



Missouri Department of Agriculture Specialty Crop Block Grant Program Grant Application Manual

Application Due Date – May 11, 2012 by 4:00 p.m.

Grant applications must be received and recorded by the Missouri Department of Agriculture before 4:00 p.m. May 11, 2012. Applications received after 4:00 p.m. May 11, 2012 will not be accepted.

Mail or fax one hard copy to the Missouri Department of Agriculture before 4:00 p.m. on May 11, 2012. In addition to mailing or faxing one hard copy, e-mail a copy of the entire application to the Ag Business Development Division.

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Timeline:

Announcement of Open Request for Proposals	March 9, 2012
Grant Proposal Application Deadline	May 11, 2012
MDA Submits State Plan/Recommended Applications to USDA	June 29, 2012
Expected Date of Grant Awards	No later than October 1, 2012

**Specialty Crop Block Grant Program-Farm Bill
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Background

Program Authority

On December 21, 2004, the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note) authorized the Department of Agriculture (USDA) to provide grants to State departments of agriculture solely to enhance the competitiveness of specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004 and authorized the USDA to provide grants to States for each of the fiscal years 2008 through 2012 to enhance the competitiveness of specialty crops.

Each State submitting an application that is reviewed and approved by the Agricultural Marketing Service (AMS) is to receive at least an amount that is equal to the higher of \$100,000, or 1/3 of 1 percent of the total amount of funding made available for that fiscal year. In addition, AMS will allocate the remainder of the grant funds based on the value of specialty crop production in each state in relation to the national value of specialty crop production using the latest available cash receipt data.

Funding Source & Available Funds

USDA Agricultural Marketing Service is charged with distributing approximately \$49 million in block grant funds to state departments of agriculture, the District of Columbia, and the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands and the Commonwealth of the Northern Mariana Islands to enhance the competitiveness of specialty crops in State FY 2012.

Missouri anticipates receiving more than \$350,000 in State FY 2013 from the USDA, Agricultural Marketing Service to enhance the competitiveness of specialty crops. In addition to enhancing the competitiveness of specialty crops, the USDA, National Institute of Food and Agriculture made funds available through the Specialty Crop Research Initiative November 3, 2009 to solve critical industry issues through research and extension activities. Projects awarded will come from the categories of research, marketing and promotion, production, education, food safety and other, in addition to 10% for MDA project management. All awarded projects will be included in the Missouri State Plan and sent forward to the USDA for approval.

Missouri Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB) funds will be distributed to the specialty crop industry through a competitive review process. Competitive grant awards will be may be up to two years in duration. Matching contributions, either cash or in-kind, are not required but strongly encouraged.

Grant funds may not be used for administrative overhead. Up to \$5000.00 total in SCBGP-FB funds may be used to cover personnel expenses and fringe benefits.

Eligible Specialty Crops

Specialty crops are defined in law as “fruits and vegetables, tree nuts, dried fruits and horticulture and nursery crops, including floriculture.” Specialty crops are plants that are intensively cultivated. There are many plants that are specialty crops when cultivated but are also collected from wild populations. Wild plants are not considered specialty crops even though they may be used for the same purpose as cultivated plants. The tables below list plants commonly considered fruits and tree nuts, vegetables, culinary herbs and spices, medicinal plants, and nursery, floriculture, and horticulture crops. Ineligible commodities are also listed.

This list is not intended to be all inclusive, but rather intended to provide examples of the most common specialty crops.

List of Plants Commonly Considered Fruits and Tree Nuts

Almond	Grape (including raisin)
Apple	Guava
Apricot	Kiwi
Avocado	Litchi
Banana	Macadamia
Blackberry	Mango
Blueberry	Nectarine
Breadfruit	Olive
Cacao	Papaya
Cashew	Passion fruit
Citrus	Peach
Cherimoya	Pear
Cherry	Pecan
Chestnut (for nuts)	Persimmon
Coconut	Pineapple
Coffee	Pistachio
Cranberry	Plum (including prune)
Currant	Pomegranate
Date	Quince
Feijou	Raspberry
Fig	Strawberry
Filbert (hazelnut)	Suriname cherry
Gooseberry	Walnut

