



2022 Request for Applications Specialty Crop Block Grant Kansas Department of Agriculture

Program Contact

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Introduction

The Kansas Department of Agriculture (KDA) is currently accepting applications for the 2022 Specialty Crop Block Grant Program. Funds for the program are awarded to the agency by the U.S. Department of Agriculture's (USDA's) Agricultural Marketing Service (AMS). The funds are in turn granted to projects and organizations that promote the competitiveness of specialty crops.

The purpose of the Specialty Crop Block Grant Program is to solely enhance the competitiveness of specialty crops. Specialty crops are defined by the USDA as "fruits, vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture)".

Each state that submits an application that is reviewed and approved by the Agricultural Marketing Service is to receive an estimated base amount of \$243,001.17 plus an amount based on the average of the most recent available value of specialty crop cash receipts in the state and the acreage of specialty crop production in the state. Kansas is expected to receive approximately \$336,376.57 in Agriculture Improvement Act of 2018, Public Law 115-343 (Farm Bill) funding for the 2022 grant cycle.

In addition, there will be additional funds available during this application period. Due to COVID-19 impacts on the food system, Congress authorized one-time additional funding for the Specialty Crop Block Grant Program outside of the traditional Farm Bill funding under the 2021 Consolidated Appropriations Act, Public Law 116-260 (H.R. 133 Stimulus). Kansas is expected to receive approximately \$449,908.70 in H.R. 133 Stimulus funding for the 2021 grant cycle. A portion of these funds are still available and will be offered to applicants.

Applicants may apply for up to \$75,000 for their projects. Matching funds are not required and should not be listed within the application. A separate letter of support describing any matching funds is allowable.

Applications must address all of the information requested on the following pages in order to be considered. Incomplete applications will not be reviewed. A review team will rate proposals on their ability to successfully promote specialty crops in Kansas and make a positive impact on the Kansas economy, *particularly in light of impacts to the industry due to the pandemic*. Those recommendations will be made to the Kansas Secretary of Agriculture, who will make the final awards.

Failure to meet reporting deadlines or provide other contractual materials will impact future awards. Please ensure that you will be able to meet quarterly, annual and final reporting deadlines before submitting an application for this grant.

Applications for grant funds should describe 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. Other organizations that are encouraged to apply for these grants are schools, colleges and universities, extension programs and research institutions.

The USDA encourages projects that promote specialty crop production and consumption among beginning, socially disadvantaged and veteran farmers or ranchers.

- *A Beginning Farmer or Rancher* is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation.
- *A Socially Disadvantaged Farmer or Rancher* is a farmer or rancher who is a member of a socially disadvantaged group. *A Socially Disadvantaged Group* is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal or because all or part of an individual's income is derived from any public assistance program.
- *A Veteran Farmer or Rancher* is a producer who served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, including the reserve component thereof, was released from service under conditions other than dishonorable, and has not operated a farm or ranch or has operated a farm or ranch for no more than 10 years or who first obtained status as a veteran during the most recent 10-year period.

The Kansas Department of Agriculture seeks to fund projects that primarily fit into the following areas:

Economic Development

- Improving efficiency and reducing costs of distribution systems, including projects that seek to understand gaps in systems and supply/demand issues related to specialty crops;
- Investing in specialty crop research, including research on the feasibility of growing novel specialty crops that aren't currently produced (or are produced in very small quantities) in Kansas;
- Controlling pests and disease, as well as addressing issues such as pesticide drift that affect specialty crops; and
- Regional efforts to start incubator or community kitchen projects to encourage the development of value-added products from specialty crops.

Education

- Increasing child and adult nutrition knowledge and consumption of specialty crops;
- Developing materials to better educate specialty crop producers and buyers on food safety practices, including Good Agricultural Practices (GAPs), Good Handling Practices and Good Manufacturing Practices; and
- Projects that create awareness of Kansas specialty crops for consumers.

Sustainability

- Focus on conservation or environmental outcomes related to specialty crops; and
- Projects focused on sustainability of specialty crops.

Additional consideration will be given to projects with an emphasis on address the challenges and impacts resulting from the Covid-19 pandemic:

COVID-19 Impacts

- Projects resolving risks and supply chain disruptions for the specialty crop industry;
- Support to farmers and farm workers for COVID-related safety and training; and
- Other projects addressing impacts in the specialty crop industry due to the COVID-19 pandemic.

