



# SAE Grant Judge Orientation

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- Applicants must be in grades 7 – 12.
- Applicants must be current FFA members.
- Applicants must demonstrate financial need.
- Grants are to assist members to start a new Supervised Agricultural Experience (SAE) or expand an existing SAE.

(Want to know more about SAEs? [Click Here](#))

# SAE Grant Overview



- All SAE Grants are for \$1,000
- Grant sponsors may place restrictions such as type of SAE, location of applicant, etc. on grants.
- The SAE described in the grant application must meet the grant description to qualify.
- Grant applicants must begin their SAE during the same calendar year in which they receive the grant  
*(Grant checks will be received by successful applicants in January)*



- Applicants should demonstrate a sustainable plan for the SAE
- Applicants should detail how they will use the funds to begin or grow their SAE

# What Does the Application Include?



- **Grant Information** –Name of the grant/grant sponsor and a description of the SAE types that the grant is restricted to and any additional limitations (*location, organic, specific species, etc.*).
  - When reading the application use this description to determine if the application qualifies for the grant.
  - Use a reasonably broad interpretation where possible.
- **Demographics** – providing this information is optional for the applicant. Some grant sponsors need it for internal reporting. This portion of the application is not scored but if the applicant has provided the information it may help you to judge whether or not there is a real financial need.

# What Does the Application Include?



- **SAE Plan**

- Project Category & Subcategory – These must match the grant description. **Example:** *If the grant description limits projects to landscape management and the project description is for raising pigeons the application would not qualify for this grant.*
- Type – This is the SAE type which will be *Entrepreneurship, Placement, Research/Experimentation* or *Exploratory*. In most cases this will be Entrepreneurship or Research/Experimentation as the other two type generally do not involve owning anything.
- If awarded, this grant will be used to: - Options are “Start a new SAE” or “Expand an Existing SAE” – this tells you which the applicant is doing and slightly changes the questions they respond to.
- SAE Description – In a maximum of 600 characters the applicant describes their SAE

# What Does the Application Include?



- Goals for your SAE - space for up to four goals, max of 400 characters each.
- Timeline - 800 characters to provide a monthly or bi-monthly time line from Feb - Dec for using the grant.

# What Does the Application Include?



- **SAE Budget**

- Items in budget should be directly related to the grant
- Budget items should make sense with the narratives in the application.
- The total project cost may exceed \$1,000 but the Grant Funded portion may not.
- Resource & Collaboration Assessment – In a maximum of 800 characters applicant explains how they will pay for the SAE costs beyond what the grant provides. Where the money will come from and what support they have from sources other than the grant.
  - Should clearly identify resources/collaborators and how they relate to the budget provided.
  - Should provide thorough details of the role the resources &/or the collaborator will play in the SAE.

# What Does the Application Include?



- Student Statement – In a maximum of 800 characters applicant explains how the grant will help them create or expand their SAE and explains circumstances why they need the grant.
- Should clearly explain how the grant will benefit their SAE
- Should clearly explain the factors that limit them from starting or expanding their SAE and why they need the grant.

# What Does the Application Include?



- **Advisor Statement** - Advisor explains how this grant will help the applicant create/expand their SAE.
  - Should clearly explain how the grant will benefit the applicants SAE
  - Should clearly explain factors that limit the applicant from starting or or expanding their SAE and why they need the grant.
    - Financial need
    - Special circumstances

# Completing a Review



- Applications will be read and scored online.
- A perfect score on the application is 100 points.
- A Judges Comment box is available for each application section. You are highly encouraged to provide tactful and constructive feedback.
- Judges Comments will be viewed by the applicant, FFA advisor and parents. Make them constructive and clear especially when a low score is given.

# Overall Recommendation - Category



You will provide three Overall Recommendations at the end of the evaluation:

- Do you believe this grant is in the correct category?
  - Based on the information provided by the student and advisor:
    - Does this project meet the grant description?
    - Does it qualify for the category applied in?

# Overall Recommendation - Funding



- Should this grant be funded? Does this application reflect financial need for the selected project to be granted.
- Based on the information provided by the student and advisor:
  - Does the application fit the selected grant?
  - Does this student have a financial need for a grant?
  - Does the application seem honest and appropriate for the scope of this project?

