MDA.

## Authorized representatives

Grantees must clearly post on the grantee's website the names of, and contact information for, the grantee's leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee ([MINN. STAT. 16B.98, subd. 5\(d\)](#)).

## Payments

Eligible expenses may only be incurred after the grant contract agreement has been signed by all parties and the contract has reached its start date, whichever is later.

Grant funds are dispersed on a reimbursement basis. All requests for reimbursement must correspond to the approved grant budget and tied to documented progress working on the project. Requests must include two types of proof for each expense: proof of purchase (e.g., invoices, itemized receipts, etc.) and proof of payment (e.g., cleared checks, credit card statements, bank statements, etc.). Ineligible items and their cost must be clearly delineated in the proof of purchase. Additional details can be found in the [MDA Reimbursement Guide \(PDF\)](#). The MDA will generally not reimburse expenses paid for in cash. Contact the MDA for exceptions.

The MDA will perform a financial reconciliation of at least one invoice on grants greater than or equal to \$50,000. Financial reconciliation may be performed on additional payment requests at the discretion of the MDA. For this purpose, the grantee must provide expense receipts, employee timesheets, invoices, and any other supporting documents requested by the State.

Grant payments may be used to fulfill federal and state tax liabilities or may be withheld until the grantee has paid any tax liabilities (MINN. STAT. 270C.65, subd. 3, and other applicable laws).

### **Advance funds**

Grantees can request advance payments of up to \$50,000 (\$25,000 for each project) of their FY 2026 awards at the start of the grant contract agreement and up to \$50,000 (\$25,000 of each project) of their FY 2027 awards after July 1, 2026. You must indicate in the budget section of the application if you are requesting advance funds. These requests will be reviewed as a part of the grant contract agreement negotiation process. The MDA reserves the right to not honor requests for initial advanced payments or subsequent advances. Advance funds must be reconciled within one year of receipt of the payment. Any cash advance that violates the terms of the grant agreement or does not adequately support the approved project will need to be repaid.

### **Monitoring visits**

The grant agreement allows the MDA to monitor the progress of the project. The MDA will perform a monitoring visit for all grantees with awards of more than \$25,000 before a final payment is approved and annual monitoring visits for all grantees receiving more than \$250,000.

### **Contract and bidding requirements**

Nongovernmental entities must abide by the state's bidding requirements.

- Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids or be awarded to a targeted vendor.
- Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or be awarded to a targeted vendor.
- The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - [Office of State Procurement – Targeted Group, Economically Disadvantaged, and Veteran-Owned Vendor List](#)
  - [Metropolitan Council Underutilized Business \(MCUB\) Program Directory](#)
  - [Central Certification \(CERT\) Directory](#)
- The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

- The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- Notwithstanding the above, the MDA may waive bidding process requirements when:
  - Vendors included in the response to a competitive grant request for proposal process were approved and incorporated as an approved workplan for the grant; or
  - It is determined there is only one reasonably able and available source for such materials or services and that the grantee has established a fair and reasonable price.
- The grantee and any subrecipients must comply with prevailing wage rules, as applicable ([MINN. STAT. 177.41](#) through [MINN. STAT. 177.50](#)).
- The grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government (see [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)) and [System for Award Management \(SAM.gov\)](#).

## Publicity

All projects funded must publicly credit the Legacy funding, including on the grantee's website when practical. An example of wording might be, "Funds provided in part by the Clean Water, Land and Legacy Amendment."

## Affirmative action and non-discrimination policy

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified ([MINN. STAT. 363A.02](#)). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship ([Minnesota Rules, part 5000.3500](#)).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the [Minnesota Human Rights Act](#).

## Audits of project

The grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the commissioner of administration, the State granting agency, the state auditor, the attorney general, and the legislative auditor, as appropriate ([MINN. STAT. 16B.98 subd. 8](#)). This requirement will last for a minimum of six years from the grant contract agreement end date; receipt and approval of all final reports; or the required period of time to satisfy all state and program retention requirements, whichever is later.

## Voter registration requirement

The grantee will provide voter registration services for its employees ([MINN. STAT. 201.162](#)).