Preference will be given to projects that are one year in duration. Any proposed project longer than one year must give justification for the longer timeline in the application and work plan. The grant period must begin no later than September 30, 2022 (or as soon as the funding is released by USDA if later) and end no later than September 29, 2025, or one year from issuance of funds if later than October 1, 2022.

Complete applications must be sent to KDA no later than 5 p.m. CST on March 31, 2022. Early submission during the open application period from February 21, 2022, to March 31, 2022, is encouraged. Please e-mail finished applications with the attached cover sheets and any letters of support to KDA.SCBG@ks.gov. If the application cannot be submitted via email, please contact the grant administrator for alternate submission.

For completed applications, revisions may be requested in April with a very short return window (approximately 3 business days). Due to the split in funding, outcomes and indicators may need to change from the 2022 Performance Measures to the 2021 Performance Measures. It is recommended that applicants also review the 2021 Performance Measures and outline alternative outcomes and indicators prior to submission in order to prepare for a potential request. A request for revisions does not confirm an application has been selected for funding. If an application is chosen for submission in the State Plan upon receiving revisions, USDA may have additional comments and questions at a later date.

In developing an application, please carefully read the following pages of this Request for Applications, including the frequently asked questions section. Many common questions can be answered in this document.

For more information or other assistance with this application or this program, please contact:

Tori Laird

Specialty Crop Block Grant Administrator

KDA.SCBG@ks.gov

(785) 564-6726

Application Materials

□ Cover Sheet—Required

Please use the referenced cover sheet to provide name and contact information, federal tax identification number, UEI number, industry sector, project title, brief discussion of funding from other sources, the total project cost, the grant request and any additional match dollars. **The cover sheet must be submitted as a compressed scan or PDF.**

Cover Sheet (PDF):

https://agriculture.ks.gov/docs/default-source/ag-marketing/2022-application-cover-sheet.pdf?sfvrsn=435a95c1_0

Unique Entity Identification (UEI) number:

All successful applicants must have a UEI number to receive federal funds. If you do not have a UEI number, visit the following links to learn how to apply for one and what to do if you previously had a DUNS number.

[Quick Start Guide for Obtaining a UEI Number](#) | [Government Transition from DUNS to UEI Update](#)

□ Application Template—Required

Please use the referenced application to detail proposed project plan information, including project purpose, expected external support/commitment, expected measurable outcomes, budget narrative and work plan. **All project responses must be typed in black, 10-point, Cambria or Calibri font.**

All applicants must utilize the application template document entitled “Kansas FY2022 SCBGP Project Profile”. **The application template must be submitted as a Word document.**

Application Template (Word Document):

https://agriculture.ks.gov/docs/default-source/ag-marketing/2022-application-template.docx?sfvrsn=535a95c1_0

Performance Measures (2022):

The application portion for “Expected Measurable Outcomes” requires you to select at least ONE of the seven listed FY2022 outcomes on the following link. Each outcome must also have a corresponding indicator.

<https://www.ams.usda.gov/sites/default/files/media/SCBGPPerformanceMeasures.pdf>

Expected Measurable Outcomes (2021):

Due to the split in funding, outcomes and indicators may need to change from the 2022 Performance Measures to the 2021 Performance Measures. These eight outcomes and indicators are listed here:

https://www.ams.usda.gov/sites/default/files/media/SCBGP%20FY15%20PerformanceFINAL_10272015.pdf

□ Letters of Support—Optional

Applicants are welcome to include supplementary letters of support in their application packet to show industry support for the project, confirm project partners, and/or outline matching or in-kind donations pledged for the project. **Letters of support must be submitted as a single compressed scan or PDF.**

Previous Year Awards

In preparing an application, it is recommended to review the actual proposals that have won Specialty Crop Block Grant awards in previous years for Kansas and other states. These grantee awards and the final performance reports of prior award winners are available to learn about successful practices and ideas for possible projects at the following sites:

USDA-AMS Previous SCBG Awards: <https://www.ams.usda.gov/services/grants/scbgb/awards>

KDA Previous SCBG Sub-Grantee Award List: <https://agriculture.ks.gov/specialtycrop>

Project Evaluation Rubric

All proposals will be reviewed by an external review panel appointed by the Kansas Secretary of Agriculture. The Kansas Secretary of Agriculture will make the final decision based on recommendations from the panel.

