

# 2010 SPECIALTY CROP BLOCK GRANT APPLICATION

Name of Organization:

Department:

Address:  Ste./Floor:

City:  County:  State:  Zip:

Federal Tax ID#:

Is your organization registered with the IRS as a 501(c)3?  Yes  No

Grant Management Contact Name:

Phone#:  Fax#:

Email:

Project Coord. Contact Name:   Same as above

Phone #:  Fax#:

Email:

Project Partners:

Specialty Crop Commodity/Food for Promotion (i.e., Tree fruit: Cherries):

Brief Project Description:

Total Project Cost:

Grant Amt. Requested:  Match Amt.:  Match Type:

*Certification: I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to sign and submit this application on behalf of this organization, which is legally eligible to enter into a grant contract.*  Yes  No Initials:  Date:

## **Project Narrative**

(see [Appendix A](#) for explanations and examples)

### **Abstract**

This section should describe the lead agency or organization, goals and objectives of the project in a maximum of 300 words. (limit 1450 characters)

### **Purpose**

State the issue, problem or opportunity that will be addressed in the project. Explain why it is important and timely. Clearly describe the goals and objectives of the project. Indicate if the project will be or has been submitted to or funded by another Federal or State grant program. Describe how you will be ensuring that funding is being used solely to enhance the competitiveness of specialty crops. (limit 1450 characters)

### **Potential Impact**

Discuss the number of people or operations that will be impacted by the project, the beneficiaries and the potential economic impact, if possible. (limit 1450 characters)

## Financial Feasibility

(see [Appendix B](#) for explanations)

Include a detailed budget proposal showing the use of funds. Include a budget narrative describing cost allocations as well as filling in the budget form below. Budget categories include: personnel, fringe benefits, travel, equipment, rentals and leases, supplies and materials, contractual, construction, utilities, printing and other. All applicants must provide matching funds of a minimum of 25% of total project costs. This match can be cash or in-kind contribution. Please note that funds can only be used for direct project costs. (limit 3700 characters)

Complete the table with the corresponding information from the budget narrative above.

Matching Funds  
(at least 25% of total project amount)

Type of Expense	Grant Amount Requested	Cash Funds	In-Kind	Total Project Amount
<i>Personnel</i>				
<i>Fringe Benefits</i>				
<i>Travel</i>				
<i>Equipment</i>				
<i>Rental &amp; Leases</i>				
<i>Supplies &amp; Materials</i>				
<i>Construction</i>				
<i>Contractual Services</i>				
<i>Utilities</i>				
<i>Printing</i>				
<i>Other (ie: advertising, etc.)</i>				
<b>Totals</b>				

## Expected Measurable Outcomes

(see [Appendix A](#) for explanations)

All projects must impact and produce discrete measurable outcomes for the specialty crop industry and/or the public. Describe distinct quantifiable outcomes that directly and meaningfully support the project 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. Provide a time frame for when the outcome measures will be achieved and describe how the project outcome will be measured. Describe the plan that will be used to show performance improvements and include a performance-monitoring plan to describe the process of collecting and analyzing data to meet the outcome oriented objectives. (limit 4000 characters)

**Plan of Work**

The plan of work must provide a detailed description of how the proposed project is to be carried out. It should describe the tasks or objectives to be performed, provide a time table (based on quarters) illustrating projected task completion dates, a list of project participants or subcontractors responsible for tasks and location of activities. (limit 4000 characters)

## **Key Personnel**

Describe the partnerships, alliances, networks, or other collaborative efforts that will be created to implement this project as well as the specific commitments from each (i.e., in-kind, monetary, labor, etc.). List all parties involved and describe what each contributes to the successful completion of this proposal. Current resumes for each individual working on the proposed project are required and should be provided as an appendix. (limit 1450 characters)

## **Support Letters**

All proposals must include three (3) letters of support from industry members that confirm a need for this project to be implemented. These letters must be received with the original grant application.

## **Appendices**

This section should include attachments from aforementioned areas including:

- \*Current resumes for each individual working on the project,
- \*Three (3) industry support letters,
- \*Any other evidence of project necessity, and
- \*Copy of IRS 501(c)3 determination.