

Agenda Item #:

3 P.1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: October 1, 2013 ☒ Consent ☐ Regular
☐ Workshop ☐ Public Hearing

Department:

Submitted By: Cooperative Extension Service

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: **A) accept** a grant for \$1,000 for 4-H projects funded by The Florida Agriculture in the Classroom, Inc.'s Grants Committee as part of its 2013 Florida Agriculture in the Classroom Volunteer Grants program to be completed by June 30, 2014 and **B) approve** a budget amendment of \$1,500 in the Cooperative Extension Service Revenue Grant Fund to establish revenue and grant expenditure budget for the grant and for a \$500 donation from the Florida 4-H Foundation; and **C) authorize** the County Administrator or his designee to execute any certifications, or standard forms that do not change the scope of work or terms and conditions of the grant application.

Summary: On March 13, 2013, the Palm Beach County Cooperative Extension Service Department submitted an electronic grant application for \$2,500 to Florida Agriculture in the Classroom, Inc. ("Florida Ag"). Florida Ag approved the grant application and awarded the County \$1,000 to partially fund 4-H for the Fall Family Festival and 4-H Open House projects to be held on October 20, 2013 at the Palm Beach County Cooperative Extension Office and The Mounts Botanical Garden of Palm Beach County. A County match of \$500 will be provided by the Florida 4-H Foundation. Funds will be used to develop three agriculture displays.
District 7 (AH)

Background and Justification: Florida Agriculture in the Classroom, Inc. is a non-profit, Gainesville-based association funded by sales of the "Ag Tag" specialty license plate, which educates students and teachers in pre-kindergarten through 12th grade about the importance of Florida agriculture and where their food, fiber and fuel comes from. It also provides grant money to teachers and volunteers for projects that teach students the important contributions Florida farmers make to their communities and their state. This grant will be used to develop three agriculture displays; Bees and Other Pollinators, Florida's Farm History and Gardening Using Sensory Skills. The grant application was the only formal document required for obtaining this grant. However, the County must submit a final report addressing outcomes of program objectives, methods of evaluation, how many volunteers, promotional materials used, what deliverables were created (such as worksheets, project guidelines, etc.).

Attachments:

1. Grant Application Form and Grant Award Notice
2. Budget Amendment
3. Florida 4-H Foundation Disbursement Request

Recommended By: Audrey L. Norman 9/13/2013
Department Director Date

Approved By: [Signature] _____
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Capital Expenditures					
Operating Costs	\$ 8,700				
External Revenues	\$ (1,000)				
Program Income (FL 4-H Foundation)	\$ (500)				
In-Kind Match	\$ 7,200				
NET FISCAL IMPACT	\$ 0				
# ADDITIONAL FTE					
POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes ☐ No ☒
Budget Account No.: Fund 1482 Dept. 310 Unit 1301 Object 5201
Program _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

****The \$500.00 cash donation will be provided by the Florida 4-H Foundation. The County is not required to provide any match. In-kind support will be provided through volunteer hours for amounts not funded by grant.**

C. Departmental Fiscal Review:

Joan N. McGee

III. REVIEW COMMENTS

A. OFMB Budget and/or Contract Dev. and Control Comments:

9/10 9/18/2013 9/16 9/20/13
SC OFMB/Budget Contract Development and Control
9-20-13

B. Legal Sufficiency:

Anne Deland 9/24/13
Assistant County Attorney

C. Other Department Review:

Department Director

**REQUEST FOR FUNDING
APPLICATION FORM
FLORIDA AGRICULTURE IN THE CLASSROOM, INC.
2013 Volunteer Grant Awards Program**

March 13, 2013

Title of Project: Fall Family Festival and 4-H Open House

Contact person and organization:

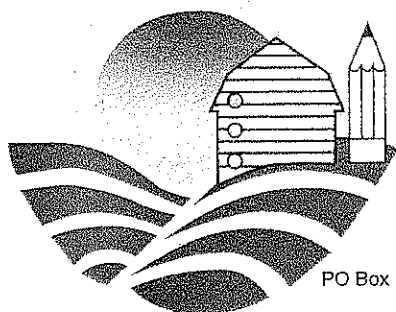
Jonathan Mayer, Palm Beach County Cooperative Extension Service (4-H Youth Development Program)

Contact person and organization address:

Palm Beach County Cooperative Extension Service, 559 N Military Trail, West Palm Beach, Florida 33415

Contact phone: (561) 233-1791

Email Address (Required): jmayer@pbcgov.org



Florida Agriculture
in the Classroom, Inc.
AGRICULTURE KEEPS
FLORIDA GREEN

PO Box 110015, Gainesville FL 32611 (352)846-1391 FAX (352)846-1390
www.agtag.org

April 14, 2013

Jonathan Mayer
"Fall Family Festival and 4-H Open House"
Palm Beach County 4-H
559 N. Military Trail
West Palm Beach, FL 33415

Dear Jonathan,
Congratulations! The Florida Agriculture in the Classroom, Inc.'s Grants Committee has agreed to partially fund at \$1,000 your project "Fall Family Festival and 4-H Open House" as part of its 2013 Florida Agriculture in the Classroom Volunteer Grants program. With a large number of grant applications, and limited funding this year, grants committee members could only fund part of your project.

