

EXHIBIT A-1

PENNSYLVANIA DEPARTMENT OF AGRICULTURE Agricultural and Rural Youth Grant Program Program Guidelines

1. Program

The Agricultural and Rural Youth Grant Program (Program) provides grants to agriculture and rural youth organizations for projects, capital improvements and equipment purchases. The Program is funded by a line item appropriation in the yearly budget of the Pennsylvania Department of Agriculture.

The goal of the Program is to award grants for projects, capital improvements or equipment purchases, which will serve to increase knowledge and awareness of agriculture-related issues, particularly among the youth of the Commonwealth. Agriculture and rural youth organizations, such as the Pennsylvania FFA, 4-H, Ag in the Classroom, Pennsylvania State Grange, Family Career and Community Leaders, career education programs and similar groups are expected to be the primary beneficiaries of the Program.

2. Program Objectives

- (a) Through the awarding of grants and the placing of conditions upon how grant monies are to be spent, the Program will fund projects, which will increase knowledge and awareness of agricultural issues and other issues specific to rural areas within this Commonwealth. This educational effort will be directed at the youth of this Commonwealth. Grants will be awarded to agricultural and rural youth organizations.
- (b) The Program is competitive. Grant requests and related documentation will be received by the Department and reviewed by the Advisory Committee, which will recommend approval or rejection of each eligible grant request to the Secretary. The Secretary will then have final authority to approve or reject the recommendation or modify the terms under which the grant will be awarded.

3. Definitions

The following words and terms, when used in these Guidelines, have the following meanings, unless the context clearly indicates otherwise:

Advisory Committee - The State Agricultural and Rural Youth Advisory Committee.

Agriculture and Rural Youth Organization - An organization comprised mainly of persons 18 years of age or younger and organized to promote development in the areas of agriculture, rural community leadership, vocational training and peer fellowship. The term includes Pennsylvania FFA, 4-H, Ag in the Classroom, career education programs, and similar groups.

Applicant - An agricultural or rural youth organization submitting an application for grant monies as described in these Guidelines.

Department - The Pennsylvania Department of Agriculture.

Immediate Family - The Siblings, parents, offspring and adopted children of a particular individual.

Program - The Agricultural and Rural Youth Grant Program.

Secretary - The Secretary of the Department of Agriculture.

4. Purpose, Composition and Responsibilities of the Advisory Committee

(a) Purpose of Advisory Committee: The Advisory Committee will review the eligible grant applications and supporting documents.

to have been awarded a matching grant if it is awarded a matching grant jointly with another organization.

6. Uses of Direct and Matching Grant Monies

- (a) Conformity to Application: Direct grant monies awarded to an applicant under this Program shall be expended solely for the specific projects described in the grant application. Matching grant monies awarded to an applicant under this Program shall be expended solely for the specific capital project or equipment purchase described in the grant application.
- (b) Pennsylvania Projects : Direct or matching grant monies awarded to an applicant under this Program shall only be used to fund projects within the geographic boundaries

8. Filing Applications

(a) Place and Time: An applic

10. Notice of Disposition of Application

The Department will mail to the applicant written notice of the acceptance or rejection of a grant application within 30 days of a decision in this regard. This notice will be by regular mail to the address indicated by the applicant on the grant application form.

11. Grant agreement

After the Secretary approves a grant application, as described in section 9(d) (relating to review of application by the Advisory Committee), and as a precondition to the Department's release of grant monies to a successful applicant, the Department and the applicant shall execute a written Grant Agreement which describes the terms and conditions subject to which the grant is made. This Grant Agreement shall contain and conform to the requirements of these Guidelines. It shall also contain special terms and conditions required by the Secretary.

12. Verification of Use

- (a) **Verification** : Within 1 year of the date of the Grant Agreement, the grant recipient shall submit to the Department written receipts for the total amount of the project costs. The Department may also require that the grant recipient submit additional documentation in order to document the expenditure of grant monies.
- (b) **Extension of Time**: The 1-year period described in subsection (a) may only be extended by the written permission of the Secretary. An extension shall be for a specific period of time.
- (c) **Failure to Verify Use**: If required receipts or documentation, or both, are not submitted to the Department as described in subsections (a) and (b), or if the grant monies or a portion thereof are unaccounted for, the Secretary may demand in writing the return by the grant recipient of the entire grant sum or a lesser amount, plus appropriate legal interest. The grant recipient shall repay the sum demanded by the Department within 60 days of the written demand.

13. Grant Cancellation

The Department may cancel a grant if the Secretary determines that grant funds are not being spent in accordance with the terms and conditions of the Grant Agreement. In the event of cancellation, the Department may demand the return of the grant sum, or a portion thereof, and the grant recipient shall repay the sum in the manner described in section 12(c) (relating to verification of use).

14. Deficits

The Department's financial obligation or liability is limited to the amount of the grant. The Department will not be financially responsible for program cost overruns incurred by grant recipients.