List of Plants Commonly Considered Vegetables

Artichoke	Mustard and other greens
Asparagus	Okra
Bean Snap or green Lima Dry, edible	Pea Garden, English or edible pod
Beet, table	Onion
Broccoli (including broccoli raab)	Opuntia
Brussels sprouts	Parsley
Cabbage (including Chinese)	Parsnip
Carrot	Pepper
Cauliflower	Potato
Celeriac	Pumpkin
Celery	Radish (all types)
Chive	Rhubarb
Collards (including kale)	Rutabaga
Cucumber	Salsify
Edamame	Spinach
Eggplant	Squash (summer and winter)
Endive	Sweet corn
Garlic	Sweet potato
Horseradish	Swiss chard
Kohlrabi	Taro
Leek	Tomato (including tomatillo)
Lettuce	Turnip
Melon (all types)	Watermelon
Mushroom (cultivated)	

List of Plants Commonly Considered Culinary Herbs and Spices

Ajwain	Clary	Malabathrum
Allspice	Cloves	Marjoram
Angelica	Comfrey	Mint (all types)
Anise	Common rue	Nutmeg
Annatto	Coriander	Oregano
Artemisia (all types)	Cress	Orris root
Asafetida	Cumin	Paprika
Basil (all types)	Curry	Parsley
Bay (cultivated)	Dill	Pepper
Bladder wrack	Fennel	Rocket (arugula)
Bolivian coriander	Fenugreek	Rosemary
Borage	Filé (gumbo, cultivated)	Rue
Calendula	Fingerroot	Saffron
Chamomile	French sorrel	Sage (all types)
Candle nut	Galangal	Savory (all types)
Caper	Ginger	Tarragon
Caraway	Hops	Thyme
Cardamom	Horehound	Turmeric
Cassia	Hyssop	Vanilla
Catnip	Lavender	Wasabi
Chervil	Lemon balm	Water cress
Chicory	Lemon thyme	
Cicely	Lovage	
Cilantro	Mace	
Cinnamon	Mahlab	

List of Plants Commonly Considered Medicinal Herbs

Artemisia	Marshmallow
Arum	Mullein
Astragalus	Passion flower
Boldo	Patchouli
Cananga	Pennyroyal
Comfrey	Pokeweed
Coneflower	St. John's wort
Fenugreek	Senna
Feverfew	Skullcap
Foxglove	Sonchus
Ginkgo biloba	Sorrel
Ginseng	Stevia
Goat's rue	Tansy
Goldenseal	Urtica
Gypsywort	Witch hazel
Horehound	Wood betony
Horsetail	Wormwood
Lavender	Yarrow
Liquorice	Yerba buena

List of Commonly Considered Nursery, Floriculture, and Horticulture Crops

Note: Under the Specialty Crop Block Grant Program (SCBGP), turf grass sod is not eligible. Under the Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB), horticulture was added to the definition making turf grass sod and seed eligible.

Christmas Trees	Tea Leaves
Cut Flowers	Maple Syrup
Honey	Hops
Turfgrass	

Annual Bedding Plants

Botanical Name	Common Name
Antirrhinum	Snapdragon
Begonia	Begonia
Coleus	Painted Nettle
Dahlia	Dahlia
Geranium	Cranesbill
Impatiens	Jewelweed
Petunia	Petunia
Tagetes	Marigold
Viola	Pansy
	Vegetable Transplants

Potted Flowering Plants

Botanical Name	Common Name
Rhododendron	Azalea
Euphorbia pulcherrima	Poinsettia
Saintpaulia	African Violet
	Flowering Bulbs

Potted Herbaceous Perennials

Botanical Name	Common Name
Astilbe	False Spirea
Coreopsis	Tickseed
Dianthus	Pinks
Hosta	Plantain Lilly
Peony	Peony
Rudbeckia	Black Eyed Susan
Vinca	Periwinkle
Aquilegia	Columbine
Hemerocallis	Daylily
Heuchera	Coral Bells
Phlox	Phlox
Salvia	Sage
	Ornamental Grasses

Cut Flowers

Botanical Name	Common Name
Carnation	Daisy
Chrysanthemum	Mums
Delphinium	Larkspur
Gladiolus	Glad
Iris	Iris
Lilium	Lily
Orchis	Orchid
Rosa	Rose
Tulipa	Tulip

Cut Cultivated Greens

Botanical Name	Common Name
Sprengeri	Asparagus Fern
Eucalyptus	Eucalyptus
Pittosporum	Cheeseweed
Rumohra	Leatherleaf Fern
	Coniferous Evergreens

