

**Southern SARE Conference/Event Sponsorship and Budget Form**

Each year, the Southern region Sustainable Agriculture Research and Education (SSARE) program provides sponsorship support for conferences, field days, workshops and other educational events organized by universities, community organizations, NGOs, mentor farmers and other ag professionals across the Southern region. The events can be regional events, as well as national events taking place in the Southern region whose main purpose is to further sustainable agriculture for the benefit of farmers, NGOs, community organizations, researchers and other ag professionals.

**To be considered for sponsorship support, requests must:**

* **Be submitted at least 30 days in advance of the event;**
* **Pertain to an event within the Southern region of the U.S.;**
* **Serve domestic audiences (specifically farmers and/or those who serve farmers);**
* **Include a farmer education/outreach component, in the form of a variety of activities, such as field days, farm tours, hands-on workshops, or demonstrations;**
* **Relate to sustainable agriculture.**

To be considered for conference sponsorship support, please fill out this sponsorship form and e-mail to Candace Pollock-Moore at cpollock@uga.edu or Brennan Washington at washingtonb@fvsu.edu. Any form not filled out properly or in its entirety will be returned. Refer to the following webpage for additional important conference sponsorship information: <https://southern.sare.org/about/conference-sponsorships/>

***DISCLAIMER: Sponsorships are contingent on annual funding availability at the time of the request. Funds are discretionary and will be awarded at the discretion of Southern SARE. Travel fund availability varies year to year and is not always available. A submission of sponsorship request does not automatically indicate support acceptance. Southern SARE reserves the right to deny sponsorship funding if sponsorship guidelines, allowable budget items (including itemization and justification of budget items), or sponsorship deadlines are not met.***

1. **General Contact Information**

**Organization/Institution Name:**

**Address (include city, state, and zip code):**

**Contact Name:**

**Contact email:**

**Contact Phone Number:**

1. **Details of Event**

**Name of Event:**

**Date of Event:**

**Brief Description of Event:**

**How Will the Funds Be Used to Further Sustainable Ag in Your Community?**

**How Will SSARE Be Represented at Your Event?**

**How Does Your Event/Program Support Diversity, Equity and Inclusion (DEI) in Your Community?**

1. **Budget**

**Total Amount Requested:**

**List only allowable items for each budget category. Refer to the SSARE website for allowable budget items. Justification and itemization for each item is required.** <https://southern.sare.org/about/conference-sponsorships/>

1. **Budget Breakdown**

**General Event Organizing**

Amount requested:

Itemize items:

Justify why the expense is needed:

**Meals**

Amount requested:

Itemize meals (Ex. 50 participants X $8 per person for lunch):

Justify why the expense is needed: (Ex. “Lunch is needed for the continuity of the event”, or “Educational sessions will be held during lunch.”)

**Travel for Speakers/Presenters**

Amount requested:

Itemize speaker travel expenses:

Justify why the expense is needed:

**Event Speaker Stipend**

Amount requested:

Itemize speaker speaker/presenter fees:

**Event Facilities/Planning Spaces**

Amount requested:

Itemize the item (Ex. Hotel conference room for two days at $100/day):

Justify why the expense is needed:

**Technical Equipment**

Amount requested:

Itemize the item:

Justify why the expense is needed:

**Incidentals**

Amount requested:

Itemize the incidental costs:

Justify why the expense is needed:

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