## Right of Cancellation

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The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract agreement solely on the basis of any response made to this request or pay for information solicited or obtained.

## Legacy Background and Program Goals

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The [Legacy Amendment](#) was established to support and preserve Minnesota's arts, history, and cultural heritage. Legacy funds are used to support projects and events that enhance arts access and education and to preserve and promote Minnesota's history and cultural heritage.

# Project Evaluation Profile

Evaluation criteria	Maximum score
<b>Project addresses goals of the Minnesota FFA Cultural &amp; Commemorative Grant</b> <ul style="list-style-type: none"> <li>Applicant clearly articulates how the project will document and commemorate 100 years of FFA and provide new and expanded access for Minnesota FFA members involved in art- and history-related FFA activities.</li> </ul>	Yes/No
<b>Organization readiness, financial sustainability, and experience</b> <ul style="list-style-type: none"> <li>Applicant demonstrates sound business management, financial aptitude, and stability. This includes a summary of their organization, the organization's capacity, and any relevant assets to demonstrate the organization's ability to manage the grant.</li> <li>Applicant demonstrates organizational readiness through strong letters of support.</li> </ul>	20
<b>Project plan</b> <ul style="list-style-type: none"> <li>Applicant demonstrates how they will document and commemorate 100 years of FFA history.</li> <li>Applicant demonstrates how they will provide new and expanded access for Minnesota FFA members involved in art- and history-related FFA activities.</li> <li>Applicant describes the projects' proposed outcomes.</li> <li>Objectives of projects are measurable and clearly stated.</li> <li>Impact is appropriate for the size of the budget request.</li> </ul>	25
<b>Workplan and timeline</b> <ul style="list-style-type: none"> <li>Workplan is thorough and realistic.</li> <li>A detailed description of each step of the grant project is provided with estimated dates.</li> </ul>	25
<b>Budget narrative</b> <ul style="list-style-type: none"> <li>Budget clearly details all project costs.</li> <li>Budget is cost effective.</li> <li>Narrative explains how items in budget table will help the organization complete the goals of the project.</li> </ul>	20
<b>Priority area</b> <ul style="list-style-type: none"> <li>Applicant demonstrates a strong working relationship with schools that have at least 50% of students eligible for free and reduced-price school meals.</li> </ul>	10
<b>Total</b>	<b>100</b>

# Application Questions

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## Contact information

### Applicant information

- Organization's name
- Organization's mailing address
- Organization's website (if applicable)
- Organization's county
- Contact person's first and last name
- Contact person's telephone
- Contact person's email
- Names of organization's board members
- Minnesota State House District (use the [District Finder](#) if you don't know your district.)

### Authorized representative

- If awarded a grant, is the person authorized to sign contracts on behalf of the organization the same as the contact person listed above? (Yes or No)
- If no, provide the following authorized representative information for signing any resulting grant contract agreement:
  - First and last name
  - Telephone
  - Email

### Eligibility

- Confirm that the following statements apply to you and your organization:
  - My organization is in good standing with the Minnesota Secretary of State. If your project is recommended for phase two of the review process, you will need to sign a certification. (True)
  - My organization is registered with the Minnesota Attorney General's Office, if applicable. If your project is recommended for phase two of the review process, you will need to sign a certification (True).
  - My organization is not suspended or debarred by the State of Minnesota or the federal government. If your project is recommended for phase two of the review process, you will need to sign a certification. (True)
  - My organization does not owe the State of Minnesota any back taxes and has not defaulted on any State of Minnesota backed financing in the last seven years. (True)
  - I attest that I have the authority to apply on behalf of the organization and no other application is being submitted from this organization. (True)
  - The current principals of the organization have not been convicted of a financial crime such as theft, embezzlement, or forgery in the last 10 years. Principals include public officials, board members, and staff with the authority to access funds provided by the MDA or determine how those funds are used. If your project is recommended for phase two of the review process, you will need to sign a certification. (True)



- I attest that all information supplied in this application is true, correct and reliable to the best of my knowledge. (Yes or No)
- I attest and understand that the submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available by law to the State. (Yes or No)
- I attest and understand that the supporting documentation for the claims and assertions made within this application is available to the Minnesota Department of Agriculture for its review. (Yes or No)

