



California Department of Food and Agriculture
Office of Grants Administration

2019 Specialty Crop Block Grant Program Concept Proposal Application



General Information Tab

- Applicant Organization:
 - Legal name of the organization that will serve as lead for the project and receive grant funds.
- Submitting Organization:
 - Legal name of the organization submitting the concept proposal on behalf of the applicant.
- Project Title:
 - Concisely describe the project in 15 words or less.
- Project Description:
 - Describe the need for the project, how the project will address the need, the goals and expected outcomes, and the plan for measuring and evaluating success in under 250 words.





Project Budget Tab

- Funds Requested
 - Total amount of Specialty Crop Block Grant Program (SCBGP) funds requested.
 - Must match category I in the project's budget template.
 - Between \$50,000 and \$450,000 (\$50,000 - \$150,000 for Fixed Amount Awards).
- Local Cost Match:
 - Total amount of cost share committed to the project from other sources, if applicable.
- Total Budget:
 - Funds Requested + Local Cost Match.



Questionnaire Tab

1. Organization Type (not a scored question)
2. Funding Area and Funding Category (not a scored question)
3. Program Priorities (5 points)
4. Project Purpose (10 points)
5. Prior Year SCBGP Projects (not a scored question)
6. Project Sustainability (5 points)
7. Project Beneficiaries (5 points)
8. Outcome Measures (10 points)
9. Project Duration (not a scored question)
10. Work Plan and Outreach (10 points)
11. Budget (5 points)



Questionnaire Tab

Unscored

1. Organization Type

- Non-Profit
- For-Profit
- Local/State/Federal Government
- Tribal Government
- College/University

Individuals are not eligible to apply.



Questionnaire Tab

Unscored

2. Funding Area and Category

- Read the full description of the funding areas and categories in the 2019 Request for Concept Proposals (RFCP).
- Proposals **must identify one** funding category that is the primary focus of the project.
- Identifying the most appropriate category ensures proposals are evaluated by reviewers with the most relevant expertise.
- Funding categories cannot be changed after submitting; choose carefully.



Questionnaire Tab

5 points

3. Program Priorities

- Select the program priorities the project will address.
 - All projects must address at least one priority.
 - At least one of the priorities listed must be from the funding category identified in question 2.
 - Enter the program priority exactly as written in the RFCP.



Questionnaire Tab

10 points

4. *Project Purpose*

- Identify the specific issue, problem, or need the project will address.
 - External issue
 - Support claims with data
 - Link the organization and the issue



Questionnaire Tab

10 points

4. Project Purpose

- Explain why the project is important and timely for the specialty crop industry.

All projects must enhance the competitiveness of California specialty crops.



Questionnaire Tab

Unscored

5. Prior-year SCBGP Projects

- Yes, the proposed project builds on a prior-year SCBGP project.
 - What is the grant agreement number?
Example: SCB16014 or 17-0275-001-SC
 - How does the proposed project differ from, complement, or build upon the previous work?
- If not, no explanation is required.



Questionnaire Tab

5 points

6. Project Sustainability

- How will the project become self-sustaining beyond the grant duration without relying on additional SCBGP funding?
- How will the benefit to California's specialty crop industry continue beyond the life of the project?



Questionnaire Tab

5 points

7. Project Beneficiaries

1. How many individuals will benefit from the project?
2. Who are the beneficiaries?
 - How will they benefit?
 - What specialty crops will be affected?
3. How will it benefit the specialty crop industry as opposed to a single entity or the applicant?



Questionnaire Tab

10 points

8. Outcome Measures

- Download, complete, and attach the Microsoft Word (.doc) budget template.



Questionnaire Tab

Unscored

9. Project Duration

- Grant start and end dates for 2019:
 - Projects cannot start before **November 1, 2019**
 - Projects cannot end after **April 30, 2022**
- Enter dates in MM/DD/YYYY format:
 - 11/01/2019
 - 04/30/2022

Start and end dates outside of the allowable duration may result in disqualification.



Questionnaire Tab

10 points

10. Work Plan and Outreach

- Work plan:
 - What activities will be conducted to accomplish project objectives?
 - Who will be responsible for each activity?
 - When will each activity occur?
- Outreach:
 - How will the project results be shared?



Questionnaire Tab

5 Points

11. Budget Template Attachment

- Download, complete, and attach the Microsoft Word (.doc) budget template.
- All budget items must solely support enhancing the competitiveness of specialty crops and directly correlate to the project objectives.



Budget Tips

- Costs must be allowable.
 - Projects with substantial unallowable costs may be disqualified.
 - Reference the Allowable and Unallowable Costs and Activities Table.
- Costs should be justified and linked to activities.
- Estimates should be reasonable and realistic.
- Friendly reminders:
 - Check your math!
 - Don't procrastinate – get started early!



Direct vs. Indirect Costs

- Direct costs: **Budget categories A - G**
 - Can be identified specifically with a particular award, project, or activity.
 - Can be directly assigned to an award, project, or activity relatively easily and with a high degree of accuracy.
- Indirect costs: **Budget category H only**
 - Costs incurred for common or joint objectives.
 - Cannot be easily identified specifically with a particular award, project, or activity.

**2019 Specialty Crop Block Grant Program
CONCEPT PROPOSAL BUDGET**

Proposer Identification Number (PIN)

For each budget category listed below, enter the amount of SCBGP funds requested (rounded to the nearest whole dollar) and a description of the costs or activities covered. A description is required for each budget category in which funds are requested, except for category H. Indirect Costs and category I. Total SCBGP Funds Requested. Reference page 17 of the 2019 Request for Concept Proposals for instructions on what information to provide in the description. Failure to submit the required budget template or submission of an alternate template/file type may result in disqualification.

