

Applicant Name: _____

Project Title: _____

**NEW YORK STATE
DEPARTMENT OF AGRICULTURE AND MARKETS
REQUEST FOR PROPOSALS**

2009 Specialty Crop Block Grant Program

APPLICATION FORM

Instructions:

1. Provide all the information in the requested format. Failure to do so may result in a reduced rating or disqualification of a proposal.
2. Part B – Project Details must be **no more than 4 pages**, not including letters of support. The acceptable font size is 12 pitch and all margins must be 1 inch.
3. Part C – Budget Information must be **no more than 2 pages**. Use the format provided. Acceptable font size is 12 pitch.
4. Type all information if possible. Handwritten applications should be clearly legible.
5. Identify all pages of the Application in numerical order.
6. Staple each copy of the proposal in the upper left hand corner of the Application. *Do not use binders, folders, report covers, etc.*
7. Attach all required attachments, drawings, photos, support letters, etc. at the end of the Application Form.

Title of Project: _____

PART A – APPLICANT INFORMATION

Applicant:

Name: _____

Address: _____

Principal Contact for the Applicant:

Name: _____

Address: _____

Phone: _____ **Alternate Phone:** _____

Fax: _____ **E-mail:** _____

Type of Applicant (choose appropriate designation):

- Local, State or Indian tribal government entity
- Not-for-profit organization
- For-profit organization
- Educational institution
- Individual

Funding Category (see section 2.4 of RFP) (check NO MORE than 3):

- Buy Local Packaging/Labeling
- Conservation and Environmental Quality
- Distribution
- Education and Outreach
- Food Safety
- Food Security
- Marketing and Promotion
- Nutrition
- Plant Health, Pest and Production Challenges
- Product Development
- International Trade Enhancement

Has this project or any portion of it been submitted to or funded by another federal or State grant program? Yes No

If yes, please indicate which program _____

PART B – PROJECT DETAILS (This section must not exceed 4 pages)

1. Project Title:

2. Abstract

Provide a summary (no more than 200 words) of the project that is suitable for dissemination to the public that includes a statement of objectives and activities that will be performed.

3. Project Purpose

Clearly state the specific issue, problem, interest or need to be addressed and why the project is timely and important. Include the objectives of the projects.

4. Potential Impact

Describe how the project will potentially impact the specialty crop industry. The following questions should be answered:

- *Who will benefit from the project?*
- *How many specialty crop producers will benefit?*
- *What is the potential economic benefit to New York specialty crop producers?*

5. Measurable Outcomes

Describe at least one distinct, quantifiable and measurable outcome that directly and meaningfully supports the project’s purpose. The outcome oriented objective must define an event or condition that is external to the project and that is of direct importance to the intended beneficiaries and/or the public. Use the table format below to indicate how and when the project outcome(s) will be measured.

Objective/ Measurable Outcome	How will the Project Outcome(s) be Measured	Estimated Date to be Measured

6. Work Plan

Use the table format below to briefly explain the activities that will be performed in order to accomplish the objectives of the project, who will do the work of each activity, and timeframe.

Task/Project Activity	Personnel Responsible	Timeframe

7. Project Oversight

Explain who is going to oversee the grant. How are they going to ensure that the grant activities are properly completed and documented?

8. Project Partners

List the project partners who will be involved with this project and explain their role.

PART C – BUDGET INFORMATION (This section must not exceed 2 pages)

Complete the below table and provide sufficient explanatory information in bullet or paragraph format in the narrative column. 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.

SECTION I – BUDGET SUMMARY			
	Specialty Crop Block Grant Funds	Funds From Other Sources *	Narrative Explanation
Budget Categories			
Personnel	\$		
Fringe Benefits	\$		
Travel	\$		
Equipment	\$		
Supplies	\$		
Contractual	\$		
Other	\$		
TOTAL	\$		
Program Income	\$		

* Matching funds are not required for this program; extra points will not be awarded for funds from other sources.

SECTION II - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Specialty Crop Block Grant Funds	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

SECTION III – BUDGET ESTIMATES OF SPECIALTY CROP BLOCK GRANT FUNDS NEEDED FOR BALANCE OF THE PROJECT			
Future Funding Periods (Years)	First	Second	Third
	\$	\$	\$
TOTAL			

Instructions for Completing Section A

1. **Personnel** - For each project participant, indicate their title, the percent of full time equivalents (FTE), and the corresponding salary of the FTE.
2. **Fringe Benefits** - Indicate the rate of fringe benefits for each salary.
3. **Travel** - Indicate the destination, purpose of trip, number of people traveling, number of days traveling, total airfare costs if applicable, total ground transportation costs if applicable, total lodging and meal costs if applicable, and total mileage costs for the travel if applicable.
4. **Equipment**- Indicate anticipated purchases or rental costs of equipment and its intended use. List separately each item of equipment, its intended use, and its cost. Equipment is an article of nonexpendable, tangible personal property having a useful life of more than one year an acquisition cost which equals or exceeds \$5,000. If under \$5,000, please include under supplies.
 - Capital expenditures for general purpose equipment, buildings and land are allowable 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 AMS. 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 CFR 3015.
5. **Supplies** - Provide an itemized list of projected supply expenditures and the dollar amount for each item.
6. **Contractual** - Provide a short description of the services each contract covers and the flat rate fee or the total hourly rate. Compensation for individual consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Consultant may not exceed \$130,000 or \$500 per eight-hour day, excluding travel and subsistence costs.
7. **Other** - Provide detailed descriptions of other costs such as conferences or meetings, communications, speaker/trainer fees, publication costs, and data collection, and other budgeted costs associated with each project.
8. **Program Income** - If program income will be earned on any project, indicate the nature and source of program income and the 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.

NOTE: The Department may request additional information as deemed necessary to more fully determine the reasonableness of project costs.

2009 SPECIALTY CROP BLOCK GRANT

CHECKLIST FOR PROPOSAL ELIGIBILITY AND COMPLETENESS

Please complete and sign this checklist and submit it with your application form.

APPLICATION

- () Proposal submitted in time to be **received** by the Department's Division of Fiscal Management by 4:30 p.m., July 17, 2009 *
- () Proposal submitted by eligible applicant, as described in RFP *
- () Original and 3 copies of proposal submitted
- () All questions in Application Form completed
- () Three or less eligible funding categories chosen*
- () Part B - Project Details is no more than 4 pages in length***
- () Part C – Budget Information is no more than 2 pages in length****

PROJECT

- () Project meets one or more eligibility descriptions detailed in RFP *
- () Project duration is 3 years or less

BUDGET AND COSTS

- () Proposal does not request less than \$30,000*
- () Proposal does not request more than \$200,000 in funding **
- () Grant funds used to solely enhance specialty crops, as described in the RFP**
- () No indirect costs included**
- () Budget Detail included
- () All costs for which grant funds are requested are eligible **
- () Amounts entered on all budget sheets relate and correspond with each other

*** Required element of proposal. Applications not meeting these requirements will be returned and not considered for funding.**

**** If the proposal does not meet these requirements only the portion of the proposal that includes eligible costs up to \$200,000 will be considered for funding.**

***** Any pages beyond page 4 of Part B will not be considered, they will removed from the proposal before it is sent to evaluators.**

****** Any pages beyond page 2 of Part C will not be considered, they will removed from the proposal before it is sent to evaluators.**

Signature of applicant _____

