



# FIELD TRIP GRANT

Teachers in Illinois schools may apply to the Illinois Pork Producers Association (IPPA) to receive funding for the Fair Oaks Farms Pig Adventure field trip at Fair Oaks Farms, Fair Oaks, Indiana.

## INSTRUCTIONS: 2016-2017 Application Requirements and Information

- Grants are only available to fourth grade teachers in Chicago, Illinois, schools and are awarded for the purpose of understanding the science, technology, engineering and math involved in Illinois agriculture, specifically pork production. Pork Production refers to the raising of pigs to provide quality pork people can taste and trust. The field trip should support Illinois agriculture topics currently being taught in the applicant's curriculum.
- The field trip site is located in Fair Oaks, Indiana, and will only include the trip to and from Fair Oaks Farms. **This is a rain or shine field trip.**
- Admission, lunch and transportation will be covered for the Fair Oaks Farms Pig Adventure field trip. **Admission and lunch will be paid directly to Fair Oaks Farms.**
- Transportation, using a vendor of school choice, will be paid with an invoice from the bus company, or the school district. In the budget, please provide a bid for bus transportation cost to Fair Oaks Farms. The grant will fund up to that bid amount. An invoice must be issued from the district **after** the completion of the field trip. **Reimbursement will be for the amount of the actual invoice, up to the amount in the budget.**
- Multiple teachers **within the same school** can collaborate on the field trip. The collaborating teachers must attend the same field trip on the same day. If you have questions on eligibility, please contact Erin Cleary at the Illinois Pork Producers Association (see contact information below) before submitting your application. NOTE: Each teacher must be accompanying his or her own students.
- **APPLICATIONS MUST BE POSTMARKED BY JULY 1, 2016.** Applications will be reviewed by a committee and notification will be made no sooner than 4 weeks after the application deadline.
- The first group of students will not exceed 250 4th grade students and will travel to Fair Oaks Farms Pig Adventure during the month of September. The second group of students will not exceed 250 4th grade students and will travel to Fair Oaks Farms during the month of October (excluding the week of October 16th).
- You must submit the original and TWO copies of the entire application, including attachments. Please keep a blank copy of the Final Report Form for use after the field trip.
- **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**
- All applications must include a completed W-9 form for the school. If you need assistance with the W-9 form, please talk to the business/financial staff members at your school. Do not use the tax exemption number for your school.

Fair Oaks Farms Pig Adventure Field Trip Grant funds are administered by the Illinois Pork Producers Association (IPPA), the Cook County Farm Bureau Foundation®, the Illinois Soybean Association and the Illinois Corn Marketing Board for agriculture education in Illinois. If you have questions, contact Erin Cleary, IPPA, 217-529-3100 or email [erin@ilpork.com](mailto:erin@ilpork.com).





## FIELD TRIP GRANT

### APPLICATION FORM - Data

Fair Oaks Farms Pig Adventure Field Trip Grant funds are administered by the Illinois Pork Producers Association (IPPA), the Cook County Farm Bureau Foundation®, the Illinois Soybean Association and the Illinois Corn Marketing Board for agriculture education in Illinois.

You must submit the **ORIGINAL AND TWO COPIES OF THE ENTIRE APPLICATION, INCLUDING ATTACHMENTS**. Applications **must be postmarked by July 1, 2016**. Please be sure you complete and submit the W-9 form for the school.

Funds are awarded on a reimbursement basis to the school - post field trip. Funds for lunch and admission to the Fair Oaks Farms Pig Adventure will be paid in advance.

Field Trip Destination: Fair Oaks Farm, Indiana City: Fair Oaks State: Indiana

\*Applicant Name (must currently be employed as a teacher at the school)

\_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*School Principal or Superintendent: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Participating Teachers (and appropriate chaperones), Including Applicant: \_\_\_\_\_

Grade: Fourth (4th) # of Students to Participate: \_\_\_\_\_ Funding: \_\_\_\_\_

Field Trip Date (choose 3 in order of preference in the month of **October 2016 but not the week of the 16th**):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**\*NOTE: The school official signing this form cannot also be an applicant or participating teacher.**



## FIELD TRIP GRANT

### APPLICATION FORM - Signature Page

Execution of this application by IPPA constitutes a grant agreement and creates specific obligations on the part of the grantee, including but not limited to, an understanding that: the awarding of all grants and the amount of any grant, shall be subject to the sole discretion of the Illinois Pork Producers Association, the Cook County Farm Bureau Foundation®, the Illinois Soybean Association and the Illinois Corn Marketing Board, that the project descriptions become the property of the Fair Oaks Farms Grant Committee and if I am awarded a grant the Fair Oaks Farms Grant Committee shall have the right to supply others with the description of the project and to disseminate its underlying concepts and/or ideas. If awarded a grant, I agree to submit a final report and original receipts for expenses, when the project is completed. The Fair Oaks Farms Grant Committee and sponsors and/or any of its agents, officials and employees shall assume no responsibility or liability for claims and damage of any kind to property or for claims of injury to any person in connection with such a grant. Grantee agrees to comply with all requirements of this grant application and of the instruction form provided by IPPA which are incorporated as part of this agreement.