You will need the following attached forms throughout the year: a Request Form for the First Half of Grant Funds, a Volunteer Grants Progress Report, and a Volunteer Grants Final Report Form. The Request for First Half Funds is to be completed and returned to us when you are ready to receive the first half of your grant money. The Progress Report is to be completed and returned to us by Friday Dec. 6, 2013 to keep us posted on the progress of your project. The Final Report is to be filled out and returned to us when your project is completed, and you are ready to receive the second half of your grant money. However, please note the deadline for 2013 Volunteer Grant Final Reports is June 30, 2014, which will be strictly adhered to.

We at Florida Ag in the Classroom appreciate your participation in this year's volunteer grants program and look forward to working with you. Thank you for all of your hard work to educate students about Florida agriculture. If you have any questions or concerns, please feel free to contact me at (352) 846-1391 or gaskalla@ufl.edu

Sincerely,
Lisa Gaskalla
Florida Agriculture in the Classroom

Florida Agriculture in the Classroom, Inc.
2013 Volunteer Grants
Progress Report

*Please complete this form and mail to the Florida Ag in the Classroom, Inc. office on or before **December 6, 2013**. Florida Agriculture in the Classroom, Inc., PO Box 110015, Gainesville, FL 32611.*

Please use this form to give a brief report on the status of your grant project. (This can be as short as a paragraph.)

Name of Project:

Is the project progressing as indicated in the grant application time line? If no, please state the reason(s) and if the project will be completed as proposed.

Budget and Timeline

Item	Project Request	Matching	In-kind
Bee and Pollinator Display- including Bee Hive Starter Kit for permanent installation at garden	\$1,000.00	\$500.00 cash donation from 4-H	Consulting of apiary specialist for event and exhibit, \$200.00
Florida's Farm History Display (Large Panel Signs and Pioneer Garden)	\$1,000.00		240 volunteer hours, approximately \$4,500.00
Vegetable Parts and Nutrition Display (Portable Module for use at event and in schools, and vegetable/fruit samples to be used during harvest festival)	\$500.00		\$1000.00 value of produce donated by local growers
Total	\$2,500.00	\$500.00	\$5,700.00

Timeline

- May 1-June 30:

Recruit volunteers, farmers and agricultural representatives. Solicit partnerships.

Early marketing through Palm Beach County School District.
- July 1-July 31:

Design and Construct Educational Displays and Materials. Solicit donations.
- Aug 1- Aug 31:

Continue coordination with local growers and nonprofits. Generate marketing collateral such as website and flyers. Recruit and train 4-H teen volunteers.

Develop pre/post test.
- Sept 1- Oct 19:

Publish press release, prepare for Fall Family Festival and 4-H Open House.
- October 20th:

Fall Family Festival and 4-H Open House
- Oct 21-Dec 1:

Conduct follow up evaluations with youth volunteers and 4-H members, who we have year round access to. Prepare final report and success stories with photos.

The program will be marketed throughout the Palm Beach School District, home school cooperatives and 4-H program to urban children in grades K-12. The Fall Family Festival and 4-H Open House will be held on October 20th at the Palm Beach County Cooperative Extension Office and Mounts Botanical Garden.

Description of how Florida Ag in the Classroom curricula and materials will be used:

We will integrate several of Ag in the Classroom lessons such as Buzzing a Hive and selections from Gardening for Grades into our educational activities.

Description of how a local farmer(s) or industry representative(s) will participate:

Palm Beach County Extension and Mounts Botanical Garden has close relationships with many industry representatives, growers and nonprofit organizations that support agriculture. We will partner with these groups.

Number of youth served: 200

Ages/grade levels of youth served: K-12

Projected outcomes and measurable impact:

Increase awareness, knowledge and appreciation of agriculture in youth grades K-12 and their families in Palm Beach County. Participants will complete an "agriculture passport" scavenger hunt survey to demonstrate knowledge gains.

Statement of need for this project:

Due to declining governmental budgets there are minimal resources available for the purchase of the materials necessary to ensure this project's success.

Is this an existing project: Yes ☒ No

Has this project received FAITC grant money before: Yes No ☒

If yes, specifically identify how the requested funds will improve or expand your current program.

The Fall Family Festival and 4-H Open House have been held separately in previous years. While both activities have promoted some aspects of agriculture, the emphasis was not great. It is our goal to combine successful programs, increase attendance and place greater emphasis on Palm Beach County agriculture.

The funds will purchase a variety of learning resources that will allow us to meet this goal.