Foliage Plants

Botanical Name	Common Name
Anthurium	Flamingo Flower
Arcaceae (family)	Palm
Bromeliaceae (family)	Bromeliad
Cactacea (family)	Cactus
Dieffenbachia	Dumb Cane
Dracaena	Spikes
Ficus	Fig
Hedera	Ivy
Philodendron	Philodendron
Pteridophyta (division)	Fern
Spathiphyllum	Peace Lily

Christmas Trees

Botanical Name	Common Name
Abies balsamea	Balsam Fir
Abies fraseri	Fraser Fir
Abies procera	Noble Fir
Picea pungens	Blue Spruce
Pinus strobus	White Pine
Pinus sylvestrus	Scots Pine
Pseudotsuga menziesii	Douglas Fir

Deciduous Flowering Trees

Botanical Name	Common Name
Amelanchier	Service Berry
Cercis	Redbud
Cornus	Dogwood
Crataegus	Hawthorn
Lagerstroemia	Crepe Myrtle
Magnolia	Magnolia
Malus	Crabapple
Prunus	Flowering Cherry / Plum
Pyrus	Flowering Pear

Broadleaf Evergreens

Botanical Name	Common Name
Buxus	Boxwood
Cotoneaster	Cranberry
Euonymus	Wintercreeper
Ilex	Holly
Pieris	Mountain Fire
Rhododendron	Azalea / Rhododendron
Viburnum	Viburnum

Deciduous Shade Trees

Botanical Name	Common Name
Acer	Maple
Fraxinus	Ash
Lindera	Linden
Liquidambar	Sweetgum
Platanus	Sycamore
Populus	Poplar
Quercus	Oak
Robinia	Locust
Ulmus	Elm

Landscape Conifers

Botanical Name	Common Name
Aborvitae	Aborvitae
Chamaecyparis	False Cedar
Juniperus	Juniper
Picea	Spruce
Pinus	Pine
Taxus	Yew
Tsuga	Hemlock

Deciduous Shrubs

Botanical Name	Common Name
Berberis	Barberry
Buddleia	Butterfly Bush
Hibiscus	Rose of Sharon
Hydrangea	Hydrangea
Rosa	Rose
Spiraea	Spirea
Viburnum	Snow Ball Bush
Weigela	Weigela

List of Ineligible Commodities

Alfalfa	Pod corn
Amylomaize	Primrose
Barley	Quinoa
Buckwheat	Rapeseed oil
Canola	Range grasses
Canola Oil	Rice
Clover	Rye
Cotton	Safflower meal
Cottonseed oil	Safflower oil
Dairy products	Shellfish (marine or freshwater)
Dent corn	Sorghum
Eggs	Soybean oil
Field corn	Soybeans
Fish (marine or freshwater)	Striped Maize
Flax	Sugar beets
Flaxseed	Sugarcane
Flint corn	Sunflower oil
Flower corn	Tobacco
Hay	Tofu
Livestock products	Triticale
Millet	Waxy corn
Mustard seed oil	Wheat
Oats	White corn
Peanut oil	Wild Rice
Peanuts	

Eligible Grant Projects

The Missouri Department of Agriculture is looking for grant projects that ***solely increase the competitiveness of Missouri grown specialty crops in domestic and foreign markets; specifically in regards to the following issues specified by USDA.***

1. Increasing child and adult nutrition knowledge and consumption of specialty crops
2. Developing local and rural agricultural economies, and improving food access in underserved communities
3. Improving efficiency and reducing costs of distribution systems
4. Developing “Good Agricultural Practices”, “Good Handling Practices”, “Good Manufacturing Practices”, and in cost-share arrangements for funding audits of such systems for small farmers, packers and processors
5. Investing in specialty crop research, including organic research to focus on conservation and environmental outcomes
6. Enhancing food safety
7. Developing new and improved seed varieties and specialty crops
8. Pest and disease control
9. Development of organic and sustainable production practices

Applications for grant funds should show how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual.

Grant funds will not be awarded for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. Single organizations, institutions, and individuals are encouraged to participate as project partners.

The following are some examples of acceptable and unacceptable projects:

Examples of Unacceptable Projects

- A project requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
- A project requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- A project request grant funds to solely pay for labor of a specialty crop project.

Examples of Acceptable Projects

- A university request funds to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the State.
- A project requests grant funds to help improve and expand domestic farmers markets which benefits a wide array of specialty crop producers.
- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.
- A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.

- A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts a field day.

