



NATIONAL FFA
LIVING TO SERVE

Spring Semester-Long Living to Serve Grant Checklist

Congratulations on receiving an FFA Semester-Long Living to Serve Grant. Below is a checklist of items to help guide chapters through the grant cycle.

RESOURCES MENTIONED IN THE CHECKLIST ARE LOCATED ON THE LIVING TO SERVE WEBSITE:
WWW.FFA.ORG/LIVINGTOSERVE/GRANTS

✓	1. Provide electronic signature(s) on grant contract (Advisor and Principal)
	2. One month after submitting the grant contract, with the principal's signature, look for the check that may have arrived at the school.
	3. Share information on the awarded project with local news outlets (for example; newspaper, school newsletter or TV station). A news release template is available on the Living to Serve Website, on the right side of the page, under "Semester-Long Grants."
	4. Include sponsor logos on materials created with grant funds for the project. Access the logos on the Living to Serve Website, on the right side of the page, under "Grant Resources."
	5. Document the chapter's work by taking photos. Helpful hints for good pictures: Use a standard camera to take higher resolution photos. Take action shots, but make sure people are looking at the camera. Wear FFA gear!
	6. Share information on social media. Include the hashtag #LivingToServe.
	7. Collect information such as number of people involved, service hours worked, donations to the project and progress toward measurable outcomes to be included on the Close-Out Report. Close-Out Reports have two due dates, so please review carefully. If you indicated in your application that your chapter is NOT engaged in summer activities through the grant then the reports are DUE June 29, 2018. If you indicated that your chapter IS working over the summer on the project, then your report is DUE August 30, 2018.
	8. All grant funds must be expended by August 30, 2018.

If you have any questions, do not hesitate to reach out to your Regional Grant Manager.

States west of the Mississippi River

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