



# 2016 CalAgPlate Grant Program

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## REQUEST FOR PROPOSALS

Released:  
September 19, 2016

Grant Proposals due:  
By 5:00 pm PST on October 21, 2016  
*Late proposals will not be accepted*



# 2016 California Agriculture Special Interest License Plate Program Request for Grant Proposals

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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 \$257,000 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 maximum 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 2016:	\$194,500
Projected as of December 2016:	\$284,000
State Administrative Cost: *	\$27,000*
<b>Total Available for Grant Awards:</b>	
Projected Tier 1:	\$218,000
Projected Tier 2:	\$39,000

\*State/ CDFA Operating Cost

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## Funding and Eligibility

### Tier 1 – California Adopted Agricultural Education Programs

Up to 85 percent (\$218,000) of total available grant award funding is reserved for the California FFA Association; the non-profit organization that represents 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. 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: [mmaberto@californiaffa.org](mailto:mmaberto@californiaffa.org)

*Awards under Tier 1 range from a minimum of \$10,000 to a maximum of \$218,000.*

### Tier 2 – Local/Community/State Agricultural Education Programs

Up to 15 percent (\$39,000) of available funding for grant awards are eligible for Local/Community/State Agricultural Education Programs. This Tier is open 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 targeting K-12, post-secondary, and adult education, with the exception of universities. Individual schools and school districts are encouraged to partner with eligible non-profit organizations.

*Awards under Tier 2 can range from a minimum of \$2,500 to a maximum of \$25,000.*

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

## Grant Duration

The maximum grant duration is one (1) year, six (6) months and grant funds cannot be expended before January 1, 2017, or after June 30, 2018.

## Timeline

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September 19, 2016	Release - Request for Grant Proposals
<b>October 21, 2016</b>	<b>Grant Proposals due by 5:00 pm Pacific Daylight Time (PDT) Submitted to <a href="mailto:grants@cdfa.ca.gov">grants@cdfa.ca.gov</a></b>
November 2016	Review period
December 2016	Announce and award Funding

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## Program Goals

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

CDFA has identified three funding categories. Funding categories are intended to help prospective applications develop their projects and submit their projects to the most appropriate category. 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 (e.g., 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

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## Grant Proposal

The CalAgPlate Grant Proposal consists of a two part application template, which is available at: <http://www.cdfa.ca.gov/calagplate>

2016 CalAgPlate application template consists of:

- Cover Page
- Grant Proposal and Budget Narrative

Grant Proposals must be submitted electronically to [grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov) by 5:00 p.m. PDT on October 21, 2016. Submitted Grant Proposals will only be considered if the required application template is complete and attached in one email submission.

## Grant Proposal Requirements

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

*Supporting organizations:* Applicants should list, if applicable, the names of organizations that are actively support the implementation of the program proposal.

- (2) Grant Proposal & Budget Narrative:** The *Grant Proposal Narrative* must be completed using 11-point font and cannot exceed five pages, not including the cover page and budget narrative.

Program funding cannot exceed one (1) year, six (6) months, beginning January 1, 2017 and concluding on June 30, 2018.

The *Budget Narrative* provides a breakdown of expenditures by budgetary line items. All costs should be explained in detail with an estimated price per unit.

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## Assistance and Questions

In order to maintain the integrity of the competitive process, CDFA is unable to advise and/or provide individuals information regarding specific grant 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](http://www.cdfa.ca.gov/calagplate) for assistance.

For general questions, contact CDFA's Office of Grants Administration (OGA) by email at [grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov) or 916-657-3231.

## Payment Process

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. If awarded, ten percent of the total amount of the grant funds will be withheld until receipt, review and approval of the Final Performance Report.

## Reporting Requirements

Recipients must submit one Final Performance Report that identifies goals and objectives achieved, including quantifiable results, successes, project delays or lessons learned and any other pertinent information.