Multi-State Partnerships

Multi-state projects are encouraged to provide a growing need for solutions to problems that cross state boundaries such as, but not limited to: addressing good agricultural practices, research on crop productivity or quality, enhancing access to federal nutrition programs, pest and disease management, or commodity-specific projects addressing common issues in multi-state regions. A project is considered a multi-state project when an organization receives SCBGP-FB funding from more than one state to execute the same or multiple components of the same projects. The project must be identified as a multi-state project by indicating on the application cover sheet with either a yes or a no and the name or name(s) of the other states where the application is being submitted.

Eligible Applicants

State and/or local organizations, individual producers, producer associations, academia, community based organizations, processors and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts. Proposals that involve collaboration or partnerships between producers, industry groups, academics, or other organizations are encouraged and will be given priority. Under USDA rules, grants cannot be awarded for projects that only benefit a particular commercial product or provide a profit to a single company or individual.

The Missouri Department of Agriculture will notify each applicant if your application is recommended for funding or was not at this time. If your application is recommended for funding, you will receive a letter and packet of information from the Missouri Department of Agriculture. The packet will contain two copies of the agreement, Vendor Input form, E-Verify form and guidelines, No Tax Due form and or other forms that may be required. Although you may have provided the same forms for prior year funded projects, please complete and return all the forms in your packet.

Grant Administration

MDA applies the following federal grant uniform administrative requirements to the management of each grant award. A link is provided to each of these documents.

- State and Local Governments and Indian Tribal Governments - [7 CFR 3015](#) and [7 CFR 3016](#)
- Colleges and Universities - [7 CFR 3015](#) and [7 CFR 3019](#)
- Non-Profits - [7 CFR 3015](#) and [7 CFR 3019](#)
- For Profits - [7 CFR 3015](#) and [7 CFR 3019](#)
- [7 CFR 3052](#) "Audit of States, Local Governments and Non-Profit Organizations"

Allowable Costs

All awards are subject to those cost principles applicable to the particular organization. For example, if a State government sub-awards to a university, the cost principles applicable to a university will apply. Please refer to the applicable cost principles when developing your project activities and budget.

- State and Local Governments and Indian Tribal Governments – [2 CFR 225 \(OMB Circular A-87\)](#)
- Colleges and Universities – [2 CFR 220 \(OMB Circular A-21\)](#)
- Non-Profits – [2 CFR 230 \(OMB Circular A-122\)](#)
- For Profits – [48 CFR Part 31.2](#)

You may reference Appendix A – List of Selected items of Cost Contained in OMB Cost Principles Regulations to locate the principles applied in establishing the eligibility or ineligibility of specific terms of cost. All costs must be associated with project activities that enhance the competitiveness of specialty crops. For more information go to:

<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5075580>

Restrictions and Limitations on Grant Funds

Ineligible SCBGP-FB expenses include, but are not limited to: brick and mortar (construction) projects, establishing secondary grant pools (sub grants to other entities or pass-through grants), land acquisitions, taxes, vehicle registration, paying off existing debt, substituting existing efforts or research already funded, business entertainment including meals or business gifts, overhead expenses or indirect costs, legal costs contingency funds, proposal preparation, insurance, contractual project administration, costs for which payment has or will be received under another federal, state, or private funding program, student tuition and fees, any expenses incurred prior to the award date of this grant, personal labor and expenses, and political or lobbying activities. No administrative costs may be allocated to the budgeted project. Up to \$5000.00 total in SCBGP-FB funds may be used to cover personnel expenses and fringe benefits. Only two submissions per entity (i.e. institution, organization, non-profit) will be allowed.

General Compliance

All awarded grant projects must comply with all applicable federal and state laws and regulations and the terms of the grant award.

Records Requirements

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with MDA, receipts, invoices and copies of all reports and documents associated with the project. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records.

Reporting

Grantees are required to submit written performance reports semiannually and annually to MDA detailing the project status and how grant monies were used. Reports should also include a financial report submitted in the form of a narrative, copies of receipts and a completed expenditure log. Performance reports must be submitted to MDA on a semiannual basis until the project is completed at which time a final, comprehensive report is due.

Additional reporting is required for all grantees receiving \$25,000.00 or more in federal funds: Unless you are exempt (in the previous tax year, you had gross income, from all sources, under \$300,000), all grantees of the Specialty Crop Block Grant Program will be required to report on <http://www.fsrs.gov> each first-tier sub-award to an entity that obligates \$25,000 or more in federal funds. Entity is defined as: 1) a Governmental organization, which is a State, local government, or Indian tribe; 2) a foreign public entity; 3) a domestic or foreign nonprofit organization; 4) a domestic or foreign for-profit organization; and 5) a Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Monitoring

MDA reserves the right to perform site monitoring visits to any and all grantees to ensure that work is progressing within the required time frame and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information as well as site visits.

