

Specialty Crop Block Grant Program

2013 Workshop and Webinar Presentations

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2. Financial Assistance Application Submittal Tool (FAAST)
3. Audits of Specialty Crop Block Program Awards
4. Grant Proposal Development



2013 Specialty Crop Block Grant Program

Solicitation Process

Presented by :
California Department of Food and Agriculture





Agenda

1. Specialty Crop Block Grant Program Solicitation Process
2. Financial Assistance Application Submittal Tool (FAAST)
3. Audits of Federal Grant Funds
4. Grant Proposal Development

Questions will be answered following each presentation.



Folder Content

- Presentations
 - Specialty Crop Block Grant Program Solicitation Process
 - Financial Assistance Application Submittal Tool (FAAST)
 - Audits of Federal Grant Funds
 - Grant Proposal Development
- Notice of Funding Availability (NOFA)
 - Sample Budget Template
 - Concept Proposal Score Criteria
- List of Eligible & Ineligible Specialty Crops



Purpose:

- Solely enhance the competitiveness of specialty crops

Funding:

- Farm Bill

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    graph LR
      A[Farm Bill] --> B[USDA]
      B --> C[CDFA]
      C --> D[Grant Recipients]
  
```

- Base Grant = Value of specialty crop production

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What are Specialty Crops?

- Specialty crops are defined by USDA as fruits, vegetables, tree nuts, dried fruits, horticulture and nursery crops (including floriculture).
- For a comprehensive list of eligible and ineligible specialty crops:
 - www.ams.usda.gov/scbgp

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Notice of Funding Availability (NOFA)

- Purpose
- Funding
- Eligibility
- Solicitation Process
- Timeline
- Programs Goals and Objectives
- Funding Categories
- Requirements and Application Procedures

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Funding Availability

- Project Grant Amounts
 - \$50,000 - \$400,000

- Project Duration
 - October 1, 2013 – June 30, 2016

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Eligibility

- Entities:
 - *Non-Profit and For-Profit*
 - *Local, State, Federal and Tribal Governments*
 - *Colleges and Universities*

Funds cannot benefit a single organization, institution, or individual.

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Solicitation Process

- Competitive Solicitation Process:
 - Phase I – Concept Proposal
 - Phase II – Grant Proposal



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graph LR; A[Proposal Solicitation] --> B[Review and Recommend]; B --> C[USDA Approves]
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Solicitation Timeline

Phase I Concept Proposal	November 1, 2012	Release Notice of Funding Availability Request for Concept Proposals
	November 5 – 15, 2012	SCBGP Workshops & Webinars
	December 7, 2012 5:00 p.m. PST	Concept Proposals Due
Phase II Grant Proposal	February 2013	Invitation to Submit Grant Proposals
	March 22, 2013 5:00 p.m. PDT	Grant Proposals Due
	July 2013	Grant Proposals to USDA for Approval
Award	October 2013	Announce & Award SCBGP Funding

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Program Goals and Objectives

- Enhance the marketability and competitiveness of the specialty crops
- Expand access to healthy and safe California grown specialty crops

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Program Goals and Objectives

- Expand stewardship practices, natural resource conservation and the development of ecosystem services
- Ensure the viability of California specialty crops by investing in the next generation of operators

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Funding Categories

- Market Enhancement
- Agriculture Education
- Nutrition
- Environmental Stewardship and Conservation
- Plant Health and Invasive Species Impact Mitigation

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Food Safety

- Partnership with the University of California, Davis' Center for Produce Safety



- Separate solicitation

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Online Solicitation

- Partnership with State Water Resources Control Board
- Financial Assistance Application Submittal Tool (FAAST)



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Review Criteria

- Goal is to fund projects that produce the highest degree of measurable benefits to California specialty crops in relation to each dollar spent.

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Review Process

- Two Levels of Review
 1. Administrative – Internal
 2. Technical - External