FOR EXTERNAL REVIEW COMMITTEE			
Project Area	Criteria	Maximum Points Awarded	Points Received
Project Need	<ol style="list-style-type: none"> How effective is the project at enhancing the competitiveness of specialty crops in Kansas? Does the project have long-term benefits to help increase specialty crop production in Kansas? 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 help specialty crop producers improve distribution or production practices, or lower production cost/risk? 	35	
Measurable Outcomes	<ol style="list-style-type: none"> Is there at least one quantifiable, measurable outcome? Are the outcomes definable and measurable? Are the outcomes of the project worth the total investment? Is there outreach to share information learned with the public? 	25	
Budget	<ol style="list-style-type: none"> Is the budget realistic for the project, and are expenses reasonable for the project? Is there a detailed budget for personnel, operating, consultants and other costs? 	15	
Feasibility	<ol style="list-style-type: none"> Does the project have a quality work plan? Is the project timeline appropriate? Has the project identified other areas of funding that could sustain it in the future? 	10	
Industry Support	<ol style="list-style-type: none"> Is there evidence of industry-wide support for the program? Does the project partner with other organizations/institutions? 	10	
H.R. 133 Stimulus	<ol style="list-style-type: none"> Does the project attempt to address COVID-19 related impacts in the specialty crop industry? To what degree? 	10	
Review Total		100	
FOR STATE REVIEWER			
Previous Performance	<ol style="list-style-type: none"> If a previous award grantee, how do they rate on meeting reporting deadlines and communication? 	10	
Total			

Grant Project Guidelines

The following information is from the USDA's full grant guidance document (USDA RFA) at https://www.ams.usda.gov/sites/default/files/media/2022_SCBGP_RFA.pdf. For more information, visit the USDA's Agricultural Marketing Service website at <https://www.ams.usda.gov/services/grants/scbgbp>.

USDA Specialty Crop Block Grant Program Purpose

SCBGP assists State departments of agriculture in the 50 States, American Samoa, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, the District of Columbia, Guam and the U.S. Virgin Islands to enhance the competitiveness of specialty crops by—

- (1) leveraging efforts to market and promote specialty crops;
- (2) assisting producers with research and development relevant to specialty crops;
- (3) expanding availability and access to specialty crops; and
- (4) addressing local, regional and national challenges confronting specialty crop producers.

Definition of a Project

A project is a set of interrelated tasks with a cohesive, distinct, specified and defined goal. It follows a planned, organized approach over a fixed period of time and within specific limitations (cost, performance, quality, etc.). Additionally, it uses resources that are specifically allocated to the work of the project and usually involves a team of people.

Projects are different from other ongoing operations in an organization because, unlike operations, projects have a definitive beginning and end – they have a limited duration. A project has an overarching goal that the applicant wants to accomplish through a series of individual activities or tasks.

'Enhance the Competitiveness of Specialty Crops'

Projects must enhance the competitiveness of U.S. or U.S. territory-grown specialty crops in either domestic or foreign markets. See the [USDA SCBGP website](#) for a definition of specialty crops and processed products, including a list of eligible specialty crops and ineligible commodities.

'Benefit More Than One Product or Organization'

Applications for grant funds should describe how the project potentially affects and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution or individual. AMS will not award grant funds for projects whose products or services promote or provide profit that solely benefits a single organization, institution or individual. In addition, recipients and subrecipients cannot use grant funds to compete unfairly with companies that provide equivalent products or services. Single organizations, institutions and individuals are encouraged to participate as project partners.

Project Examples

Some examples of projects include, but are not limited to:

- Researching new cultivars
- Providing outreach opportunities on specialty crops to youth, families, seniors and the overall community
- Marketing apples through a targeted promotional campaign

Activities or tasks that could be a part of such projects might include:

- Hiring personnel
- Purchasing special purpose equipment
- Holding an educational workshop
- Planting specialty crops
- Distributing product promotional materials

Examples of Acceptable Projects

- A State requests funding to contract with a university 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 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 and farm tour to encourage other small family farmers to adopt the production methods.

Examples of Unacceptable Projects

- A company 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 State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers' market.
- A company that develops specialty crop value-added products requests funds to train its employees how to make its value-added products.
- A single specialty crop organization requests grant funds to market its organization so that it can increase its membership.
- A specialty crop producer requests funds to promote their asparagus at a roadside stand.