Printed Materials

The following copy must be included on all printed materials and advertisements relating to the project: *“Funds for this project were provided through the Missouri Department of Agriculture and the USDA’s Specialty Crop Block Grant Program.”*

Budget and Grant Period Adjustments

If a project adjustment is needed during the project period, a written request must be made to MDA describing the reallocation, redefining of project dates or other significant changes to the project submitted and approved. A change/extension form will be signed by a MDA representative once USDA approval has been granted.

Unexpended Funds

Grantees who receive grant funds will return to MDA the unexpended balance of awarded grant funds at the end of the grant period.

Evaluation of Grant Projects

The grant projects that meet all the requirements listed in this publication will be evaluated by a panel selected by the Director of Agriculture. No incomplete applications will be accepted. Applications received from participants who applied and received SCBGP grant awards at least twice will be reviewed and considered for funding after first time applicants have the opportunity to compete. The panel will score applications that meet all the requirements by using the rubric on the next page. The panel will then provide their comments on the applications to the Director. The Director will then make the final decision on what projects receive funding.

Project Evaluation Rubric

Grant funds may not be used for administrative overhead.

Project Area	Criteria	Maximum Points Awarded	Points Received
Project Need	1.) How effective is the project at enhancing the competitiveness of specialty crops in Missouri? 2.) Does the project have long-term benefits to help increase specialty crop production in the state? 3.) Does the project help increase the sale or awareness of specialty crops; provide research on a specialty crop dealing with increasing production, distribution or process; or assist specialty crop producers by improving distribution, production practices or lowering production cost/risk?	35	
Measurable Outcomes	1.) Is there at least one quantifiable measurable outcome? 2.) Are the outcomes definable and measurable? 3.) Are the outcomes of the project worth the total investment? 4.) Is there outreach to share information learned with the public?	25	
Budget	1.) Is the budget realistic for the project, and are expenses reasonable for the project? 2.) Is there a detailed budget for personnel, operating, consultants and other costs?	15	
Feasibility	1.) Does the project have a quality work plan? 2.) Is the project's timeline appropriate?	10	
Industry Support	1.) Is there evidence of industry-wide support for the program? 2.) Does the project partner with other organizations/institutions?	10	
Matching Funds	1.) Are there matching funds or in-kind donations for the project?	5	
Total		100	

Application Procedures and Requirements

Applications must be submitted in the following format:

- Microsoft Word or PDF
- 11 or 12 point font
- Arial or Times Roman font
- 1 inch margins
- Include page numbers and the project title at the bottom of each page
- **Does not exceed seven (7) pages, including cover sheet**

All applications must be submitted in the following format and projects must address each of the headings below. Proposals that are incomplete and do not satisfy all the requirements are at risk of being disqualified and returned to the proposing organization without review. Examples of acceptable formats can be found in Appendix A.

1. Cover Sheet, Project Title and Abstract

- Use the MDA cover sheet included.
- Project title should adequately describe the project.
- Project abstract page is included and needs to be 200 words or less. The abstract must contain a summary of the proposed project suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed.

2. Project Purpose and Goals

The following questions should be addressed:

- What is the specific issue, problem or need to be addressed by the project?
- Why is the project important and timely?
- What are objectives of the project?
- If the project is a state marketing program, describe how the state will ensure that funding is being used to solely enhance the competitiveness of eligible specialty crops?
- If the project builds on previously approved project, how does this project compliment work done previously? Provide a summary (3 to 5 sentences per project) of the results of the completed work on previous project and how this year's funding will supplement or build on previous funding for the program.
- Has the project been submitted to or funded by another federal or state program?

3. Potential Impact

This section should show how the project potentially impacts the specialty crop industry and/or the public rather than a single organization, institution, or individual. The following questions should be addressed:

- Who are the beneficiaries of the project?
- How many beneficiaries will be impacted and how will these beneficiaries be impacted by the project?
- What is the potential economic impact of the project, if available?