## Previous grants

- Have you previously received a Minnesota Department of Agriculture grant in the past five years? (Yes or No)
- If yes, briefly describe your previous grant project(s), including date(s) and amount(s) awarded. (1,000 characters, including spaces)

## Organization readiness and financial sustainability

### Organization summary

- Provide a summary of your organization (2,000 characters, including spaces). The summary should stand alone to describe:
  - The mission and goals of your organization.
  - The services and products provided by your organization.
  - The leadership of your organization.
- Provide a summary of your organization's capacity. (2,000 characters, including spaces)
  - Describe your organization's capacity to manage the grant, if received.
  - Describe your history of performing the work that will be funded by the grants.
- Describe any other relevant assets such as key personnel, current budget, past grant experience, or internal financial policies or controls to demonstrate your organization's capacity to manage the grant. (2,000 characters, including spaces)

### Impact letters and organizational readiness letters

- Submit two to five letters of support written by entities such as:
  - Organizations expressing support for the project.
  - Organizations citing the potential of your project to impact FFA, including participating schools and chapters.
  - Financial or organizational contacts that can attest to your organization's sound business management, financial aptitude, and stability.
  - Contacts who can verify your organization has the experience or skills necessary to successfully complete the project.

*Note: Please combine all files into one document before uploading. You may do this by scanning the letters together to create one document.*

## Priority areas

This grant program will prioritize applicants who demonstrate a strong working relationship with schools that have at least 50% of students eligible for free and reduced-price school meals. Provide a summary of how your organization has demonstrated its ability to work with these schools. (1,000 characters, including spaces)

## Section 1: Documenting and commemorating 100 years of FFA

### Grant request

- Total grant request. Maximum of \$167,336, minimum of \$50,000.
- Expected project start date
- Expected project end date

### Project summary

Briefly describe how your project will document and commemorate 100 years of FFA. This description should be suitable for public dissemination. A project summary provides a very brief description of your project (one sentence, if possible; maximum 1,000 characters, including spaces). A project summary includes:

- The project's purpose, deliverables, and expected outcomes; and
- A description of the general tasks/activities to be completed during the project period to fulfill this goal.

### Subject areas

Select the subject area(s) that apply to your project:

- Agriculture
- Arts
- Arts access
- Cultural heritage
- History
- Historic preservation

### Proposed projects

Explain how your organization will help the Minnesota FFA document and commemorate 100 years of fostering leadership, agricultural education, and community service. (2,500 characters, including spaces)

Describe or list the projects' proposed outcomes. These should be quantifiable (e.g., number of participants attending a workshop). This description should include the plan for measuring and evaluating the results. (1,000 characters, including spaces)

## Workplan and timeline

Create a workplan using the example format shown below for documenting and commemorating 100 years of FFA. You should include the steps that you will take to successfully complete your project. For example, you might include target dates for requesting quotes, researching print shops, or full launch of any programs. You may also upload a workplan as an Excel or Word file.

Timeframe	Description of task or action item	Responsible party
Ex: March 2026	Request bids for FFA history book	FFA Ag History Committee
Ex: April 2026	Sign contract with print shop	Project director

## Budget table

Complete the following tables. The budget table is an overview of how grant funds will be spent.

Expense category	Total
Personnel – salaries	\$
Personnel – fringe benefits	\$
Travel	\$
Equipment (over \$10,000)	\$
Supplies	\$
Contractual	\$
Other	\$
<b>Total direct project costs</b>	<b>\$</b>
Indirect costs	\$
<b>Total project costs</b>	<b>\$</b>

## Budget narrative

In each budget table, you will be able to include up to 10 lines. You are not required to use every line.

### Personnel – salaries and wages

List salary and wage costs for people employed by your organization whose time and effort can be specifically identified and easily and accurately traced to this project's activities.

Personnel expenses are salaries, wages, and fringe benefits for the number of hours or proportion of time an employee devotes to the grant-supported project or program. Under the formally established policies of the organization, salaries, wages, and fringe benefits must be consistently applied, reasonable for the services rendered, and supported with adequate documentation, such as timesheets or payroll reports.