Allowable Costs

All awards and sub-awards are subject to those cost principles applicable to the particular organization concerned. 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. You may reference the USDA document [Appendix A: List of Selected Items of Cost Contained in OMB Cost Principles Regulations](#) and [Agricultural Marketing Service \(AMS\) Grants Division General Terms and Conditions](#) to locate the principles applied in establishing the allowability or unallowability of specific items of cost. All costs must be associated with project activities that enhance the competitiveness of specialty crops.

Restrictions and Limitations on Grant Funds

- Grant funds shall supplement the expenditure of State funds in support of specialty crops grown in that State, rather than replace (supplant) State funds.
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7321-7326).
- Development or participation in lobbying activities pursuant to 31 U.S.C. 1352 including costs of membership in organizations substantially engaged in lobbying are unallowable.
- Capital expenditures for general purpose equipment, buildings and land are unallowable as direct and indirect charges.

Capital expenditures means expenditures for the acquisition cost of capital assets (equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life. Acquisition cost means the cost of the asset including the cost to put it in place. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the governmental unit's regular accounting practices.

General purpose equipment means equipment, which is not limited to research, scientific or other technical activities. Examples include office equipment and furnishings, telephone networks, information technology equipment and systems, reproduction and printing equipment, and motor vehicles.

Equipment means 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.

- 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. (Note: Prior approval from AMS means that the special purpose equipment must be included in the State Plan submitted by KDA, and the State Plan must receive approval from AMS. If special purpose equipment was not originally included in the approved State plan, then the grantee must request approval from AMS to purchase the equipment before utilizing grant funds.)

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.
- Hourly contractual costs exceeding the cap of a CS-14 step 10 Federal employee in your area have been added as an unallowable cost unless an acceptable justification is provided.

Indirect Costs

For the Kansas Specialty Crop Block Grant Program, indirect costs shall not exceed eight percent of an individual project's total direct costs.

Multi-State Projects

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 multi-state when an organization receives SCBGP-FB funding from more than one state to execute the same or multiple components of the same project. The project must be identified as a multi-state project through the inclusion of a multi-state section in the project profile. In addition, all states reviewing the proposal need to be aware that the project is multi-state so that they can collectively decide to fund it.

A high-quality multi-state project proposal will have clearly focused objectives; direct involvement of each participant in the accomplishment of the stated objectives; and evidence that the project proposal has been peer-reviewed.

If interested in working with a particular state or states, please contact the Specialty Crop Block Grant Program office in that state. Contact information for those offices may be viewed at <https://www.ams.usda.gov/services/grants/scbgp/state-contacts>.

As of 2022, Kansas is not a participating multi-state partner for the Specialty Crop Block Grant Program.

Awarded Project Expectations

If a project receives a Specialty Crop Block Grant award through the Kansas Department of Agriculture, the grantee will be expected to carry out the project, maintain clear and consistent communication with KDA, keep detailed records and report project progress in a timely manner. The following activities with deadlines are contractual requirements as part of the grant process.

Failure to meet reporting deadlines or provide other contractual materials will impact future awards.

Quarterly Reports for Projects

These reports capture activities, delays/developments, outcome achievement, expenditures, successes and future events for every three months of project progress. They are due 15 days after the end of each quarter.

Quarter 1

Reporting Period: September 30 to December 31

Report Due: January 15

Quarter 2

Reporting Period: January 1 to March 31

Report Due: April 15

Quarter 3

Reporting Period: April 1 to June 31

Report Due: July 15

Quarter 4

Reporting Period: August 1 to September 29

Report Due: October 15

Final Report for Projects

Upon completion of the grant period, grantees are expected to turn in a final performance report covering the entire project. The report will encompass the performance narrative, accomplishments and challenges, objective and outcome measures, expenditures and income and supplemental information. This report is due on November 30 of the final project year.

Annual Reports for Multi-Year Projects

In rare cases, projects longer than one year will turn in an annual report in place of a final report if the project is still active. These reports are similar to the final report but look more closely at project progress and completion. They are due on November 30 at the end of each project year. Once a multi-year project is complete, a final report will be submitted on November 30 in lieu of an annual report.