4. Expected Measurable Outcomes

The following questions should be addressed:

- What is at least one distinct, quantifiable (an actual number, percentage, etc) and measurable outcome that directly and meaningfully supports the project's purpose and is of direct

importance to the intended beneficiaries? The measurable outcome, when possible, should include the following:

- Goal
- Performance measure
- Benchmark
- Target

Examples of outcome measures may include, but are not limited to: per capita consumption, consumer awareness as a percent of target market reached, number of people attending a workshop, market penetration based on sales by geographic region, dollar value exports, or web site hits. For research grants they may include generation of new knowledge, research quality, attainment of leadership in the field, or the development of human resources (e.g. providing opportunities for graduate students).

- How will the performance toward meeting the outcome(s) be monitored?
 - Define your data sources
 - How will data be collected
 - If using a survey, provide information on the nature of the questions that will be asked, the methodology to be used, and the population to be surveyed
 - If a draft questionnaire is available, you may include a copy.
- How will data gathered be used to correct deficiencies and improve performance, both as it is gathered and analyzed and in the future.

5. Work Plan

- For each project, explain briefly the activities that will be performed to accomplish the objectives of the project.
- Indicate who will do the work of each activity.
- Include appropriate time lines.

6. Detail Budget and Budget Narrative

- All requested budget items/activities should correlate to the purpose/goals of the project and demonstrate that they are reasonable and adequate for the proposed work. An application may be disqualified if the total request of the budget items/activities does not agree with the total request for funding.
- Provide sufficient information on budget in the following categories in a table format: personnel, fringe benefits, travel, equipment, supplies, contractual, and other.

Sample detail budget table format

Category	SCBGP-FB	Cash Match	In-Kind Match	Total	Comments

- Grant funds **may not** be used for administrative overhead.
 - a. **PERSONNEL** – Persons employed by the grantee organization should be listed in this category. Those employed elsewhere would be listed as subcontractors or consultants, and listed in the contractors/consultants section.

In order for secretarial and clerical salaries to be allowable as direct charges to the awards, a justification of how that person will be directly involved in the project must be included in the narrative. General administrative or accounting duties are not considered acceptable. The duties must be directly related to the project plan. For each project participant, indicate their title, percent of full time equivalents (FTE), and corresponding salary for the FTE. ***The total of Personnel Expenses + Fringe Benefits cannot exceed \$5000.00.***

- b. **FRINGE BENEFITS** – Provide the rate of fringe benefits for each salary. ***The total of Personnel Expenses + Fringe Benefits cannot exceed \$5000.00.***
- c. **TRAVEL** – Please provide the following information in the narrative if applicable: destination; purpose of trip; number of people traveling; number of days traveling; estimated airfare costs; estimated ground transportation costs; estimated lodging and meals costs; estimated mileage costs for the travel.
- d. **EQUIPMENT** – Indicate anticipated purchases or rental costs of equipment and its intended use. List separately each item of equipment, its intended use, and its costs. ***Equipment is an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000. If the cost is under \$5,000, then include these items under SUPPLIES.***

Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges.

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of MDA. The special purpose equipment means equipment which is used only for research, scientific, or other technical activities. The special purpose equipment must solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry.

Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in [Subpart T of 7 CFR 3015](#).

SUPPLIES – Provide an itemized list of projected supplies and estimate the dollar amount for each item. For example, office supplies such as pens, paper, toner, etc - \$500; Gardening supplies such as soil and fertilizer - \$500. Items such as telephone, postage, fax and express mail are more appropriately listed under the “Other” category.

- f. **CONTRACTUAL** – Provide a short description of the services each contract covers and include the flat rate fee OR the total hourly rate fee for the contract. Compensation for contractor/consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Contractor/consultant rates shall not exceed \$500 per eight-hour day, excluding travel and subsistence costs.
- g. **OTHER** – Provide a detailed description of all other direct costs such as conferences or meetings, communications, speaker/trainer fees, publication costs, and data collection, and other budgeted costs associated with each project.

- h. **ADMINISTRATIVE OVERHEAD** – Grant funds may not be used for administrative overhead.
- i. **PROGRAM INCOME** – If program income will be earned on any project, indicate the nature and source of program income and estimated amount. For example, if registration fees are being collected at a conference as part of the project, indicate the estimated amount of registration fees that will be collected and how they will be used.

7. Project Oversight Describe the oversight practices that provide sufficient knowledge of grant activities to ensure proper and efficient administration.

8. Project Commitment Describe how all grant partners commit to and work toward the goals and outcome measures of the proposed project. Identify who supports this project.

9. Multi-state Projects If you are conducting a multi-state project; describe how the states are going to collaborate effectively with related projects. Each state participating in the project should submit the project in their State plan indicating which State is taking the coordinating role and the percent of the budget covered by each State.