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Concept Proposal

- Compelling snapshot of the proposal
- Clearly and concisely conveys need and impact



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Concept Proposal Components

- Organization Type
- Funding Category
- Project Purpose
- Project Objectives
- Prior Year SCBGP Projects
- Potential Impact
- Expected Measurable Outcome(s)
- Project Duration
- Work Plan
- Budget

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Budget Attachment

Budget Categories	GRANT FUNDS REQUESTED
A. Personnel	
B. Fringe Benefits	
C. Travel	
D. Equipment (> \$5,000)	
E. Supplies (< \$5,000)	
F. Contractual (Note A)	
G. Other Costs	
H. Total Direct Costs (sum of sections A-G)	\$ -
I. Total Indirect Costs (Cannot Exceed 5% of Personnel + Fringe Benefits) (Note B)	\$ -
J. Total Grant Funds (sum of H+I)	\$ -

Notes:
 (A) Contractual hourly rates are established by U.S. Office of Personnel Management GS-14 step 10. To access the GS-14 step 10 visit: www.opm.gov/oca/l2tables/indexGS.asp
 (B) Rate subject to change, pending passage of 2012 Farm Bill & SCBGP regulations

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Contractual Rates

- Maximum hourly rate: GS-14 step 10 without Prior Approval
www.opm.gov/oca/l2tables/indexGS.asp
- Justification:
 - Cost Price Analysis
 - Unique Qualifications

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SALARY TABLE 2012-SAC
INCORPORATING A LOCALITY PAYMENT OF 22.20%
FOR THE LOCALITY PAY OF SACRAMENTO—ARDEN-ARCADE—YUBA CITY, CA-NV
(See <http://www.opm.gov/oca/12tables/local.asp> for definitions of locality pay areas.)
RATES FROZEN AT 2010 LEVELS
EFFECTIVE JANUARY 2012
Hourly Basic (B) Rates by Grade and Step
Hourly Overtime (O) Rates by Grade and Step

Grade	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	B	\$ 10.42	\$ 10.77	\$ 11.12	\$ 11.46	\$ 11.81	\$ 12.15	\$ 12.50	\$ 12.84	\$ 13.19	\$ 13.54
	O	15.63	16.16	16.68	17.19	17.71	18.22	18.74	19.25	19.76	20.27
2	B	11.72	12.00	12.29	12.57	12.86	13.14	13.42	13.70	13.98	14.27
	O	17.58	18.00	18.50	19.00	19.50	20.00	20.50	21.00	21.50	22.00
3	B	12.79	13.21	13.64	14.07	14.49	14.92	15.35	15.77	16.20	16.62
	O	19.19	19.82	20.45	21.11	21.74	22.38	23.03	23.66	24.30	24.93
12	B	35.29	36.47	37.64	38.82	40.00	41.17	42.35	43.53	44.70	45.88
	O	40.20	40.20	40.20	40.20	40.20	41.17	42.35	43.53	44.70	45.88
13	B	41.97	43.37	44.76	46.15	47.54	48.93	50.32	51.71	53.10	54.50
	O	41.97	43.37	44.76	46.15	47.54	48.93	50.32	51.71	53.10	54.50
14	B	49.50	51.25	53.00	54.75	56.50	58.25	60.00	61.75	63.50	65.25
	O	49.50	51.25	53.00	54.75	56.50	58.25	60.00	61.75	63.50	65.25
15	B	58.33	60.28	62.22	64.17	66.11	68.06	70.00	71.95	73.89	75.83
	O	58.33	60.28	62.22	64.17	66.11	68.06	70.00	71.95	73.89	75.83

*Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).
http://www.opm.gov/oca/12tables/pdf/sac_h.pdf

Flat Rates

- Flat Rate Estimate
- Basis for Estimate
 - Timeframe
 - Length of service
- Prior Approval Required

Project Examples - Acceptable

- A non-profit 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 university requests funds to research viable pollination for alternatives for specialty crop stakeholders in a given region, which currently does not have one.



Project Examples - Unacceptable

- 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 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.

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Federal Administrative Requirements and Cost Principles

Organization Type	Administrative Requirements	Cost Principles
State, local or Indian tribal government	7 CFR 3015 and 7 CFR 3016	2 CFR 225
Private non-profit organization	7 CFR 3015 and 7 CFR 3019	2 CFR 230
Colleges and Universities	7 CFR 3015 and 7 CFR 3019	2 CFR 220
For-profit organization	7 CFR 3015 and CFR 3019	48 CFR 31.2

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Frequently Asked Questions

- Email Questions
 - grants@cdfa.ca.gov
- Questions Posted to CDFA Web Site
 - www.cdfa.ca.gov/grants



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Resources

CDFA, Federal Funds Management Office

Website www.cdfa.ca.gov/grants

Email grants@cdfa.ca.gov

Telephone (916) 657-3231

University of California, Davis Center of Produce Safety

Website cps.ucdavis.edu

Telephone (530) 757-5777

USDA, Agriculture Marketing Service

Website www.ams.usda.gov/scbgp

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Financial Assistance Application Submittal Tool (FAAST)

How to Apply for California Department of Food and Agriculture's
2013 Specialty Crop Grant Program?

November 2012



Presenters:
Andrew Lawrence, FAAST Coordinator
Ibyang Rivera, FAAST Coordinator

FAAST

- FAAST is a web-based interface system that allows applicants to submit an application electronically.
- FAAST is administered by the State Water Resources Control Board (State Water Board).
- California Department of Food and Agriculture (CDFA) for it's 2013 Specialty Crop Grant Program solicitation.
- FAAST is located on the State Water Board's website at: <https://faast.waterboards.ca.gov>

FAAST SYSTEM REQUIREMENTS

The following are the basic system (usage) requirements:

- Use a Personal Computer (PC)
- Clear your Internet Cookies, Cache, and Internet History
- Use Internet Explorer (v. 6.0 or higher)
- Disable pop-up blocker

Note: FAAST testing is limited to PCs with Internet Explorer. Use of MACs or web browsers other than Internet Explorer may result in difficulty in saving information, uploading attachments, or submitting an application/survey.

FAAST HOMEPAGE

Homepage includes:

- Create User Account
- Logon
- Frequently Asked Questions (FAQs)
- User Manual

Note: The FAAST User Manual is a step-by-step guide to using FAAST.

USER ACCOUNT CREATION

Creating a NEW user account is a 2-step process:

- STEP 1 – Organization Search
Search for your organization as it may already be entered into FAAST. If you do not find your organization listed, create a new organization.
- STEP 2 – User Registration
Enter user account details such as name, contact information, user name, password, and security question/answer.

Note: It is important that your email address is kept current as email is the primary means of communicating with users.

LOGGING ONTO FAAST SYSTEM

- On the FAAST main webpage, look for the “**Log onto FAAST**” heading on the right hand side.
- Enter your username and password and click the “**Log onto FAAST**” button to enter the FAAST system.

Note: Username and password are both case-sensitive.

MAIN MENU

After logging onto FAAST, the Main Menu screen will appear. The Main Menu allows you to:

- Start a new application;
- Work on existing application(s);
- View previously submitted application(s); and
- Update user and organization profiles.

START A NEW APPLICATION

To start a new application, please click the “**Start a New Application/Survey**” link on the Main Menu. In order to get to the application, the user must:

- Review/check each of the usage requirements;
- Select the Applicant Organization;
- Select the “2013 Specialty Crop Grant Program” from the list of Active RFPs/Surveys; and
- Review the selected Organization and RFP.

SELECTING ORGANIZATION

FAAST Financial Assistance Application Submittal Tool

Home My Account Logout

Select Organization

Before you proceed to fill out an application for your project's Request for Proposal (RFP), please indicate the organization that will be responsible as the Lead Applicant for this Project:

- My Organization "Rivera's WG Firm" will be the Lead Applicant for this Project. Click on "Move on to Next Page" button to proceed and prepare an application for the Rivera's WG Firm.
[Move on to Next Page](#)

OR

- I am submitting the proposal on behalf of another organization. I would like to search the database of existing organizations or create a new organization. Click on "Search for Organization" button to continue. If you create a new organization, please take the time to enter the Organization's address completely. You will only have one initial opportunity to enter the correct applicant organization details. If you need to further edit the Applicant Organization details, you will need to contact FAAST_Admin@watersheds.ca.gov.
[Search for Organization](#)

Note: If you are a consultant submitting an application on behalf of a client, select option (2).

Note: If you are submitting an application on behalf of your organization, select option (1).

NAVIGATING THE APPLICATION

The Application is organized into tabs.

General Information Project Budget Funding Project Management Legislative Information Cooperating Entities Questionnaire Attachment

There are several ways to navigate between the application tabs:

- Clicking the “Previous” or “Next” buttons;
- Clicking the “Previous (without Saving)” or “Next (without Saving)” buttons which appears on certain tabs; and
- Clicking the tab titles.

Note: A pop-up message will appear if you have entered information on a tab and attempt to navigate to another tab without saving.

APPLICATION FORM

The Application form is comprised of the following tabs:

- General Information
- Project Budget
- Funding Program
- Project Management
- Legislative Information