Employee name and title	Level of effort (# of hours or % of full-time equivalents [FTE])	Total
-	-	\$
-	-	\$
-	-	\$
<b>Personnel subtotal</b>	-	\$

### Personnel justification

By name/title, describe the activities each person will complete and approximately when they will occur. (2,000 characters, including spaces)

### Personnel – fringe benefits

List fringe benefit rates (e.g., workers comp costs, insurance benefits, retirement benefits, etc.), in percentages, for each of the employees listed in the personnel budget and total grant funds requested for each employee's fringe costs.

Employee name and title	Fringe benefits rate	Total
-	%	\$
-	%	\$
-	%	\$
<b>Fringe benefits subtotal</b>	-	\$

### Travel

List costs for trips or grouping of trips that will be needed to conduct this project or to provide outreach or education on project outcomes.

Travel and subsistence expenses are limited to those allowed by formal organizational policy and may not exceed the amounts allowed in Chapter 15 of the current [Commissioner's Plan](#), published by the Commissioner of Minnesota Management and Budget.

Trip destination and description	Type of expense (e.g. airfare, car rental, hotel, etc.)	Unit of measure and number/cost per unit (e.g., 5 nights @\$120/night or 1 flight \$500/ticket)	Number of travelers claiming expense	Total
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
<b>Travel subtotal</b>	-	-	-	\$

### Travel justification

For each trip listed, describe the purpose of each trip and how it will achieve the objectives and outcomes of the project. Include approximate date(s) of travel for each trip. (2,000 characters, including spaces)

By checking this box, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with the Commissioner's Plan as applicable.

### Equipment

List costs for equipment that will be purchased or rented under the grant.

Equipment costs include purchase or rental of general or special-purpose equipment. Equipment is defined as tangible, nonexpendable, personal property having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$10,000 per unit.

Equipment item description	Rental or purchase	Acquisition date	Total
-	-	-	\$
-	-	-	\$
-	-	-	\$
<b>Equipment subtotal</b>	-	-	\$

### Equipment justification

For each equipment item listed above, describe how it will be used to accomplish the project's objectives and outcomes(s). (2,000 characters, including spaces).

### Supplies

List costs for supplies that are necessary to the completion of your project.

Supplies are materials, supplies, and fabricated parts costing less than \$10,000 per unit. Computing devices (e.g., laptops, tablets, etc.) are allowable if the acquisition cost is less than \$10,000 and the item is essential to the performance of the grant project.

Supplies item description	Cost per unit	Number of units	Acquisition date	Total
-	\$	-	-	\$
-	\$	-	-	\$
-	\$	-	-	\$
<b>Supplies subtotal</b>	\$	-	-	\$

### Supplies justification

Describe the purpose of the supplies listed in the table above and how it is necessary for the completion of the project's objective(s) and outcome(s). (2,000 characters, including spaces)

### Contractual/consultant

List costs for work on the project that will be performed by individuals or organizations other than the applicant (e.g., consultants, contractors, partner organizations, FFA chapters, etc.).

Contractual/consultant services are those performed by an individual or organization other than the applicant that is in a particular profession or with a special skill. These services are paid for through a subcontract.

- Compensation for contractor or consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Note that we do not allow indirect costs for contractors and consultants.
- Any subcontract must be a written agreement between the grantee and the third party. The contract must, as appropriate, state the activities to be performed; the time schedule; the policies and requirements that apply to the contractor; the maximum amount of money for which the grantee may become liable to the third party under the agreement; and the cost principles to be used in determining allowable costs in the case of cost-type contracts.

Contractual name/organization	Hourly rate or flat rate	Rate value (e.g., \$45/hour)	Total
-	\$	\$	\$
-	\$	\$	\$
-	\$	\$	\$
<b>Contractual/consultant subtotal</b>	-	-	\$

### Contractual/consultant justification

For each contractual line item listed in your contractual budget describe how it is necessary to your project and how it will be used to achieve the objectives and outcomes of the project. You must also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include an estimated timeline for when the contractual work will be performed. (2,000 characters, including spaces)

By checking this box, I confirm that my organization followed the same policies and procedures used for procurements from non-state sources, which reflect applicable State and local laws and regulations. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.

