

South Carolina Department of Agriculture  
Community Grant Program

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Guidelines and Application Packet



**PROJECT APPLICATION**  
**SOUTH CAROLINA DEPARTMENT OF AGRICULTURE**  
**COMMUNITY GRANT PROGRAM**

**Applicant Information**

**Requesting Business:** SC Ag-in-the Classroom Fund

**Contact Name:** Jill Jeffords

**Address:** PO Box 754  
Columbia, SC 29202

**Phone:** 803-936-4237

**Fax:**

**Email:** [jjeffords@scfb.org](mailto:jjeffords@scfb.org)

**Business Structure:** 501 (C) 3

**Project Information**

**Project Title:** South Carolina Ag in the Classroom

**Location of Project:** South Carolina

**Amount of Funds Requested:** \$750,000

**Description of project for which funding is requested:**

Established in 1997, South Carolina Ag-in-the Classroom (AITC) is a non-profit 501(c)(3) education foundation created to promote awareness and recognition of the importance of the sources of our food and fiber. This mission is accomplished by providing training and materials for South Carolina teachers in grades K-12.

Lessons are aligned to SC Department of Education learning standards and are easily incorporated in every day teaching. In addition to lesson and unit plans, AITC has created numerous videos, which cover the spectrum of South Carolina agriculture, and other resources that are available for teachers or other volunteers to use.

Proposed plan with detailed Goals and Objectives and proposed performance measures:

Activities include:

- **Book of the Month Program:** subscription program that sends an accurate Agriculture focused book plus an extensive lesson plan each month to classrooms. Reaches an estimated 250,000 children. Annual budget is \$30,000.
- **Mobile Ag Learning Lab:** bringing the farm to you – this lab will combine hands-on, hi-tech learning opportunities led by an instructor who specializes in teaching agricultural curriculum. Plans to hit the road in early 2022. Annual budget is \$60,000
- **Summer Teacher Workshops:** Teachers are immersed in AITC programming and get to see first-hand what happens on the farm. Development of curriculum: lesson plans aligned to state learning standards. Teacher recertification credits and professional development included in the program. Annual budget is \$40,000.

How will this project benefit the South Carolina Department of Agriculture, SC producers and other agriculture organizations in SC:

Increasing awareness about agriculture is beneficial to everyone involved in agriculture. Ag in the Classroom is the only organization of its kind working directly with teachers to increase students' agricultural literacy through their daily lessons.

Is this project a cooperative effort with or collaboration between more than 1 organization:

SC AITC partners with Clemson University, SC Department of Agriculture, SC Department of Education and all agricultural commodity boards on various aspects of the program.

Will this project create access to fresh fruits and vegetables, and provide an improved local economy:

While AITC doesn't provide access to fresh produce, increasing agricultural literacy is a benefit for all rural communities. Participants learn more about locally grown products and understand the importance of agriculture to the state's economy.

Please provide additional comments (if any) which support the impact of this project to the local community:



### State of South Carolina Request for Contribution Distribution

This form is designed to collect the information required by South Carolina in accordance with Proviso 117.21 of the appropriations act of 2022 and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution for the designated organization. The state agency providing the contribution should use this form to collect information from the designated organization. The information must be collected from the designated organization before the funds can be disbursed.

#### Contribution Information

Amount	State Agency Providing the Contribution	Purpose
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Organization Information	
Entity Name	SC Ag-in-the Classroom Fund
Address	PO Box 754
City/State/Zip	Columbia, SC 29202
Website	scfb.org/ag-education
Tax ID#	58-2304053
Entity Type	

Organization Contact Information	
Contact Name	Jill Jeffords
Position/Title	Director of Ag in the Classroom
Telephone	803-936-4237
Email	jjeffords@scfb.org

Plan/Accounting of how these funds will be spent:		
Description	Budget	Explanation
Book of the Month Program	\$90,000.00	3 years-Subscription program that sends an accurate Ag focused book and lesson
Mobile Ag Learning Lab	\$180,000.00	3 years-Hands on, hi-tech learning led by an instructor for in house field trips
Summer Teacher Workshops Truck	\$120,000.00	3 years-AITC programming and curriculum development earning renewal credits.
New Programs	\$60,000.00	Used for events, pulling mobile lab, as simulator.
	\$300,000.00	New start up programs-supplies,curriculum, teachers
<b>Grand Total</b>	<b>\$750,000.00</b>	

Please explain how these funds will be used to provide a public benefit:

Increasing awareness about agriculture is beneficial to everyone involved in agriculture. Ag in the Classroom is the only organization of its kind working directly with teachers to increase students' agricultural literacy through their daily lessons.