- Cooperating Entities
- Questionnaire
- Attachment

GENERAL INFORMATION

The General Information tab contains information about a project such as the title, description, and location.

PROJECT LOCATION

Latitude: (32.0000 to 42.0000) Longitude: (-120.0000 to -114.0000) [Obtain Lat and Long](#)

Watershed: (Enter primary watershed(s); for reporting purposes only)

County: Select a Value

Responsible Regional Water Board: State Wide [Locate on Map](#)

Note: For the CDFA RFP, please select “State Wide” for the Responsible RWQCB.

FUNDING PROGRAM

The Funding Program tab contains a list of available funding programs associated with the RFP/Survey. Please click the check box under the heading “**Apply**” to select the “2013 Specialty Crop Block Grant Program”.

Note: To view application, you must check the “APPLY” box.

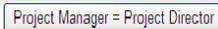


PROJECT MANAGEMENT

The Project Management tab displays the information for the organization and the person submitting an application/survey. This tab is also where the Project Director (authorized representative) and the Project Contact (day-to-day contact) information is recorded.

This information is needed at the time of entering into an funding agreement.

Note: If the Project Contact is the same as the Project Director, fill in the Project Director information, then click the “Project Manager Same As Project Director” button.



LEGISLATIVE INFORMATION

The Legislative Information tab is where CDFA applicants will enter the primary district and additional districts for the project area.

Note: If the project covers multiple districts: 1) Enter one district under the primary column; and 2) Select additional districts in the field labeled “Multiple Selection (CTRL+Click)” by pressing and holding the CTRL key, while clicking to selection additional districts.



COOPERATING ENTITIES

The Cooperating Entities tab allows the CDFA applicant to add and/or edit cooperating entities. Cooperating entities are organizations involved in the project (i.e., co-applicant, implementing agency, consultant, stakeholder).

After entering details for a specific cooperating entity, click the **“Save Cooperating Entity”** button.

Save Cooperating Entity

Note: There is no limit on the number of Cooperating Entities that can be added for a project.

QUESTIONNAIRE

The Questionnaire tab is a series of questions specific to the 2013 Specialty Crop Block Program.

The Questionnaire tab has a session timer which is located above the line of tabs. The session timer resets each time the **“Save as Work in Progress”** button is clicked.

90:00 Session timer in minutes and seconds. Save your work before it times out.

Note: For the purpose of security, FAAST times out after 90-minutes of inactivity.

ATTACHMENTS

The Attachments tab is where attachments (electronic files) are uploaded to the application/survey. Attachments are:

- Required or optional;
- Documents (i.e., project narrative, budget, letters of support, maps); and
- Limited in size (no larger than 10 megabytes [MB]).

Note: The upload process could take several minutes depending on the size of the file and the speed of your internet connection. Please wait until the file completely uploads before attempting to upload additional files or navigating to other tabs.

SAVING/EDITING YOUR APPLICATION

▪ Saving an Application

Applications can be started, saved as a work in progress, and edited up until the time the deadline passes. To save the application, click on the **“Save as Work in Progress”** button.

Save as Work in Progress

▪ Editing an Application

To access an application for editing from the Main Menu, click the **“Active Applications/Surveys”** link to view a list of the applications available for editing.

Note: Information entered should be saved regularly. Once an application has been submitted, the status changes to “Submitted or Assigned for Review”

PREVIEW YOUR APPLICATION

Previewing the application is a good way to ensure the application is complete and accurate prior to submittal. To preview the application/survey, click the **“Preview/Submit”** button. This button is located on all tabs of the application, except “Status”, “Feedback”, and “Post Award”.

Preview/Submit

Note: In order to preview the application, the 2012 Specialty Crop Block Grant Program must be checked in the Funding Program section.

APPLICATION COMPLETION CHECK

The Application Completion Check allows the system to identify any missing required information (i.e., Federal Tax ID #, required attachments) that should be included as part of the application.