### Other

List any costs not covered in any of the previous budget categories.

Other costs may include meetings and conferences; communications; rental expenses; advertisements; publication costs; data collection; and participant support costs, including stipends to participants that complete a project survey or take part in a focus group. Meeting meals cannot be associated with entertainment nor included in a per diem travel cost.

Other item description	Cost per unit	Number of units	Acquisition date	Total
-	\$	-	-	\$
-	\$	-	-	\$
-	\$	-	-	\$
<b>Other subtotal</b>	-	-	-	\$

### Other justification

Describe the purpose of each item listed above and how it is necessary for the completion of the project's objective(s) and outcome(s). For meal expenses, the costs must be reasonable. Include a justification why providing the meal helps keep the meeting going and prevents creating hardship for participants. (2,000 characters, including spaces)

## Indirect costs

Indirect costs are any costs that are incurred for common or joint objectives which cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. You may request up to 15% of your personnel and fringe costs.

Indirect cost rate	Total
-	\$
Indirect subtotal	\$

## Advance funds

- Are you requesting a cash advance to document and commemorate 100 years of FFA? (Yes/No)
  - If yes, how much are you requesting? Cash advance is up to \$25,000 per fiscal year.
  - If yes, explain your need for a cash advance. (500 characters, including spaces)

## Section 2: Creating new and expanding access for Minnesota FFA members

### Grant request

- Total grant request. Maximum of \$251,004, minimum of \$50,000.
- Expected project start date
- Expected project end date

### Project summary

Briefly describe how your project will provide new and expanded access for Minnesota FFA members involved in art- and history-related FFA activities. This description should be suitable for public dissemination. A project summary provides a very brief description of your project (one sentence, if possible; maximum 1,000 characters, including spaces). A project summary includes:

- The project's purpose, deliverables, and expected outcomes; and
- A description of the general tasks/activities to be completed during the project period to fulfill this goal.

### Subject areas

Select the subject area(s) that apply to your project:

- Agriculture
- Arts
- Arts access
- Cultural heritage
- History
- Historic preservation

## Proposed projects

Explain how your organization will provide new and expanded access for Minnesota FFA members involved in art- and history-related FFA activities. (2,500 characters, including spaces)

Describe or list the projects' proposed outcomes. These should be quantifiable (e.g., number of participants attending a workshop). This description should include the plan for measuring and evaluating the results. (1,000 characters, including spaces)

## Workplan and timeline

Create a workplan using the example format shown below to provide new and expanded access for Minnesota FFA members involved in art- and history-related FFA activities. You should include the steps that you will take to successfully complete your project. You may also upload a workplan as an Excel or Word file.

Timeframe	Description of task or action item	Responsible party
Ex: March 2026	Request bids for FFA history book	FFA Ag History Committee
Ex: April 2026	Sign contract with print shop	Project director

## Budget table

Complete the following tables. The budget table is an overview of how grant funds will be spent.

Expense category	Total
Personnel – salaries	\$
Personnel – fringe benefits	\$
Travel	\$
Equipment (over \$10,000)	\$
Supplies	\$
Contractual	\$
Other	\$
<b>Total direct project costs</b>	<b>\$</b>
Indirect costs	\$
<b>Total project costs</b>	<b>\$</b>

## Budget narrative

In each budget table, you will be able to include up to 10 lines. You are not required to use every line.

### Personnel – salaries and wages

List salary and wage costs for people employed by your organization whose time and effort can be specifically identified and easily and accurately traced to this project's activities.



Personnel expenses are salaries, wages, and fringe benefits for the number of hours or proportion of time an employee devotes to the grant-supported project or program. Under the formally established policies of the organization, salaries, wages, and fringe benefits must be consistently applied, reasonable for the services rendered, and supported with adequate documentation, such as timesheets or payroll reports.

