



California Department of Food and Agriculture
Office of Grants Administration

2016 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 will receive grant funds.
- Submitting Organization:
 - 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:
 - Summarize the need for the project, describe the goals and outcomes, and present a plan for evaluating and measuring the success of the project.



Project Budget Tab

- Funds Requested
 - Total amount of SCBGP funds requested.
 - Must match line J in the project's Excel budget template.
 - Between \$50,000 to \$450,000; requests outside of this range will result in disqualification.
- Local Cost Match:
 - Total amount of matching funds or in-kind contributions committed to this 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. Project Purpose (10 points)
4. Prior-year SCBGP Projects (not a scored question)
5. Sustainability (5 points)
6. Potential Impact (10 points)
7. Outcome Measures (5 points) ***NEW for 2016***
8. Outreach Plan (5 points) ***NEW for 2016***
9. Project Duration (not a scored question)
10. Work Plan (10 points)
11. Budget Template Attachment (5 points)



Questionnaire Tab

0

1. Organization Type

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

Individuals are not eligible to apply.



Questionnaire Tab

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2. Funding Area and Category

- **Funding Area I: Market Enhancement**
 - Category A: California Grown Promotion
 - Category B: Market Expansion and Access
- **Funding Area II: Training and Education**
 - Category A: Specialty Crop Nutrition Education
 - Category B: Equipping Current and Next Generation Specialty Crop Farmers
- **Funding Area III: Research**
 - Category A: Environmental Stewardship and Conservation
 - Category B: Plant Health and Pest Management
 - Category C: Food Safety (*Separate proposal solicitation*)
- **Fixed Amount Award: Food Safety Modernization Act**
- **Fixed Amount Award: Adaptation to Drought**



Questionnaire Tab

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3. Project Purpose

- What is the issue, problem, or need?
- How will it be addressed by the project?
- Why is the project important and timely?

All projects must enhance the competitiveness of California specialty crops.



Questionnaire Tab

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4. Prior-year SCBGP Projects

- Does the proposed project build on a prior-year SCBGP project?
 - Yes:
 - What is the grant agreement number?
Example: SCB15014
 - How does the proposed project differ from, complement, or build upon the previous work?
 - No:
 - No explanation required.



Questionnaire Tab

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5. 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

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6. Potential Impact

- Who are the specialty crop beneficiaries?
- How many individuals do you estimate will benefit from the project?
- What is the estimated economic impact on the specialty crop industry?
- What specific specialty crops will be affected?



Questionnaire Tab

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7. Outcome Measures

- Proposals must result in at least one of the following outcomes:
 - Increasing specialty crop sales (*Mandatory for all proposals submitted to the California Grown Promotion funding category*).
 - Increasing specialty crop access.
 - Increasing specialty crop consumption.
 - Improving the economy as a result of specialty crop development.
 - Developing sustainable practices for specialty crops resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources.
 - Creating sustainable, diverse, and resilient specialty crop systems.
 - Increasing the number of viable technologies to improve food safety in specialty crops.
 - Increasing understanding of the ecology of threats to specialty crop food safety from microbial and chemical sources.



Questionnaire Tab

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8. Outreach Plan

- How will the project results be shared?
- Examples of outreach activities:
 - Presentations at professional conferences or producer meetings
 - Articles in professional journals
 - Educational brochures
 - Websites



Questionnaire Tab

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9. Project Duration

- Projects must not start before:
 - October 1, 2016
- Projects must not end after:
 - March 31, 2019

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



Questionnaire Tab

10

10. Work Plan

- What activities will be conducted to accomplish project objectives?
- Who will be responsible for each activity?
- When will each activity occur?



