



2015 CalAgPlate Grant Program

REQUEST FOR GRANT PROPOSALS

Released: September 15, 2015

Grant Proposals due: October 26, 2015

Late proposals will not be accepted



2015 California Agriculture Special Interest License Plate Program Request for Grant Proposals

The California Department of Food and Agriculture (CDFA) is pleased to announce a competitive solicitation process to award funding under the California Agriculture Special Interest License Plate (CalAgPlate) program. This program is funded by fees associated with the original purchase, annual renewal, and conversion of CalAgPlates from the California Department of Motor Vehicles.

Acknowledgement

This program would not be possible without the hard work of the many people and organizations that contributed to making the CalAgPlate a reality. Special mention, however, must be reserved for Class XXXI of the California Agricultural Leadership Program, which contributed greatly to the formative stages of this effort and especially the Future Farmers' of America (FFA) organization and their army of students who did yeomen's work to gather the requisite number of participants and bring the project to fruition.

Purpose

The purpose of this program is to support agricultural education, agricultural career awareness and development, agricultural career training, and agricultural leadership development to assist students at the kindergarten through twelfth grade (K-12), post-secondary, and adult education levels. Supporting these educational and training areas will provide participants further agricultural opportunities and experiences at the local and statewide levels.

The CalAgPlate program is consistent with CDFA's mission to protect and promote California's agricultural sector.

Funding

CDFA anticipates that up to \$249,000 will be awarded to projects to support agricultural education and training. Future funding is dependent upon generated CalAgPlate fees.

Note: CDFA reserves the right to offer an award that is different than the amount requested and/or to reduce the number of program awards based on available funding.

Two funding opportunities are available:

	Funding Formula
Available as of August 2015:	\$214,584
Projected as of December 2015:	\$296,000
State Administrative Cost: *	\$ 47,000
Total Available for Grant Awards:	
Projected Tier 1:	\$212,000
Projected Tier 2:	\$ 37,000

*State/ CDFA Operating Cost

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Tier 1 – California Adopted Agricultural Education Programs

Up to 85 percent (\$212,000) of available grant award funding is reserved for State Adopted Agricultural Education Programs (Education Code Sections 52450-52454). These programs have proven to be effective on a statewide basis in meeting the priorities and intent of the CalAgPlate program. Grant Proposals for funding under Tier 1 Category must be submitted in coordination with Future Farmers of America (FFA) leadership activities.

Awards under Tier 1 can range from \$10,000 to \$212,000

Tier 2 – Local/Community/State Agricultural Education Programs

Up to 15 percent (\$37,000) of available funding for grant awards are eligible for Local/Community/State Agricultural Education Programs. This Tier is open to all applicable organizations promoting and administering agricultural education and leadership programs targeting K-12, post-secondary, and adult education, with the exception of universities.

Awards under Tier 2 can range from \$2,500 to \$25,000.

Grant Duration

Projects cannot exceed 18 months and funds may not be used prior to January 1, 2016 or after June 30, 2017.

Eligibility and Exclusions

Tier 1 – California Adopted Agricultural Education Programs

Eligibility is restricted to the California FFA Association; the non-profit organization that represents state adopted Agricultural Education Programs (Education Code Sections 52450-52454). Applicants interested in applying for Tier 1 funding must coordinate directly with the California FFA Association. Please contact California FFA Association at (209) 744-1600 or by email at: kotto@californiaffa.org.

Tier 2 – Local/Community/State Agricultural Education Programs

Eligibility is restricted to non-profit organizations, as well as, state, local and Indian tribal government agencies within California which promote and administer agricultural education and leadership programs. Individual schools and school districts are encouraged to partner with eligible non-profit organizations.

Number of Grant Proposals

Applicants may submit multiple Grant Proposals; however applicants should not submit multiple Grant Proposals for a single project. Each submission should be for a wholly unique project. No more than three Grant Proposals from the same organization will be considered. Special consideration will be given to Grant Proposals from statewide organizations administering

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programs that have curriculum approved by the California Department of Education. Individual local community clubs, chapters and organizations are considered separate from statewide organizations.

Timeline

September 15, 2015	Release Notice of Funding Availability - Request for Grant Proposals
October 26, 2015	Grant Proposals Due by 5:00 pm Pacific Daylight Time (PDT) Submitted to grants@cdfa.ca.gov
November 2015	Review period
December 2015	Announce and Award CalAgPlate Funding

Program Goals

The CalAgPlate program is devoted to enhancing youth agricultural programs to further support educational, leadership, and career education goals.