#### Organization Certifications

- 1) Organization hereby gives assurance that no person shall, upon the grounds of race, creed, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which this organization is responsible.
- 2) Organization certifies that it will provide quarterly spending reports to the Agency Providing Contribution listed above.
- 3) Organization certifies that it will provide an accounting at the end of the fiscal year to the Agency Providing Contribution listed above.
- 4) Organization certifies that it will allow the State Auditor to audit or cause to be audited the contributed funds.

  
Organizational Signature

Jill Jeffords  
Printed Name

Director Ag in the Classroom  
Title

1/4/23  
Date

**Certifications of State Agency Providing Contribution**

1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act of 2022.  
2) State Agency certifies that the Organization has set forth a public purpose to be served through receipt of the expenditure.  
3) State Agency certifies that it will make distributions directly to the organization.  
4) State Agency certifies that it will provide the quarterly spending reports and accounting received from the organization to the Senate Finance Committee, House Ways and Means Committee, and the Executive Budget Office by June 30, 2023.  
5) State Agency certifies that it will publish on their website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 of the appropriations act of 2022.  
6) State Agency will certify to the Office of the Governor that it has complied with the requirements of Executive Order 2022-19 by June 30, 2023.

\_\_\_\_\_  
Agency Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<b>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</b> <b>SC Ag in the Classroom Fund</b>	
	<b>2 Business name/disregarded entity name, if different from above</b> 	
	<b>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</b> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>501(c)(3) Nonprofit Corporation</b>	<b>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</b> Exempt payee code (if any) <u>1</u> Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5 Address (number, street, and apt. or suite no.) See instructions.</b> <b>PO Box 754</b>	<b>Requester's name and address (optional)</b> 
	<b>6 City, state, and ZIP code</b> <b>Columbia, SC 29202</b>	
	<b>7 List account number(s) here (optional)</b> 	

<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. <b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>Social security number</b></td> </tr> <tr> <td style="text-align: center;">[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>or</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Employer identification number</b></td> </tr> <tr> <td style="text-align: center;">5 8 - 2 3 0 4 0 5 3</td> <td></td> </tr> </table>	<b>Social security number</b>		[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]		<b>or</b>		<b>Employer identification number</b>		5 8 - 2 3 0 4 0 5 3	
<b>Social security number</b>											
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]											
<b>or</b>											
<b>Employer identification number</b>											
5 8 - 2 3 0 4 0 5 3											

<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Eini Seymour</i>	Date ▶ 12/13/2022
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**SC Ag-in-the Classroom Fund**  
**Statement of Activities**  
For the Years Ending July 31, 2022 and 2021

	<b>Annual Budget 2021/22</b>	<b>Year To Date 2022</b>	<b>Year To Date 2021</b>
<b>Revenues</b>			
1 Affinity Plates	\$ 7,000	\$ 24,492	\$ 9,265
2 Subscriptions Sold <i>(Book of The Month)</i>	24,000	19,139	24,570
3 Contributions Received	22,000	27,588	31,980
4 Country Store Donation	500	-	-
5 Fundraiser - Golf Tournament	30,000	33,710	34,225
6 Teacher Outreach	31,000	14,250	30,000
7 Investment Income	1,000	197	39
8 Mobile Lab Fees <i>(budget 1 per month @ \$400)</i>	5,000	-	-
9 Sales of Promotional Items	-	123	-
10 Miscellaneous Income	100	148	674
11 Total Revenues	<u>\$ 120,600</u>	<u>\$ 119,647</u>	<u>\$ 130,753</u>
<b>Expenses</b>			
12 Audit & Legal	\$ 1,200	\$ 1,312	\$ 1,166
13 Bank Charges	350	2,151	223
14 Book of the Month	24,000	29,078	32,053
15 Contract Fees	5,000	-	400
16 Contributions		52	-
17 Depreciation		7,290	3,458
18 Dues & Subscriptions	600	600	300
19 Educational Materials	1,200	-	2,056
20 Fundraiser - Golf Tournament	15,300	15,739	-
21 Insurances <i>(Truck and Lab)</i>	3,500	4,809	5,196
22 Workshops	-	8,123	1,831
23 License Fees	52	-	52
24 Mobile Learning Lab	25,000	17,215	3,576
25 Office Supplies/Equipment	1,200	-	777
26 Postage	300	138	1,927
27 Professional Development	5,000	9,775	7,312
28 Promotional Items		3,603	710
29 Property Taxes (Truck)	600	563	455
30 Teacher Outreach	39,200	13,955	18,593
31 Total Expenses	<u>\$ 122,502</u>	<u>\$ 114,403</u>	<u>\$ 80,085</u>
32 Change in Net Assets	<u>\$ (1,902)</u>	<u>\$ 5,244</u>	<u>\$ 50,668</u>