Questionnaire Tab

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11. Budget Template Attachment

- Download, complete and attach the PDF budget template.
- All budget items must solely support enhancing the competitiveness of specialty crops and directly correlate to the goal(s) of the project.
- Grounds for disqualification:
 - Submitting an incorrect template
 - Submitting a blank template
 - Not attaching a template

To install or update Adobe PDF Reader for free, visit:

<https://get.adobe.com/reader/>

2016 Specialty Crop Block Grant Program Concept Proposal Budget

PIN	<input type="text"/>
Total Grant Funds	\$0

Enter the estimated amount of grant funds budgeted for each line item and corresponding grant year. Lines H and J will automatically calculate, no entry is required. Please note: "Total Grant Funds" on line J must match the amount listed in FFAST under "Funds Requested." Please use whole numbers only, do not include amounts with decimals.

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B. Fringe Benefits <i>Estimate the fringe benefit costs for individuals employed by applicant organization for each grant year.</i>				\$0	
C. Travel ¹ <i>Estimate the project related travel costs for individuals employed by applicant organization for each grant year.</i>				\$0	
D. Special Purpose Equipment <i>Estimate the cost for any special purpose equipment. Must cost more than \$5,000/unit and be used for research, scientific, or technical activities only.</i>				\$0	
E. Supplies <i>Estimate the cost for supplies. Must cost less than \$5,000/unit and be used exclusively for the objectives of the project.</i>				\$0	
F. Contractual ² <i>Estimate the costs for any work that will be performed by individuals not employed by the applicant organization (e.g. consultants, contractors, partner organizations, etc.).</i>				\$0	
G. Other <i>Estimate all other costs for each year of the project (e.g. conference registration fees, speaker/trainer fees, publication costs, data collection, etc.).</i>				\$0	
H. Total Direct Costs (A-G)	\$0	\$0	\$0	\$0	
I. Indirect Costs <i>Indirect costs must not exceed 6.00% of total personnel costs (A. Salary and Wages + B. Fringe Benefits).</i>				\$0	Total Indirect Costs: \$0 Total Personnel Costs: \$0 Indirect Cost Rate: = 0.00% <i>Maximum allowable indirect cost rate is 6.00%</i>
J. Total Grant Funds (H+I)	\$0	\$0	\$0	\$0	
K. Program Income <i>Estimate the amount of income (if any) that may be generated by a supported activity or earned as a result of the award.</i>				\$0	

Instructions

- Enter your PIN from FFAST.
- Total Grant Funds will automatically calculate under line J.
 - Ensure this amount matches “Funds Requested” in FFAST.
- Use only whole dollar amounts – no cents.

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A. Salary and Wages

- Salary/wages for individuals working on the grant (employed by the applicant).
- Description:
 - Title of each individual.
- Note:
 - Salary/wage costs for individuals not employed by the applicant must be listed under line F. Contractual.

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B. Fringe Benefits

- Fringe benefits for individuals working on the grant (employed by the applicant).
- Description:
 - Types of benefits included in the organization's policy.
- Note:
 - Fringe benefit costs for individuals not employed by the applicant must be listed under line F. Contractual.

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2016 Specialty Crop Block Grant Program

Concept Proposal Budget

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C. Travel

- Project related travel costs for individuals employed by the applicant.
- Description:
 - Purpose of travel.
- Note:
 - Travel costs for individuals not employed by the applicant must be listed under line F. Contractual.

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D. Special Purpose Equipment

- Costs for any special purpose equipment to be purchased.
- Definition:
 - Acquisition cost more than \$5,000 per unit.
 - Used only for research, scientific, or other technical activities.
- Description:
 - Type of special purpose equipment to be purchased.
- Note:
 - General purpose equipment is unallowable.

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E. Supplies

- Estimate the costs for project-related supplies to be purchased.
- Definition:
 - Acquisition cost less than \$5,000 per unit.
 - Used exclusively for the objectives of the project.
- Description:
 - List the supplies needed for the project.
- Note:
 - Do not include general office supplies (paper, printer ink, pens, etc.). These are considered indirect costs under the SCBGP.

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F. Contractual

- Costs for work on the project performed by individuals not employed by the applicant.
- Description:
 - List the individuals or organizations working on the project that will be paid with grant funds.
- Note:
 - Use federal rates when developing your estimate.