# Overall Recommendation - Quality



- Quality
  - Based on the information provided by the student and advisor
    - Does this application feel honest?
    - Is this application of sufficient quality to receive funding?
    - Is the proposed SAE of sufficient quality and scope to justify providing a \$1,000 grant?



You will receive a welcome email on Friday, Nov 17 with your login credentials and a web link to the judging site.

# How to Find and Review the Grants



The web link will bring you to this screen:

Do not

“Sign Up for Judging” you have already done this.

Please scroll down to

“Sign in for Judging”

and enter your email and passcode, then click “Sign In”.

*Your welcome email will provide your Passcode:*

## Sign Up for Judging

- Thank you for your interest in becoming a judge.
- You will be contacted in early November with additional instructions.
- Please complete the required information below.

Program:	2016 SAE Grant
Host:	National FFA Organization
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Organization:	<input type="text"/>
State:	<input type="text"/>
Email Address:	<input type="text"/>
AFNR Interest Areas: <i>(Please check the box of all system areas you are able to evaluate)</i>	<input type="checkbox"/> Agribusiness Systems <input type="checkbox"/> Animal Systems <input type="checkbox"/> Biotechnology Systems <input type="checkbox"/> Environmental Service Systems <input type="checkbox"/> Food Products and Processing Systems <input type="checkbox"/> Natural Resource Systems <input type="checkbox"/> Plant Systems <input type="checkbox"/> Power, Structural and Technical Systems
	<input type="button" value="Sign Up"/>

## Sign In for Judging

- When you receive your instructions and judging assignment, please sign in below.

Program:	2016 SAE Grant
Host:	National FFA Organization
Email Address:	<input type="text"/>
Passcode:	<input type="text"/>
	<input type="button" value="Sign In"/>

# How to Find and Review the Grants



You will then see the following page.

- Your name will be in place of “Brett Evans”.
- You will have at least one “Animal Systems” application listed. This application is a practice “calibration” application. You may have multiple applications listed if specific applications have been assigned to you.



## FFA Degree/Application Manager

POWERED BY THE *FET*

**Brett Evans - 837**

Get an Application to Review

App	App # Ver #	Grant Name	Date Assigned	Qualified?	Progress	Total Score
<a href="#">PDF / Evaluate</a>	66866 752	Animal Systems	11/9/2016		In Progress	11

# How to Find and Review the Grants



If no applications are listed click the

Get an Application to Review

button once to add an application.

Please score this application before adding additional applications.

If you have a relationship with the applicant please ignore the application and notify Brett Evans at: [bevans@ffa.org](mailto:bevans@ffa.org) to remove the application from your cue.

Hit the

Get an Application to Review

button again and get another

application.

# How to Find and Review the Grants



To simply look at the application click "PDF"

<u>App</u>	<u>App #</u> <u>Ver #</u>	<u>Grant Name</u>	<u>Date Assigned</u>	<u>Qualified?</u>	<u>Progress</u>	<u>Total Score</u>
<a href="#">PDF / Evaluate</a>	66866 752	Animal Systems	11/9/2016		In Progress	11

To begin scoring the application with the rubric click "Evaluate"

# How to Complete the Online Evaluation



When you click Evaluate the application questions/answers, with the scoring rubric appears. (*Sample portion*)