Title of Project: Fall Family Festival and 4-H Open House

Contact person and organization:

Jonathan Mayer, Palm Beach County Cooperative Extension Service (4-H Youth Development Program)

Contact person and organization address:

Palm Beach County Cooperative Extension Service, 559 N Military Trail, West Palm Beach, Florida 33415

Contact phone: (561) 233-1791

Email Address (Required): jmayer@pbcgov.org

Amount requested: \$2,500

Counties impacted by project: Palm Beach County

Purpose of project:

Palm Beach County is one of the largest agricultural counties in the U. S. in value of products sold, exceeding one billion dollars annually. Many of the county's citizens are unaware of the importance of agriculture in their daily lives. We will provide a daylong celebration of agriculture and the harvest bounty with hands-on activities for youth in grades K-12 and their families. Participants will discover the value of agriculture and their connection to one of the greatest food production systems in the nation. In addition, families will explore the importance of conserving valuable resources for agricultural use. This is especially relevant to Palm Beach which faces pressures from commercial and residential development.

Description of project:

This project consists of educational activities for youth and their families who live in eastern metropolitan areas of Palm Beach County. We will raise awareness and knowledge of a wide variety of crops, nutrition and innovative agricultural practices such as aquaculture. Teen volunteers will help design and facilitate many of these activities. These Ag Ambassadors will serve a valuable role in development and implementation of the grant project. Learning stations will highlight fun, STEM activities emphasizing agricultural products, innovative techniques and environmental concepts such as pollinators, soil fertility and water quality and conservation. Fun, participatory activities will also showcase agriculture history and culture through crafts, music and dance. Ultimately, participants will discover how they can support local agriculture and their own wellbeing through personal choices such as purchasing local healthy, nutritional foods. The grant dollars will be used to develop three agriculture displays. These include 1) Bees and Other Pollinators, 2) Florida's Farm History, and 3) Vegetable and Herb Sensory and Nutrition Display.

**Request Form for First Half of Grant Funds
2013 Volunteer Grants**

Please send the first half of the funding for the following grant project:

Project Name:

Contact Name:

Contact Organization Name and Address:

_____ The address on the grant application has changed. Please mail funds to the following address.

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email: _____ County: _____

Please submit this form to Florida Agriculture in the Classroom, Inc., PO Box 110015, Gainesville, FL 32611-0015 at the time the first half of awarded funds is needed. Please note that the submission of the final report form at the time of completion of the project, or by the final deadline of June 30, 2014, serves as your request for the second half of awarded funds.

**Florida Agriculture in the Classroom, Inc.
2013 Volunteer Grants Final Report Form**

Please complete this form and mail to the Florida Agriculture in the Classroom, Inc. office upon completion of the project. Florida Ag in the Classroom, Inc., PO Box 110015, Gainesville, FL 32611. Please enclose any copies of photos and/or articles that resulted from your project/program with the form. Due on or before June 30, 2014.

Name:

Project Name:

1. Total number of students reached:
2. What was the grade level(s) of the students reached?
3. What method was used to evaluate the program/project? (i.e. teacher evaluation forms, student evaluation forms, pre and post-tests, etc.) (Please attach a copy of the evaluation method to the report form.)
4. Briefly summarize the evaluations received by showing how students' knowledge and perception about agriculture changed before and after the project by turning in average classroom pre- and post-test results and/or average evaluation results. (Please attach the full evaluation summary to the report form.)
5. How would the project/program coordinators rate the success of the project/program?
6. How many volunteers from the community participated in the project/program? How did they participate? (Attach list if available.)
7. Please attach copies of any deliverables created for the project/program. (i.e. programs, worksheets, project guidelines, student handouts, teacher handouts, etc.)
8. Please attach copies of any press releases and/or promotional materials used for the project/program. Also, please attach any clippings of articles printed as a result of your project/program.

Additional pages may be used to fully answer these questions or to make any other comments.
(This page may be recreated to have numbered items listed with your answers and/or attachments.)

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGRV 082
BGEX 082

1482 Cooperative Extension Revenue Fund

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF	REMAINING BALANCE
<u>REVENUES</u>								
310-1301-3439	State Grant Other -- Physical Environment	0	0	1,000	0	1,000		
310-1301-6600	Contributions/Donations From Private Sources	0	0	500	0	500		
	Total	<u>271,811</u>	<u>271,811</u>	<u>1,500</u>	<u>0</u>	<u>273,311</u>		
<u>EXPENDITURES</u>								
310-1301-5201	Materials/Supplies Operating	0	0	1,500	0	1,500		
	Total	<u>271,811</u>	<u>271,811</u>	<u>1,500</u>	<u>0</u>	<u>273,311</u>		

INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures

Audrey R. Norman

Date

9/13/2013

By Board of County Commissioners
At Meeting of

Deputy Clerk to the
Board of County Commissioners

Forward original & one copy
Keep a copy for your file
DO NOT WRITE IN THIS SPACE

Voucher # _____

Jonathan Mayer, 4-H Agent
Extension Specialist/Camp Manager/
Project Manager

[illegible]

Audrey R. Norman Audrey R. Norman Kathy Hartman 4/6/13
Authorized Signature Foundation Officer

Total 0.00