Employee name and title	Level of effort (# of hours or % of full-time equivalents [FTE])	Total
-	-	\$
-	-	\$
-	-	\$
<b>Personnel subtotal</b>	-	<b>\$</b>

### Personnel justification

By name/title, describe the activities each person will complete and approximately when they will occur. (2,000 characters, including spaces)

### Personnel – fringe benefits

List fringe benefit rates (e.g., workers comp costs, insurance benefits, retirement benefits, etc.), in percentages, for each of the employees listed in the personnel budget and total grant funds requested for each employee's fringe costs.

Employee name and title	Fringe benefits rate	Total
-	%	\$
-	%	\$
-	%	\$
<b>Fringe benefits subtotal</b>	-	<b>\$</b>

### Travel

List costs for trips or grouping of trips that will be needed to conduct this project or to provide outreach or education on project outcomes.

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Trip destination and description	Type of expense (e.g. airfare, car rental, hotel, etc.)	Unit of measure and number/cost per unit (e.g., 5 nights @\$120/night or 1 flight \$500/ticket)	Number of travelers claiming expense	Total
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
<b>Travel subtotal</b>	-	-	-	<b>\$</b>

### Travel justification

For each trip listed, describe the purpose of each trip and how it will achieve the objectives and outcomes of the project. Include approximate date(s) of travel for each trip. (2,000 characters, including spaces)

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### Equipment

List costs for equipment that will be purchased or rented under the grant.

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Equipment item description	Rental or purchase	Acquisition date	Total
-	-	-	\$
-	-	-	\$
-	-	-	\$
Equipment subtotal	-	-	\$

### Equipment justification

For each equipment item listed above, describe how it will be used to accomplish the project's objectives and outcome(s). (2,000 characters, including spaces).

### Supplies

List costs for supplies that are necessary to the completion of your project.

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Supplies item description	Cost per unit	Number of units	Acquisition date	Total
-	\$	-	-	\$
-	\$	-	-	\$
-	\$	-	-	\$
Supplies subtotal	\$	-	-	\$

### Supplies justification

Describe the purpose of the supplies listed in the table above and how it is necessary for the completion of the project's objective(s) and outcome(s). (2,000 characters, including spaces)

### Contractual/consultant

List costs for work on the project that will be performed by individuals or organizations other than the applicant (e.g., consultants, contractors, partner organizations, FFA chapters, etc.).

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- Any subcontract must be a written agreement between the grantee and the third party. The contract must, as appropriate, state the activities to be performed; the time schedule; the policies and requirements that apply to the contractor; the maximum amount of money for which the grantee may become liable to the third party under the agreement; and the cost principles to be used in determining allowable costs in the case of cost-type contracts.

Contractual name/organization	Hourly rate or flat rate	Rate value (e.g., \$45/hour)	Total
-	\$	\$	\$
-	\$	\$	\$
-	\$	\$	\$
<b>Contractual/consultant subtotal</b>	-	-	\$

### Contractual/consultant justification

For each contractual line item listed in your contractual budget describe how it is necessary to your project and how it will be used to achieve the objectives and outcomes of the project. You must also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include an estimated timeline for when the contractual work will be performed. (2,000 characters, including spaces)

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### Other

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Other item description	Cost per unit	Number of units	Acquisition date	Total
-	\$	-	-	\$
-	\$	-	-	\$
-	\$	-	-	\$
<b>Other subtotal</b>	-	-	-	\$

### Other justification

Describe the purpose of each item listed above and how it is necessary for the completion of the project's objective(s) and outcome(s). For meal expenses, the costs must be reasonable. Include a justification why providing the meal helps keep the meeting going and prevents creating hardship for participants. (2,000 characters, including spaces).

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Indirect costs are any costs that are incurred for common or joint objectives which cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. You may request up to 15% of your personnel and fringe costs.

Indirect cost rate	Total
-	\$
Indirect subtotal	\$

### Advance funds

- Are you requesting a cash advance to provide new and expanded access for Minnesota FFA members involved in art- and history-related FFA activities? (Yes/No)
  - If yes, how much are you requesting? Cash advance is up to \$25,000 per fiscal year.
  - If yes, explain your need for a cash advance. (500 characters, including spaces)