NOTE: It is the applicant’s responsibility to confirm compliance with the solicitation instructions. The Application Completion Check will NOT identify missing or incomplete responses in the Questionnaire tab.

SUBMITTING YOUR APPLICATION

If the application has the required information (i.e., Federal Tax ID #, attachments), then the application is ready to be submitted.

To submit the application/survey, read the “**Certification and Submission Statement**”, enter your initials, and click the “**Submit Application/Survey**” button.

Note: Upon successful submission of your application, a confirmation screen will appear immediately. A confirmation email will be sent to the email address on record.

NEED HELP WITH USING FAAST?

- FAAST Help Desk (Monday – Friday, 8 – 5pm)
 - Phone: 1-866-434-1083
 - Email: FAAST_admin@waterboards.ca.gov

Note: All emails should include the following subject line: “CDFA: _____”. Emails should include the Proposal Identification Number (PIN) (if it’s known).

- *Frequently Asked Questions and User Manual and are available on the FAAST homepage.*



<https://faast.waterboards.ca.gov/>

PROGRAM RELATED QUESTIONS?

- All program-related questions should be addressed to the Federal Funds Management Office:
 - Phone: 1-916-657-3231
 - Email: grants@cdfa.ca.gov

ANY QUESTIONS?



California Department of Food and Agriculture

Audits of Specialty Crop Block Grant Program Awards

Presented By

- Pamela Vallerga, CPA
- Mary Lam, Auditor IV

Background for Audit

- The State is required to conduct an audit of the expenditures of all Specialty Crop Block Grant Program-Farm Bill (SCBGP-FB) funds. (7 CFR 1291.11)
- The CDFA Federal Funds Management Office requests that the CDFA Audit Office perform the audit.
- Our audit is based upon selective testing of your accounting records and related data. Since we may not examine all transactions, there is a risk that we may not detect all material errors and irregularities. Our audit program is designed to minimize this risk as much as possible.

Agency Objectives

- Ensure the reliability and the integrity of information
- Comply with policies, procedures, laws and regulations
- Safeguard assets by maintaining proper oversight
- Promote economical and effective use of resources
- Accomplish established goals for operations or programs

Audit Objectives

- Ensure the Grant Recipient is in compliance with:
 - Terms and conditions of agreement
 - Appropriate State and Federal requirements and guidelines
- For example:
- 7 CFR 3015, Uniform Federal Assistance Regulations
 - 7 CFR 3016, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
 - 7 CFR 3019, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations

Standards for Financial Management

- 7 CFR 3015.61 states, "The source and application of funds shall be readily identified by the continuous maintenance of updated records."
- 7 CFR 3016.20 and 7 CFR 3019.21 both require records that identify adequately the source and application of funds for federally-sponsored activities.

Cost Principles Applicability

- We will perform our audit in accordance with these cost principles

If your organization (as a recipient) is:	Then these cost principles apply:
Nonprofit	2 CFR 230 (A-122)
State, local government, Indian tribal government	2 CFR 225 (A-87)
College or university	2 CFR 220 (A-21)
For-profit commercial organization	FAR 31.2 (48 CFR 31.2)
Hospitals	45 CFR 74, App. E

Allowable Costs

- All costs must be associated with project activities that enhance the competitiveness of specialty crops
- Refer to your appropriate cost principles to determine whether specific items of cost are allowable
- Documented? Allocable? Reasonable?

Preparing for the Audit

- You will receive an engagement letter that lists information the auditor will want to examine, such as:
 - General ledgers / Expenditure reports
 - Organization chart
 - Policies and procedures
 - Payroll information
 - Operating expenses documentation
 - Travel claims, vendor invoices, indirect cost rates and certifications, expense allocation worksheets
 - Agreements with contractors and sub-award recipients
 - Support of amounts paid to contractors and sub-award recipients

Audit Process

- Engagement letter
- Planning
- Performance
- Preliminary report
- Response from Grant Recipient, if applicable
- Final report

Recurring Finds

- Lack of detailed support for claimed costs
- Inadequate contractual agreements for services and goods
- Lack of oversight for amounts paid to contractors and sub-award recipients
- Personnel costs not supported as required
- Costs not adhering to maximums