The CalAgPlate program goals are:

- (1) **Agricultural Education:** Increase the availability of and access to agricultural education in communities throughout the state to provide participants with an enriched understanding of agricultural production, business management, and the diverse environmental complexities associated with farming (i.e. air and water).
- (2) **Agricultural Career Awareness and Development:** Encourage more students to enter the farming profession through greater recognition and promotion of the skill sets needed for agricultural production - skill sets that include, but are not limited to marketing, computer/electrical/mechanical engineering, and agricultural/environmental science.
- (3) **Agricultural Career Training:** Further develop opportunities and programs for agricultural career training that links private agricultural businesses with participants to provide hands-on experience and mentorships for those individuals interested in an agricultural profession.
- (4) **Agricultural Leadership Development:** Enhance youth and adult leadership development activities and professional skill sets through educational and leadership experiences that expose participants to government, private business and non-profit organizations that work on agricultural policy.

The CalAgPlate program is designed to ensure that students have access to agricultural education, leadership, and career training opportunities to enrich their understanding of California agriculture.

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Funding Categories

Below are examples of activities that could be implemented under the specific funding categories. Projects are not limited to the activity examples listed below.

Agricultural Education

In this funding category, CDFA will consider projects that enhance and benefit agricultural education opportunities for students and educators.

Examples:

- School garden programs
- Hands-on agriculture learning experiences
- Field trips to farms/ranches
- Agriculture demonstrations/activities (i.e., fair exhibits)
- Agricultural curriculum development and implementation

Agricultural Career Awareness, Development and Training

In this funding category, CDFA will consider projects that promote and support agricultural career development and training for high school and college students.

Examples:

- Hands-on training experiences and mentorship programs
- Outreach programs and career fairs
- Informational workshops for next generation/beginning farmers
- Agricultural education programs and events

Agricultural Leadership Development

In this funding category, CDFA will consider projects that provide leadership experiences and skills for participants that encourage agriculture leadership development.

Examples:

- Agricultural leadership conferences
- Agricultural leadership training programs
- Education tours focusing on agricultural policy issues/areas

Grant Proposal

The CalAgPlate Grant Proposal consists of the following templates, which are available at:
<http://www.cdfa.ca.gov/calagplate> :

- (1) [Cover Page](#)
- (2) [Project Narrative](#)
- (3) [Budget Narrative](#)

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Grant Proposals must be submitted electronically to grants@cdfa.ca.gov by 5:00 p.m. PDT on October 26, 2015. Submitted Grant Proposals will only be considered if all required templates are complete and attached in one email submission.

Grant Proposal Requirements

- (1) Cover Page:** The cover page template consists of two main sections – *Organization Information* and *Proposal Information*. Applicants will need to identify the type of organization applying for program funds, the amount of funds requested, the Tier (1 or 2), the focus of the project (select one or more funding categories), and target audience (K-8, 9-12, Post-Secondary, or Adult Education).

Supporting organizations: Applicants should list, if applicable, the names of organizations that are actively supporting, in some capacity, the implementation of the program proposal.

- (2) Project Narrative:** A Project Narrative must be completed using 11-point font and cannot exceed five pages, not including cover page and budget narrative.

Program funding cannot exceed a period of 18 months, beginning January 1, 2016 and concluding on June 30, 2017.

- (3) Budget Narrative:** The budget narrative provides a breakdown of expenditures by budgetary line items. All costs should be explained in detail with an estimated unit price.

Assistance and Questions

In order to maintain the integrity of the competitive process, CDFA is unable to advise and/or provide information regarding specific program proposals during the solicitation process. However, CDFA encourages all applicants to view the frequently asked questions available on the CalAgPlate website www.cdfa.ca.gov/calagplate for assistance.

For general questions, contact CDFA's Office of Grants Management (OGA) at grants@cdfa.ca.gov or 916-657-3231.

Invoicing Requirements

The CalAgPlate program will be administered through CDFA's OGA. Recipients will be subject to all applicable State regulations and required to submit invoices and adequate documentation for expenditures at least quarterly, but no more frequently than monthly to seek reimbursement. Advance payments will not be provided.

Reporting Requirements

Recipients must submit one Final Performance Report that identifies milestones, goals and objectives achieved, including quantifiable results, success stories, project delays or concerns and any other pertinent information.

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Appendix

All budget activities should correlate to the purpose and goals of the proposal and demonstrate that they are reasonable and adequate for the proposed work.

Travel

Within the travel category – hotel, airfare, per diem and mileage should be listed as separate line items. For travel within California, state hotel and per diem rates apply. For travel outside of California, federal hotel and per diem rates apply.