Save & Return

Application	Evaluation
<p><b>SAE Description</b> Include (1) an overview of your SAE plan (2) the current and/or beginning size and scope of the project, (3) activities that are relevant to planning and implementation, and (4) practices that will be put in place for sustainability.</p> <p><b>This is my first year in FFA, my SAE is a small animal rescue where people will give me small animals they do not want and I find adoptive homes for them. I currently have three lizards and one bird. I recently found a home for one lizard. I know several people that have gotten a pet to later find out that they could not properly care for it. Having a passion for animals they would ask me if I wanted their pet or if I could help them find a new home for the pet. This grant will allow me to set up a proper adoption process with partnerships with local pet shops and veterinary offices.</b></p>	<p><b>SAE PLAN - DESCRIPTION</b> Include (1) an overview of your SAE plan (2) the current and/or beginning size and scope of the project, (3) activities that are relevant to planning and implementation, and (4) practices that will be put in place for sustainability.</p> <p><b>JUDGE'S COMMENTS</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <ul style="list-style-type: none"> <li><input type="checkbox"/> 15 <b>EXCELLENT</b> Project plan effectively includes and describes all of the following components: •A clear overview of the SAE, the size and scope of the project, activities that are relevant to the planning and implementation of the SAE, and practices that will be put in place for sustainability •Excellent grammar and sentence mechanics (spelling, capitalization, punctuation): No errors</li> <li><input type="checkbox"/> 14</li> <li><input type="checkbox"/> 13</li> <li><input type="checkbox"/> 12 <b>GOOD</b> Project plan is mostly inclusive (may be missing 1 component) and effectively describes the following: •An overview of the SAE, the size and scope of the project, activities that are relevant to the planning and implementation of the SAE, and practices that will be put in place for sustainability • Effective grammar and sentence mechanics (spelling, capitalization, punctuation): 1-2 errors</li> <li><input checked="" type="checkbox"/> 11</li> <li><input type="checkbox"/> 10</li> <li><input type="checkbox"/> 9</li> <li><input type="checkbox"/> 8 <b>AVERAGE</b> Project plan is missing 2-3 components and vaguely summarizes the following: •An overview of the SAE, the size and scope of the project, activities that are relevant to the planning and implementation of the SAE, and practices that will be put in place for sustainability •Adequate grammar and sentence mechanics (spelling, capitalization, punctuation): 3-5 errors</li> <li><input type="checkbox"/> 7</li> <li><input type="checkbox"/> 6</li> <li><input type="checkbox"/> 5</li> <li><input type="checkbox"/> 4 <b>POOR</b> Project plan is missing all components and ineffectively summarizes the following: •An overview of the SAE, the size and scope of the project, activities that are relevant to the planning and implementation of the SAE, and practices that will be put in place for sustainability •Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation): &gt;5 errors</li> <li><input type="checkbox"/> 3</li> <li><input type="checkbox"/> 2</li> <li><input type="checkbox"/> 1</li> <li><input type="checkbox"/> 0 <b>INCOMPLETE</b> If applicant has not completed the section, indicate the incompleteness with a zero.</li> </ul>

The questions and the applicants statements appear in this section.

# How to Complete the Online Evaluation



Save & Return

## Application

### SAE Description

Include (1) an overview of your SAE plan (2) the current and/or beginning size and scope of the project, (3) activities that are relevant to planning and implementation, and (4) practices that will be put in place for sustainability.

This is my first year in FFA, my SAE is a small animal rescue where people will give me small animals they do not want and I find adoptive homes for them. I currently have three lizards and one bird. I recently found a home for one lizard. I know several people that have gotten a pet to later find out that they could not properly care for it. Having a passion for animals they would ask me if I wanted their pet or if I could help them find a new home for the pet. This grant will allow me to set up a proper adoption process with partnerships with local pet shops and veterinary offices.

The scoring rubric appears in this section.

Chose the score that most closely describes the applicant's statement and click the box.

Enter you comments in the Judges Comments box.

Remember the applicant will see comments. Be specific and tactful.

## Evaluation

### SAE PLAN - DESCRIPTION

Include (1) an overview of your SAE plan (2) the current and/or beginning size and scope of the project, (3) activities that are relevant to planning and implementation, and (4) practices that will be put in place for sustainability.

### JUDGE'S COMMENTS

- 15 **EXCELLENT** Project plan effectively includes and describes all of the following components: •A clear overview of the SAE, the size and scope of the project, activities that are relevant to the planning and implementation of the SAE, and practices that will be put in place for sustainability •Excellent grammar and sentence mechanics (spelling, capitalization, punctuation): No errors
- 12 **GOOD** Project plan is mostly inclusive (may be missing 1 component) and effectively describes the following: •An overview of the SAE, the size and scope of the project, activities that are relevant to the planning and implementation of the SAE, and practices that will be put in place for sustainability • Effective grammar and sentence mechanics (spelling, capitalization, punctuation): 1-2 errors
- 8 **AVERAGE** Project plan is missing 2-3 components and vaguely summarizes the following: •An overview of the SAE, the size and scope of the project, activities that will be put in place for sustainability •Adequate grammar and sentence mechanics (spelling, capitalization, punctuation): 3-5 errors
- 4 **POOR** Project plan is missing all components and ineffectively summarizes the following: •An overview of the SAE, the size and scope of the project, activities that are relevant to the planning and implementation of the SAE, and practices that will be put in place for sustainability •Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation): >5 errors
- 0 **INCOMPLETE** If applicant has not completed the section, indicate the incompleteness with a zero.