- Costs misclassified to fit into budget rather than a Line-Item Shift being requested

Best Business Practices

- Become familiar with applicable regulations
- Organize the accounting records
- Maintain the supporting documents for all amounts invoiced to CDFA
- Ensure sub-award recipients are being monitored
 - Applicable cost principles are being applied
 - A process of review is in place for costs reimbursed

Questions and Answers

?

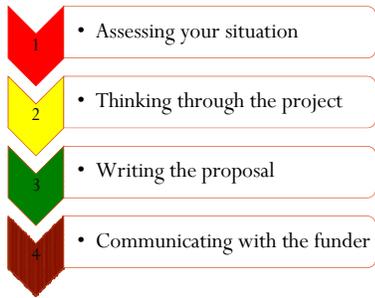
Contact Information

- CDFA Federal Funds Management Office
(916) 657-3231
- CDFA Audit Office
Main: (916) 900-5026
Fax: (916) 999-3001



Grant Proposal Development

Module Sequence





Assessing Your Situation

Preparing for your Grant

Before you start applying for grants, you should lay the groundwork for a capable organization.

- Vision and mission
- Program that will yield results
- Effective management and leadership
- Financial systems that will safeguard the resources





Assessing your Situation

Your organization or program should have a plan in place so that you are able to take advantage of opportunities

- Identify and prioritize needs
- Issues to be addressed
- Assess your organization's strengths

TIP: Don't take on more than you can handle



Key Questions - Grant Requirements

Once you have identified a potential funding opportunity, key questions to explore are:

- What are the requirements to apply for a grant?
- What are the procedures?
- What is the eligibility criteria?
- What are the funder's priority area of interest?
- What is the award amount per grant?
- Is there a matching requirement?

TIP: Review information on projects that have received grant awards to see what is considered a desirable project



Proposal Review Criteria

Funders base their reviews and decisions based on specific criteria and / or priorities. Below are some examples of the criteria and questions funders may use to review, rate, and evaluate your proposal:

1. Relevance and Effectiveness
2. Feasibility and Efficiency
3. Impact
4. Sustainability
5. Capacity



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Thinking through the Project

Framing Your Project



Purpose



- The project purpose is the overall reason or rationale for the project.
- It answers the question – *Why should this project exist?*
- It is often based on an identified need(s) or an aspiration(s).
- Evidence (e.g. data) of the need is usually required.



Goal



- A project goal(s) is a broad or big picture statement of *what is to be accomplished*.
- It is expressed in terms of improvement(s) in the capability or conditions of the situation or beneficiaries.
- The goal should be verifiable at the end of the project.



Objective



- Objectives are the final results which together achieve the project goal. They provide a more detailed picture of *what is to be accomplished*.
- Similar to goals, but are more specific, and more focused on time frames and measurement.

TIP: Federal grant proposals typically require measurable objectives that also tie into their stated priorities.



Formulating SMART Objectives



Objectives should be SMART

- **S**pecific statements of what the project will accomplish
- **M**easurable or observable
- **A**chievable
- **R**ealistic in recognizing the concrete results a project can actually accomplish
- **T**ime-bound





These are not objectives

TIPS

✓ Use words, such as increased, decreased, enhanced, improved, or action verbs

✓ Determine how you will collect and analyze the data and information

- Develop report [this is an output]
- Conduct workshop [this is an activity]
- Cooperate with local organizations [too vague]
- The project will meet food supply need [too global]
- Provide food to hungry [this is an input]
- Increase participant achievement by 10% [if no baseline is established, this is falsely quantified]
- Double the planting and production of broccoli [lacks specific references to people and expected benefits to them]



Linking Purpose - Goal - Objective

A common pitfall in proposals is that there is no linkage between the purpose, goals, objectives, activities, and budget. Focus on developing the logic of your project.

Purpose	To conserve hillside land and water resources and increase income of farm families in Lewis County
Goal	To improve hillside resource management and increase the crop productivity among 85% of farmers in Lewis County by a minimum of 15% over the current average production levels within 6 years
Objective	By the end of the project, 85% of the 100 farmers in Lewis County will practice appropriate farming and conservation methods