California In-State Travel Rates:

The maximum travel rates allowable are established by [California Department of Human Resources](#). *Exceptions: University of California applicants must comply with the University Travel Policies.*

Meals:

Maximum rates for meals plus incidentals are as follows: breakfast \$7; lunch \$11; dinner \$23; incidentals \$5 – daily maximum: \$46.

Lodging:

Maximum lodging for all California counties is \$90 per night, plus tax.

Exceptions include:

- Napa, Riverside, and Sacramento Counties, \$95
- Los Angeles, Orange, and Ventura Counties, \$120
- Alameda, Monterey, San Diego, San Mateo, and Santa Clara Counties, \$125
- San Francisco County and the City of Santa Monica, \$150

Mileage:

Apply the current government mileage rate when using a privately owned vehicle for travel-related purposes. The California mileage rate can be found on the IRS website: <http://www.irs.gov/uac/Newsroom/New-Standard-Mileage-Rates-Now-Available;-Business-Rate-to-Rise-in-2015>

Travel outside of California:

For travel outside of California, eligible hotel and per diem rates are based on U.S. Government rates.

- Domestic U.S. travel rates (outside of California) available at: www.gsa.gov/perdiem
- Foreign Per Diem rates are available at: www.state.gov

Air Travel:

- Allowed rate is up to actual airfare expenses incurred.
- Economy-based rates are to be used by all travelers.

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- International travel must comply with the Fly America Act, U.S.C. Title 49 § 40118. This Act requires consultants, contractors, grantees, and others performing U.S. Government financed foreign air travel to travel by U.S. flag air carriers with some exceptions. Additional information about the Fly America Act can be found at:http://www.gsa.gov/portal/content/103191?utm_source=OGP&utm_medium=print-radio&utm_term=open skies&utm_campaign=shortcuts.

Contractual: Within the contractual category, please individually list each contract that is supported by the program proposal.

Equipment: Equipment with a unit cost of \$5,000 or more is allowable contingent upon CDFR approval. CalAgPlate program funds will not be approved for the construction of facilities or the acquisition of land.

Indirect Costs: Indirect cost is limited to five (5) percent maximum of personnel costs (salaries and fringe benefits).

For a detailed description of each budget category, refer to the Budget Narrative section of the Program Application.

Restrictions and Limitations

Unallowable Costs:

Unallowable expenses include, but are not limited to raffles, incentives, gifts, hospitality suites, alcoholic beverages, costs of entertainment (including amusement, diversion and social activities and any costs directly associated with such costs such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities), and costs for organized fundraising including financial campaigns and solicitation of gifts.

Unallowable costs will not be reimbursed.

Administrative Costs: CalAgPlate program funds will not be approved to support administrative costs of a project.

Scholarships: CalAgPlate program funds cannot be used to support, augment, or create scholarship programs.

Advertising and Promotion:

- Product advertising through any media, either directly or indirectly, through an advertising or other firm is unallowable and will not be reimbursed.
- Purchase of free giveaways and gift items to give away to the public. Items include, but are not limited to key chains, t-shirts, hats, pens, etc. These items are unallowable.

Program Income: Income generated from a CalAgPlate program activity must be reinvested into agricultural educational programs.

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Review and Notification

Criteria:

CDFA's intent is to fund projects that can produce the highest degree of measurable benefits to California agricultural education programs in relation to each dollar spent. Program awards will go to applicants who demonstrate the greatest public benefit based on evaluation and scoring criteria and meet the goals of the CalAgPlate program.

Process:

CalAgPlate grant proposals will be evaluated by CDFA for completeness and a technical review team selected by CDFA to evaluate the merits of the Grant Proposals. The criteria below will serve as guidance to reviewers, upon which program proposals will be competitively rated and ranked. The technical review team will submit award recommendations to CDFA for final determination of awards.

- (1) **CalAgPlate Goal Component (15 points):** Projects funded under this program should have a strong relation to the established CalAgPlate goals to address agricultural education, agricultural leadership, and agricultural career development and training.
- (2) **Quality of Proposal (10 points):** The project is well justified; the goals, objectives, and work plan are clear and appropriate; the resources in terms of personnel and time are appropriate for the project scope; and all budget items are allowable, reasonable and clearly described.
- (3) **Impact (10 points):** The project describes the potential positive impact it will have on the target audience and the number of individuals included.
- (4) **Project Concept (10 points):** The project has technically sound concepts that have been fully thought out and developed into a concrete and feasible project. A project that demonstrates clearly stated goals, measurable objectives, project design, and method of implementation. The degree to which a project has a life beyond the program will also be considered.
- (5) **Budget (5 points):** The projects total grant funds request is reasonable and consistent with project goals.

Feedback

Feedback will be provided to applicants, upon request, within 60 days of award presentations.