# How to Complete the Online Evaluation



To complete the application scoring:

- You must mark a score for all 7 application sections
- You must mark Yes or No for each of the three recommendations.

When you have entered scores for all application sections:

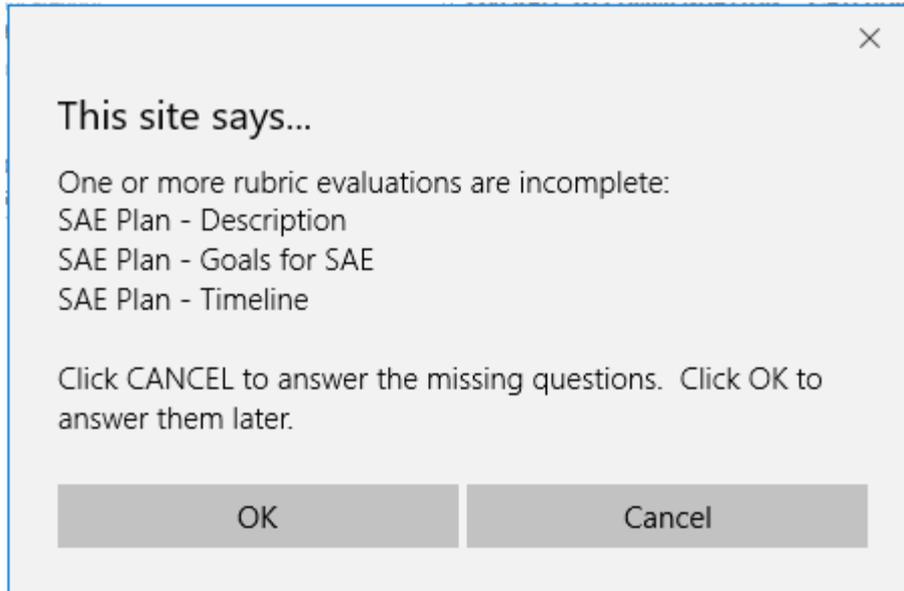
- Click on the  button.
- If the scoring is complete the screen will return you to your application table list and you can click  to score additional applications.

# How to Complete the Online Evaluation



If you must stop in the middle of an application to return later.

- Click on the  button.
- A box will appear detailing the unfinished scores:



- Select "Cancel" to return and finish or "OK" to return later.

# How to Complete the Online Evaluation



In the "Progress" section of your application list table:

- Applications for which scoring is unfinished will show "In Progress".

App	App # Ver #	Grant Name	Date Assigned	Qualified?	Progress	Total Score
<a href="#">PDF / Evaluate</a>	66866 752	Animal Systems	11/9/2016	Qualified	In Progress	13

- Applications with complete scores will show "Complete".

App	App # Ver #	Grant Name	Date Assigned	Qualified?	Progress	Total Score
<a href="#">PDF / Evaluate</a>	66866 752	Animal Systems	11/9/2016	Qualified	Complete	50



You are asked to score at least 16 applications and are highly encouraged (*begged, pleaded with, cheered on*) to score more. Over 3,000 applications are expected and each application that receives the minimum quality score of 60 or higher from the first judge is scored by least 3 judges.



## **Thank you for serving as an SAE Grant Judge!**

Please contact Brett Evans with any additional questions you have. I can be reached at:

Email: [bevans@ffa.org](mailto:bevans@ffa.org)

Office Phone: 317-802-0885 (8:00 a.m. – 6:00 p.m. EST)

Cell Phone: 317-903-0885 (urgent & outside regular hours.)