Additional Resources

Frequently Asked Questions

1. I am a farmer, rancher, or agribusiness. How can I apply for this grant to help with my specialty crop production?

The Specialty Crop Block Grant Program is not designed to assist individuals or organizations with projects/costs for their own businesses or start-ups. The purpose of the grant is to enhance the specialty crop industry as a whole, not just a single individual or business. Other programs are available through your local Farm Services Agency (FSA) office or Extension Agent (KSRE) to help with costs associated with developing or maintaining a farm, ranch, or agribusiness.

There are some opportunities for individuals or businesses to participate in the program. Individuals or businesses are encouraged to become project partners with other organizations, offering support, services, expertise, field day opportunities, and other relevant aspects to enhance projects. There are many organizations across the state seeking these types of collaborations. Rarely, some individual businesses propose an allowable project meant to enhance the industry, such as hosting an on-farm field day or educational program for other farmers. The applicant must ensure they justify how the project and associated costs support the industry as a whole and not just benefit themselves. The funds should be used to expand efforts to address challenges in the industry, not supplant existing efforts or production costs. Please see the above Acceptable Projects section for examples.

2. How do I fill out the application template to meet USDA requirements and improve my chances of having my project selected?

The application template is standard across all Specialty Crop Block Grant Programs. This is where you explain the problem in the specialty crop industry, your proposed project for addressing it, the objectives (goals) and expected outcomes of your project, how you will measure success, the costs and their justifications for the project and the proposed work plan and timeline.

Under each section, small italic text gives instructions for filling out sections, including links to important relevant documents. Filling out each section completely and ensuring detailed, well-justified responses to each question can help make your project stand out.

Some additional clarification on sections:

- Under “Project Partner and Summary”, the summary or abstract provides the broad overview for the project in paragraph format. The template outlines the three elements that must be included in less than 250 words. A bulleted list is unacceptable. The full description of the project explaining in detail the activities and expected impacts should be included within the response for “Provide The Specific Issue, Problem Or Need That The Project Will Address” under “Project Purpose” in addition to describing the need or problem.
- Objectives are the goals the project seeks to achieve. These are the specific goals covering all aspects of project activities you will be reporting on for each report. Every activity should connect to a goal in some way. They can align closely with the Outcomes and Indicators in later sections, but usually these objectives are designed to be specific to your project.
- “Project Beneficiaries” has gray filler text where the total number of beneficiaries should be entered. Please click into the text and type in your number. The gray text will automatically disappear and format the final number correctly.
- Under “Expected Measurable Outcomes”
 - At least one of the FY2022 outcomes must be selected, along with a corresponding indicator.

- Under “Outcome Indicator(s)”, the direct language of the selected indicator should be transferred from the 2022 [SCBGP Performance Measures](#) and filled out with the quantifiable result.
- Due to the split in funding, outcomes and indicators may need to change from the 2022 Performance Measures to the 2021 Performance Measures. It is recommended that applicants also review the 2021 Performance Measures and outline alternative outcomes and indicators prior to submission in order to prepare for a potential request.
- Under “Data Collection”, data collection and reporting plans for each selected indicator must be addressed. It is recommended to list each indicator and the specific plan for capturing the data separately in this section. A broad statement on general data collection and reporting practices does not sufficiently explain in enough detail on how these measures are captured individually.
- Under “Budget Narrative”, each expense category requested must have the corresponding detailed justification filled out for each line item. Please review the Grant Project Guidelines above for instruction and resources on allowable and unallowable costs.
 - Under “Travel”, each trip should be numbered individually, with its relevant expenses grouped together (mileage, per diem, hotel, etc.) on separate lines. For example, the mileage and per diem for a trip to Manhattan would each be numbered “1” in the first column and listed separately on two rows of the table. The trip’s justification should be included under “Trip 1”.
 - Under “Indirect Costs”, indirect costs shall not exceed eight percent of an individual project’s total direct costs.

Please ensure each section is filled out and numbers are calculated correctly. Commonly missed sections are the required “Self-Sustaining” question, “Data Collection” section, justifications under each budget aspect and various check boxes (Travel Policy, Procurement Standards, etc.) throughout the budget section. If the section is not applicable (ex: project is not a continuation or no expected project income), please fill in “N/A”. Do not delete sections of the application template.

3. I have matching funds or in-kind donations for my project. Where do I include these numbers?

A separate letter of support describing any matching funds with the exact values is allowable and preferred.

