

Illinois Agriculture in the Classroom

## Summer Ag Institute Grant Reimbursement Guidelines

Each Illinois Agriculture in the Classroom Summer Ag Institute is eligible to apply for a grant for up to \$2,000. This money should only be used to support teacher activities and materials related to the SAI sessions. IAITC and IAA Foundation should be listed as a sponsor of your SAI.

Funds may be spent on the following:

- Transportation for teachers during tours.
- Meals and refreshments for teachers.
- Ag specific supplies for teachers (including Barn Boxes/SAI Bags if you choose).
- Copies of lesson plans, activity manuals, guide books for teachers.
- Guest speaker expenses.
- Room rental for SAI.

Funds from this grant should not be spent on the following:

- Farm Bureau, Ag Literacy, or Partnership Employees.
- University Employees—student workers or teaching assistants.
- Non Summer Ag Institute related meals.
- Lodging or parking for SAI participants or faculty.

Detailed expense receipts are required to process these funds. Please submit eligible expenses (for up to \$2,000) to IAITC no later than **August 4, 2017**. The attached expense form and copies of receipts should be mailed to the *Education Director, Illinois Agriculture in the Classroom, Illinois Farm Bureau®*, 1701 Towanda Avenue, Bloomington, IL 61701.

Copies of any lessons plans submitted by teachers should also be submitted to IAITC for use by other teachers state-wide.

If you have any questions, please contact IAITC at 309-557-3334.  
Please submit eligible expenses to us no later than **August 4, 2017**.

We are always looking for ways to help serve you in the SAI role.  
Please contact Kevin Daugherty with suggestions.

**IAITC**  
**SAI Grant Reimbursement Form**

Please complete and return for up to \$2,000. Receipts totaling your amount requested are required for ALL categories.  
Please refer to the X-Factor Guidelines.

A. Summer Ag Institute Name: \_\_\_\_\_  
Number of Teachers registered: \_\_\_\_\_

B. Name of Coordinator(s): \_\_\_\_\_

C. Dates of Institutes: \_\_\_\_\_ to \_\_\_\_\_      D. Amount Requested: \$\_\_\_\_\_

**E. Expenses Requested for Reimbursement:**

1. **Transportation** – Please list the purposes of your trips and explanations of the expenses (i.e. gasoline, rental cost, etc).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Meals and Refreshments** – List the sources of the expenses and the expense amounts.

_____	_____
_____	_____
_____	_____

3. **Supplies for SAI** – List supplies given to teachers and costs.

_____	_____
_____	_____
_____	_____

4. **Printing Costs** – List expenses incurred for copying costs of materials given to teacher.

\_\_\_\_\_

5. **Guest Speaker Expenses** – List name of guest speaker(s) and expense amount(s).

\_\_\_\_\_  
\_\_\_\_\_

6. **Room Rental Expenses** – List the location of room rental(s) and expense amount(s).

\_\_\_\_\_

7. **Other Expenses** – Please list and describe.

\_\_\_\_\_

F. Issue Check To: \_\_\_\_\_      Mail Check To: \_\_\_\_\_

**\*\*\*CHECKS MUST BE ISSUED TO AN INSTITUTION  
NO CHECKS WRITTEN TO INDIVIDUALS**

\_\_\_\_\_  
\_\_\_\_\_

*Please mail to Illinois Agriculture in the Classroom. This form must be completed and received no later than August 4, 2017 in order to be processed before the end of our fiscal year. Thank you for your understanding.*

Completed by: \_\_\_\_\_      Date: \_\_\_\_\_