For Internal Purposes Only

**SC Ag-in-the Classroom Fund**  
**Statement of Financial Position**  
**As of July 31, 2022 and 2021**

		<u>2022</u>	<u>2021</u>
<b>Assets</b>			
1	Cash - Wells Fargo Bank	\$ -	\$ 11,778
2	Cash - Bank of America	155,284	122,929
3	Cash - Merrill Lynch CMA	<u>104,925</u>	<u>104,878</u>
4	<b>Total Cash</b>	<b>260,209</b>	<b>239,585</b>
5	Prepaid Insurance	-	4,809
6	Accounts Receivable	2,282	-
7	Fixed Assets		
8	Equipment	97,374	93,629
9	Accumulated Depreciation	<u>(69,798)</u>	<u>(62,508)</u>
10	<b>Total Fixed Assets</b>	<b><u>27,576</u></b>	<b><u>31,121</u></b>
11	<b>Total Assets</b>	<b><u>\$ 290,067</u></b>	<b><u>\$ 275,515</u></b>
<b>Liabilities &amp; Net Assets</b>			
12	Accounts Payable	\$ -	\$ 6,990
13	<b>Total Liabilities</b>	<b>16,298</b>	<b>6,990</b>
14	<b>Net Assets - Unrestricted</b>	<b><u>273,769</u></b>	<b><u>268,525</u></b>
15	<b>Total Liabilities &amp; Net Assets</b>	<b><u>\$ 290,067</u></b>	<b><u>\$ 275,515</u></b>

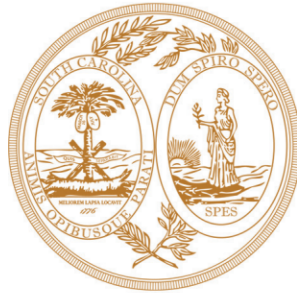
For Internal Purposes Only



### Ag in the Classroom's Proposed Deliverables

- **Book of the Month Program:** We currently reach over 250,000 students with our program. Our goal is to grow that number and have each elementary school in the state of South Carolina have at least one book of the month subscription.
- **Mobile Ag Learning Lab:** Our goal is to have the lab visit a school twice a week or eight times a month. Each visit reaches 120 students. We are hoping to reach around 960 students a month throughout all of the counties in the state.
- **Summer Teach Workshops:** Since 2018, the average reach was about 250 teachers per quarter through speaking engagements, workshops, and our summer workshop series. This includes a large social media following. One of our posts even reached over 5 million people. We estimate around 100,000+ students are directly impacted by their teachers' engaging with this program.

# *The State of South Carolina*



*Office of Secretary of State Mark Hammond*

## **Certificate of Existence**

**I, Mark Hammond, Secretary of State of South Carolina Hereby Certify that:**

S.C. AG-IN-THE-CLASSROOM FUND, a nonprofit corporation duly organized under the laws of the State of South Carolina on April 4th, 1997, has as of the date hereof filed as a nonprofit corporation for religious, educational, social, fraternal, charitable, or other eleemosynary purpose, and has paid all fees, taxes and penalties owed to the State, that the Secretary of State has not mailed notice to the company that it is subject to being dissolved by administrative action pursuant to S.C. Code Ann. §33-31-1421, and that the nonprofit corporation has not filed articles of dissolution as of the date hereof.

Given under my Hand and the Great Seal  
of the State of South Carolina this 17th day  
of January, 2023.

  
Mark Hammond, Secretary of State