Do not include any matching funds in the application template. Comments about the match/donation within the application are acceptable if there is no dollar amount associated. For example, if an organization covers the expense for an individual’s personnel/fringe while working on the project, a line item in the “Personnel” section of the budget can explain the individual’s involvement in the project with no funds requested.

4. I’m new to grant writing. What resources are available to help me develop an application?

Here are some resources that may be helpful in creating an application:

- Kansas State Research and Extension (KSRE): <https://www.ksre.k-state.edu/community/civic-engagement/grantwriting.html>
- Kansas Small Business Development Centers: <https://www.kansassbdc.net/>
- The Grantsmanship Center: <https://www.tgci.com/funding-sources/kansas>
- Local Economic Development Offices may have resources available for stakeholders in their counties.
 - WKREDA would be a great place to start as they cover the 56 western counties: <https://www.wkreda.com/about/our-members>
 - Eastern Economic Development Offices can be found via internet search

Please note, the Kansas Department of Agriculture cannot assist with writing a grant application for this program. The grant administrator is available to answer specific questions while developing the grant but

cannot review drafts or provide broad feedback due to time constraints and potential conflicts of interest. Please send any questions to KDA.SCBG@ks.gov after reviewing the RFA.

5. Any tips?

- Get started early, and **do not wait until the last day to submit or ask questions.**
- Read the RFA and the linked materials carefully to ensure your project's eligibility for funding.
- The application template is the most important aspect of your application. Plan to spend most of your time perfecting this document.
- Letters of support are not a requirement but are helpful in showing industry-wide support. They should reveal support for the proposed project and why it is important to the industry. Quality is more important than quantity in this case.
- Proofread all documents for completeness, calculations, spelling and grammar before submission. Miscalculated funds and poor writing can detract from or negatively impact your application. Incomplete applications will not be reviewed.

Examples of Budget Narratives/Justification

The following examples, provided by the USDA, may assist you in constructing your budget narratives and justification.

Example Budget Narrative

Personnel (\$27,000.00)

Expenses of **\$21,000.00** are requested for one half-time Senior Research Specialist (0.5 FTE) who will coordinate most of the laboratory operations and perform a majority of the laboratory and greenhouse experiments. Additionally, the specialist will be responsible for data entry and record keeping. An additional **\$6,000.00** is requested to support two undergraduate student researchers. The undergraduate students will work in Dr. Jones' laboratory and learn experimental skills while assisting the Project Investigator (PI) and the research specialist in various aspects of the project.

Fringe Benefits (\$9,585.00)

The current fringe benefit rates at the University are 44.74% (**\$9,387.00**) for the research specialist, 3.3% (**\$198.00**) for undergraduate students.

Travel (\$1,608.00)

Total funds of **\$518.00** are requested for in-state travel to conduct field surveys of PepMV in City X (2 overnight trips) and in City Y (2 day trips) and to attend the annual Agricultural Center Field Day (1 day trip). The total in-state travel cost will consist of car rental (7 days @ \$32.00/day), lodging (2 nights @ \$60.00), and food (6 days @ \$29.00/day). In addition, **\$1,090.00** in out-of-state travel funds are requested to defray the travel expense for the PI or designee to attend and present their research findings at the annual American Phytopathological Society meeting in Nashville, TN in 2010. The cost comprises of flight from City Z to Nashville (\$350.00), lodging (5 nights @ \$99.00) and food (5 days @ \$49.00/day).

Equipment (\$5,000.00)

For the purchase of a 96-well thermocycler to accommodate the large numbers of PCR-related experiments outlined in the project. The University donates the use of one ultra-high-speed centrifuge, two high speed centrifuges, three microcentrifuges and one Biorad iCycler real-time PCR system (with a usage value of \$20,000.00) for the entire duration of the project as matching contributions for this project. All the equipment listed above is required for completion of the project.

Supplies (\$4,446.00)

Office Supplies (pro-rated) (**\$1,235.00**) for paper, color ink cartridges, toner and other supplies. Program Supplies (**\$3,211.00**) of which \$2,000 is for 20 full-color promotional banners (@ \$100 each) plus pro-rated amount of \$1,211 for cooking demonstration supplies, food for grower workshop/field events, specialty seeds, harvest equipment, packaging and other materials.