#### ■ Applicant Approval

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
\*Printed/Typed Name of Applicant (must currently be employed as a teacher at the school)

#### ■ Official Approval

I have reviewed the completed application and support this project to conduct a *Fair Oaks Farms Pig Adventure Field Trip*.

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Superintendent, Principal or Organization Official

\_\_\_\_\_  
Title: \_\_\_\_\_

Printed/Typed Name of Superintendent, Principal or Organization Official

\_\_\_\_\_  
Email Address of Superintendent, Principal or Organization Official

#### ■ Main Program Sponsors

Illinois Pork Producers Association  
6411 S. 6th Street Road  
Springfield, IL 62712

Cook County Farm Bureau Foundation®  
6438 Joliet Road  
Countryside, IL 60525

#### ■ Application Checklist

- ☐ original application
- ☐ two (2) copies of original application and all attachments
- ☐ W-9 form, completed and signed



Submit to: **Illinois Pork Producers Association**  
6411 S. 6th Street Road  
Springfield, IL 62712





# FIELD TRIP GRANT

## APPLICATION FORM - Narrative

**PLEASE NOTE:** The following questions are the criteria used to judge the application. Be brief yet complete with your responses.

- Type and print your responses to these questions. Attach the narrative to the rest of the application form. **YOU MUST INCLUDE THE QUESTION AND ITS ASSOCIATED NUMBER FROM THE APPLICATION FORM WITH EACH ANSWER.**
- You must submit the original and two copies of the application and all of its attachments. Also, include a completed and signed W-9 form.
- **Applications must be postmarked by July 1, 2016.**
- Information must be original. Do not copy other applications.
- For field trips involving collaborating teachers, please submit an application that covers the entire group.
- **Incomplete applications will not be considered.**
- Do **NOT** include a cover letter, copies of activities or any other information not requested in the application form. Do not place the applications (copies) in a binder or any other covering.
- Do **NOT** submit a single application for multiple field trips. Each field trip must be represented by its own application.

## ■ Narrative Questions

1. Please list the names of all teachers participating in this field trip.
2. What, if any, Agriculture in the Classroom resources have you used with your students?
3. Why do you want to take the students on this field trip? Identify no more than two goals and two measurable objectives for this field trip.
4. Provide an overview of any other resources used to support the field trip, such as donations, volunteers or school resources. Where applicable, these items should be included in the budget.
5. **BUDGET:** Include a budget of projected expenditures. Use the budget form on page five. Type your information on the form and then print the page. Do not type a budget page in your narrative responses. **Please obtain estimates from the prospective vendors.** Items eligible for funding are transportation, lunch and admission to Fair Oaks Farms Pig Adventure. Judges have the right to partially fund applications.



# FIELD TRIP GRANT

## APPLICATION FORM - Budget

**Primary Expenses:** The Grant will pay for bus transportation to and from Fair Oaks Farms, Fair Oaks, Indiana. It also includes lunch for students and teachers and admission into the Fair Oaks Farms Pig Adventure. Lunch and admission funds will be paid directly to Fair Oaks Farms.

### SAMPLE BUDGET

EXPENDITURE/VENDOR	PURPOSE	COST
ABC Bus Company Estimate	Transportation to Fair Oaks Farms Pig Adventure	\$800.00
Secondary Expenses	Additional chaperone's	\$25.00
TOTAL		\$825.00

EXPENDITURE/VENDOR	PURPOSE	COST
		\$
		\$
		\$
TOTAL		\$





# FIELD TRIP GRANT

## FINAL REPORT FORM

This report is due no later than **one month** after the completion of the Fair Oaks Farms Pig Adventure field trip.

Field Trip Destination: Fair Oaks Farm, Indiana City: Fair Oaks State: Indiana

Applicant Name (must currently be employed as a teacher at the school)

\_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*School Principal or Superintendent: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Participating Teachers, Including Applicant: \_\_\_\_\_

Grade: Fourth (4th) # of Student Participants: \_\_\_\_\_ Funding Received: \$ \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_

### ■ Assessment

Submit a one-page assessment describing the activities undertaken as part of the field trip.

#### INCLUDE:

1. concepts learned, how they can be incorporated into the existing curriculum and how student knowledge was assessed;
2. pre-trip, on-site and post trip activities;

#### INCLUDE AS ATTACHMENTS:

1. photographs (print or digital);
2. samples of students work regarding the field trip activities;
3. copies of any school or community newspaper articles referencing the field trip;
4. website address if trip is summarized on school website;
5. copy of the thank-you letter submitted to the grant benefactor.