Activities



- Determine what activities are required to reach the milestones
- List the activities in a work plan

WHAT	WHO	BY WHEN
Develop work plan	Suzie and team	Oct. 1
Identify trainers	Suzie	Oct. 5
Design workshop modules	Project Coordinator	Nov. 8
Coordinate logistics	Project Director	Oct. 11 to Nov. 30
Workshop conducted (Milestone)		



Monitoring & Evaluation



Purpose of M&E

- Monitoring and evaluation (M&E) allows organizations to answer:
 - What interventions make a difference?
 - Is the project reaching the planned milestones?
 - Is the project having the intended results?

Tips for M&E

- Select qualitative or quantitative indicators to provide a means of measuring achievement, to help assess performance, or reflect changes
- Devise data collection methods, such as surveys or testing
- Interpret findings and apply lessons to improve program management and increase benefits



Budget

- Funders typically ask for a budget that reflects the total cost with separate columns to indicate the:
 - Amount requested

If required:

- In kind contribution from the applicant
- Matching funds from donors or partners

TIP: The budget must link with the activities, objectives, and goals of the project. Make sure expenses are allowable according to regulations and/or guidelines.





Writing the Proposal



Funder Procedures

- Read all the eligibility requirements, guidelines, procedures, and instructions FIRST!
- The grant process is COMPETITIVE
- Federal grants applications require an extensive on-line process including registration and make take several days to complete
- Some funders require an initial 2-3 page Concept Proposal that provides a snapshot of the projects



Elements of a Concept Proposal

- Statement of need/purpose
- Impact on beneficiaries
- Expected outcomes
- Methodology and activities
- Financial information



Elements of a Grant Proposal

Contact Information	Responsible person's name, organization, address, email, telephone.
Abstract	Summary of proposal, including a statement on the purpose of the project, expected results, and why funds are being requested.
Needs Statement/ Purpose	Description of critical issues and why project is necessary. Focus this section on what your intended project is addressing, not on broad contextual remarks.
Impact/ Measurable Outcomes	How project will be implemented, including: measurable goals and objectives, activities, impact on beneficiaries, anticipated results, sustainability, timeframe, and collaborating organizations.
Monitoring & Evaluation	How project will be monitored and evaluated to ensure that the project is on track and that the results are being achieved.
Budget	Costs for project, amount requested, in-kind contributions, and other sources of funding.
Organization Information	Staff qualifications and internal controls.

Budget

BUDGET ITEMS

Personnel (salary, percentage of time, benefits)
Contractual (technical expertise)
Travel
Equipment
Supplies
Other costs
Indirect Costs (overhead)

- ✓ Reasonable and accurate
- ✓ Allowable
- ✓ Corresponds with project objectives
- ✓ Addresses matching requirements





Don'ts of the Proposal Process

- Don't submit a proposal without a third-party review
- Don't submit a proposal without an edit for grammar and spelling
- Don't submit a proposal budget with mathematical errors
- Don't submit a proposal intended for another funder if it does not meet the guidelines
- Don't think that you are entitled to the funding for whatever reason
- Don't wait until the last minute to plan and submit the proposal





Communicating with the Funder



Reporting to Funders

The relationship with the funder does not end with the receipt of the grant award. Funders usually request periodic reporting depending on their own guidelines. Some funders may also request site visits, audits, or an evaluation. The frequency and type of reporting relationship is usually detailed in the grant agreement letter.

How responsive you are to the funder and accountable you are to the achieving the intended results could determine the continuation of additional funding.



Resources

Catalogue of Federal Domestic Assistance
<https://www.cfda.gov/>

Federal Grants
<http://www.grants.gov/>

Foundation Center
<http://foundationcenter.org/>

Proposal Writing Basics – Foundation Center
<http://www.grantsspace.org/Classroom/Training-Courses/Proposal-Writing-Basics>

Proposal Budgeting Basics – Foundation Center
<http://www.grantsspace.org/Classroom/Training-Courses/Proposal-Budgeting-Basics>

Nonprofit Guides
<http://www.npguides.org/index.html>

Questions and Comments