Contractual (\$23,000.00)

Stipends for GAP/GHP Video Shoot/Edit: flat fee stipends for 5 youth at \$2,000.00 each (**\$10,000.00**) to be coordinated through County Extension Hmong Youth Film Project. Youth will film and edit video in close collaboration with DA staff and under supervision of SU Hmong Outreach Coordinator.

Online Toolkit Development and Adaptation: this flat rate **\$10,000.00** contract will take the online toolkit donated by University State X and adapt it for DA use and web specifications. Any leftover funds will develop State-specific content for the toolkit.

Processing Study Analysis: this hourly rate **\$3,000.00** (\$20/hr. X 150 hrs.) contract will analyze the production information on processing needs of growers and current availability of processing facilities and compile a report.

Other (\$7,493.00)

Advertising (8 display ads in Spanish-language media at \$162.50 each) (**\$1,300.00**); Printing/Copying (two color print jobs for promotional materials at \$650/each) (**\$1,300.00**); Communications (pro-rated as per project) (**\$1,733.00**); Equipment Rental (cooking demonstration cart) 4 uses @ \$150/each (**\$600.00**); Postage for newsletter (pro-rated) (**\$760.00**); Staff Development and Training (two annual marketing workshops for two staff @ average \$450 each) (**\$1,800.00**).

Indirect Cost (\$2,874.00)

2 percent (**\$2,874.00**)

Program Income (\$4,750.00)

Registration Fee for 8-week workshop series - **\$2,500.00**

Apprentice fee - **\$2,250.00**

The income derived from this project will be reinvested into the program to support specialty crop farmers and help sustain and grow the project.

Examples of Work Plans

Example Work Plan 1

<i>Project Activity</i>	<i>Who</i>	<i>Timeline</i>
Assemble the specialty crop steering committee to provide direction throughout project	Agricultural Marketing Council, specialty crop industry representatives from the mushroom, apple and peach councils	January 2020
Develop statement of work for literature review	Ag Marketing Council	January
Procure literature reviewer	ABC Consultant	February – March
Prioritize research gaps; develop/issue Request for Proposals (RFP) for original research	ABC Consultant	March – April
Receive proposals; distribute to steering committee	ABC Consultant	April – May
Review and select proposals	Specialty crop steering committee	April – May
As appropriate, refer proposals to individual commodity research and promotion programs	Specialty crop steering committee and individual research and promotion programs	April – May
Develop and execute research grant agreements for selected projects	Ag Marketing Council	May – June
Obtain progress reports from researchers; synthesize for steering committee	Ag Marketing Council	September, December, March 2020, June 2020
Disseminate research results to steering committee and SCBGP-FB showing progress toward project outcomes	Ag Marketing Council	June 2020

Example Work Plan 2

<i>Project Activity</i>	<i>Who</i>	<i>Timeline</i>
Create a survey to assess growers' background, current pest control program, and perceptions of IPM	State University Personnel	Begin January 2020 0 - 4 months

Administer survey to about 200 vegetable growers at an annual local growers meeting	Cooperative Extension Personnel	4 - 5 months
Compile survey results for background info on general practices and attitudes	Cooperative Extension Personnel	5 - 6 months
Review surveys for likely cooperator candidates	State University Personnel	5 months
Interview and select candidates for one-on-one IPM and biocontrol training and a control group	State University Personnel	6 months
Meet weekly with selected growers at crop initiation (greenhouse)	State University Personnel	4 - 6 months
Conduct periodic scouting visits during crop growth	Cooperative Extension Personnel	Every 2 months
Meet weekly with selected growers at crop fruition (field)	State University Personnel	10 - 13 months
Collect data from both grower groups on pest densities, crop damage, crop yield and quality, pesticide usage, pest management costs and other pest mgmt. techniques used by growers	State University Personnel	14 - 15 months
Survey growers completing year one in the IPM program as to attitudes and understanding of IPM techniques	Cooperative Extension Personnel	10 months
Compare survey results to initial survey; assess impact of program outcomes	State University Personnel	10 - 11 months
Incorporate most successful ideas/ techniques into IPM field guide with scouting procedures, pest life cycle calendars, and cultural controls, reduced-risk pesticides and biocontrol Cooperative Extension Personnel options for different pests	State University Personnel	10 - 13 months
Develop/deliver annual grower workshops to introduce/improve field guide	Cooperative Extension Personnel	27 - 36 months