Budget Categories	Amount Requested <i>(Nearest whole dollar)</i>	Description <i>(Required)</i>
A. Salary and Wages Cost of salary and wages for time spent working on the project by employees of the applicant organization.	\$0	
B. Fringe Benefits Cost of fringe benefits for time spent working on the project in accordance with the applicant organization's established fringe benefits policy.	\$0	
C. Travel ¹ Cost of project related travel for all individuals except contractual personnel.	\$0	
D. Scientific Research Equipment Cost to purchase scientific research equipment (>\$5,000/unit) necessary to achieve project objectives.	\$0	
E. Supplies Cost to purchase supplies (<\$5,000/unit) necessary to achieve project objectives.	\$0	
F. Contractual ² Cost of work by individuals/organizations other than the applicant (e.g., cooperators, consultants, contractors, partners, etc.).	\$0	
G. Other Cost of all other expenses (e.g., conference registration, speaker/trainer fees, stipends, publication fees, data collection, lab analysis, rentals, subscriptions, etc.).	\$0	
H. Indirect Costs Facilities and administrative costs.	\$0	<i>Must not exceed 8.00% of total personnel costs (A. Salary and Wages + B. Fringe Benefits)</i>
I. Total SCBGP Funds Requested Sum of categories A through H.	\$0	<i>Must match "Funds Requested" in FAAST. \$50,000 minimum - \$450,000 maximum (\$150,000 maximum for Fixed Amount Awards)</i>
J. Program Income Income (if any) that may be generated by a supported activity or earned as a result of the award.	\$0	

¹ Travel within and outside of California must not exceed the travel rates established by the U.S. General Services Administration (GSA) <http://www.gsa.gov/portal/content/104877>

² Contractual hourly rates must not exceed the GS-15 step 10 rate for your area. To access the GS-15 step 10 rate, visit the following website and click on 2018 General Schedule and Locality Pay Tables: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2018/general-schedule/>

PIN from FAAST.

Amount of SCBGP funds requested.

– Round to the nearest whole dollar.

Describe costs or activities covered.

– Required for all categories except H and I.

– Instructions: RFCP page 17.

*Sample Budget:
RFCP page 28*



Budget Template

A. Salary and Wages

- Estimate the total cost of salary and wages.
 - Time spent working on the project.
 - Employees of the applicant organization only.
- Description:
 - Title of each employee.
 - Approximate time spent on the project (number of hours or percent full time equivalent).



Budget Template

B. Fringe Benefits

- Estimate the total cost of fringe benefits.
 - Employees of the applicant organization only.
 - In accordance with the applicant organization's established fringe benefits policy.
- Description:
 - Approximate fringe benefit rate.
 - Types of benefits included.



Budget Template

C. Travel

- Estimate the total cost of project related travel.
 - For all individuals except contractual personnel.
 - Use U.S. General Services Administration (GSA) rates to develop the travel cost estimate.
- Description:
 - Describe the travel that will be necessary to accomplish the goals and objectives of the project.



Budget Template

D. Scientific Research Equipment

- Estimate the total cost to purchase any scientific research equipment.
 - Acquisition cost which equals or exceeds \$5,000 per unit.
 - Used only for research, scientific, or other technical activities.
- Description:
 - List the scientific research equipment to be purchased.

Purchasing General Purpose Equipment is unallowable.



Budget Template

E. Supplies

- Estimate the total cost to purchase supplies.
 - Acquisition cost less than \$5,000 per unit.
 - Used exclusively for the objectives of the project.
 - Do not include:
 - General use office supplies (paper, ink, pens, etc.)
 - Facilities costs (telephone, internet, etc.)
- Description:
 - List the types of supplies to be purchased.



Budget Template

F. Contractual

- Estimate the total cost of work performed by individuals/organizations other than the applicant.
 - Consultants, contractors, partner organizations, etc.
 - Include all associated salary and wages, fringe benefits, travel, scientific research equipment, supplies, other, and indirect costs.
- Description:
 - List the contractors that will be paid with grant funds and the services to be provided.



Budget Template

G. Other

- Estimate the total cost of all other project related expenses.
 - Registration fees to attend professional conferences, speaker/trainer fees, stipends, fees to publish in academic journals, fees for data collection and lab analysis, meeting space or equipment rentals, subscriptions, etc.
- Description:
 - List the specific types of other expenses necessary to accomplish the goals and objectives of the project.



Budget Template

H. Indirect Costs

- Facilities and administrative costs that cannot easily be tied directly to the activities of the grant.
- The maximum allowable rate is eight percent of total personnel costs.
$$(A. \text{ Salary and Wages} + B. \text{ Fringe Benefits}) \times 0.08 = \text{Maximum Indirect Costs}$$
- No description required.



Budget Template

I. Total SCBGP Funds Requested

- Add up the amounts requested for categories A through H.
- Must match the amount listed under "Funds Requested" in FAAST.
- \$50,000 minimum - \$450,000 maximum
 - \$150,000 maximum for Fixed Amount Awards
- No description required.



Budget Template

J. Program Income

- Estimate the amount of income (if any) that may be generated by a supported activity or earned as a result of the award.
- Description:
 - Describe how program income will be generated.
 - Describe how it will be used to support project objectives.

*Program Income cannot be used as profit
or to support unallowable costs/activities.*



Resources

- Q&A
- Allowable and Unallowable Costs and Activities Table
- RFCP Checklist
- Online Presentations



Questions