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G. Other

- All other costs for each year of the project.
- Description:
 - Types of expenses included (e.g. conferences or meetings, speaker or trainer fees, publication costs, data collection, etc.)

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2016 Specialty Crop Block Grant Program

Concept Proposal Budget

PIN	
Total Grant Funds	\$0

Enter the estimated amount of grant funds budgeted for each line item and corresponding grant year. Lines H and J will automatically calculate, no entry is required. Please note: "Total Grant Funds" on line J must match the amount listed in FAAST under "Funds Requested." Please use whole numbers only, do not include amounts with decimals.

Budget Categories	Year 1 10/1/16-9/30/17 12 months	Year 2 10/1/17-9/30/18 12 months	Year 3 10/1/18-3/31/19 6 months	Total	Description <i>Brief description of estimated costs per category.</i>
A. Salary and Wages <i>Estimate the salary and wage costs for individuals employed by applicant organization for each grant year.</i>				\$0	
B. Fringe Benefits <i>Estimate the fringe benefit costs for individuals employed by applicant organization for each grant year.</i>				\$0	
C. Travel¹ <i>Estimate the project related travel costs for individuals employed by applicant organization for each grant year.</i>				\$0	
D. Special Purpose Equipment <i>Estimate the cost for any special purpose equipment. Must cost more than \$5,000/unit and be used for research, scientific, or technical activities only.</i>				\$0	
E. Supplies <i>Estimate the cost for supplies. Must cost less than \$5,000/unit and be used exclusively for the objectives of the project.</i>				\$0	
F. Contractual² <i>Estimate the costs for any work that will be performed by individuals not employed by the applicant organization (e.g. consultants, contractors, partner organizations, etc.).</i>				\$0	
G. Other <i>Estimate all other costs for each year of the project (e.g. conference registration fees, speaker/trainer fees, publication costs, data collection, etc.).</i>				\$0	
H. Total Direct Costs (A-G)	\$0	\$0	\$0	\$0	
I. Indirect Costs <i>Indirect costs must not exceed 6.00% of total personnel costs (A. Salary and Wages + B. Fringe Benefits).</i>				\$0	Total indirect costs: \$0 Total Personnel Costs: \$0 Indirect Cost Rate: = 0.00% <i>Maximum allowable indirect cost rate is 6.00%</i>
J. Total Grant Funds (H+I)	\$0	\$0	\$0	\$0	
K. Program Income <i>Estimate the amount of income (if any) that may be generated by a supported activity or earned as a result of the award.</i>				\$0	

H. Total Direct Costs

- Total direct costs for the project.
- Sum of lines A - G.
- Totals automatically.

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2016 Specialty Crop Block Grant Program Concept Proposal Budget

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I. Indirect Costs

- Cannot exceed 6% of A. Salary and Wages + B. Fringe Benefits
- Form calculates indirect cost rate based on values entered for salary, fringe, and indirect.
- If indirect cost rate turns red, it exceeds 6% (the maximum); reduce the amount of indirect expense.

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2016 Specialty Crop Block Grant Program Concept Proposal Budget

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Budget Categories	Year 1 10/1/16-9/30/17 12 months	Year 2 10/1/17-9/30/18 12 months	Year 3 10/1/18-3/31/19 6 months	Total	Description <i>Brief description of estimated costs per category.</i>
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J. Total Grant Funds

- Total grant funds requested for the project.
- Sum of lines H + I.
- Totals automatically.
- Amount carries to the top of the form for quick reference.
- Ensure this amount matches “Funds Requested” in FFAST.

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J. Total Grant Funds (H+I)	\$0	\$0	\$0	\$0	
K. Program Income <i>Estimate the amount of income (if any) that may be generated by a supported activity or earned as a result of the award.</i>				\$0	

K. Program Income

- Estimate income that may be generated by a supported activity or earned as a result of the award.
- Description:
 - Explain how income will be generated.
- Note:
 - Program income cannot be used as profit for an organization and must be reinvested back into the project.

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Questions