## Disqualifications

The following will result in the disqualification of a grant proposal:

- Grant proposals from ineligible institutions such as universities.
- Incomplete grant proposals, including grant proposals with one or more unanswered questions and/or missing, blank, unreadable, corrupt, or otherwise unusable attachments.
- Grant proposals that include activities outside the grant duration.
- Grant proposals requesting funding for less than the minimum award amount or more than the maximum award amount.
- Grant proposals with unallowable costs or activities necessary to complete the project objectives.

**APPEAL RIGHTS:** Any discretionary action taken by the OGA may be appealed to the Secretary of the California Department of Food and Agriculture within ten (10) days of receiving this notification. The appeal must be in writing and signed by the responsible party named on the grant application or his/her authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the OGA decision you are challenging. The submissions must be sent to the California Department of Food and Agriculture Office of Hearings and Appeals, 1220 N Street, 4th Floor, Sacramento 95814 or emailed to [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov) . If your submission is not received within the time frame provided above, the appeal will be denied.

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## Review and Notification

CDFA will conduct two levels of review. The first level is an administrative review to evaluate the completeness, determine whether grant proposals requirements are met and, if applicable, assess an applicant's past CDFA grant performance. The second level is a technical review conducted by reviewers, selected by CDFA to evaluate the merits of the grant proposal.

## Review 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. Applicants' Grant Proposals will be evaluated based on the criteria set forth and who demonstrates the greatest public benefit and meets the goals of the CalAgPlate program. The criteria below will serve as guidance to reviewers, upon which grant proposals will be competitively rated. The technical review team will submit recommendations to CDFA for final determination of awards.

- (1) **Project Purpose (10 points):**  
Scoring will be based on the specific issue, problem, or need the project will address, as well as the timeliness and relevance to California's agricultural industry.
- (2) **Potential Impact (10 points):**  
Scoring will be based on the anticipated impact on agriculture education and training and the identified beneficiaries.
- (3) **Expected Measurable Outcomes (10 points):**  
Scoring will be based on the relevance, timeliness and probability of success to achieve the CalAgPlate program goals.
- (4) **Project Work Plan (10 points):**  
Scoring will be based on the clarity of the work plan and relevance of the specific project activities to the project purpose.
- (5) **Budget Narrative (10 points):**  
Scoring will be based on the reasonableness of the budget and relevance the project activities and goals.

## Application Notification

Grant Proposals that are disqualified during the administrative review will be notified by email within three weeks of the grant proposal due date. All other applicants will be notified by email regarding the status of their grant proposals in December 2016.

## Feedback

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

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## Appendix

In developing the Grant Proposal Budget Narrative, applicants should ensure that all costs are reasonable, necessary to meet the objectives of the project, allowable, and incurred in a manner consistent with the applicant organization's established practices.

### Travel

For travel within the State of California, applicants should utilize the travel rates established by the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/travel-meals.aspx>

#### Lodging:

The maximum travel rates allowable Lodging within the State of California should also utilize the rates established by the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx>

#### Mileage:

Applicants should apply the current government mileage rate when using a privately owned vehicle for travel-related to the project. The California mileage rate is accessible at:

<https://www.irs.gov/uac/newsroom/2016-standard-mileage-rates-for-business-medical-and-moving-announced>

#### Air Travel:

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

#### Travel outside of California:

For travel outside the State of California, applicants should utilize the travel rates established by the U.S. General Services Administration: <http://www.gsa.gov/portal/category/21287>.

For foreign travel, applicants should utilize the international travel rates established by the U.S. Department of State available at:

[https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

Prior approval from OGA is required for all travel outside of California.

## Restrictions and Limitations

*Unallowable Expenses:* Include, but are not limited to raffles, incentives, gifts, donations of produce grown with CalAgPlate funds, 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.

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### *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 are unallowable. Items include, but are not limited to key chains, t-shirts, hats, pens, etc.

*Program Income:* Income generated from a CalAgPlate program activity or earned as a result of the award must be reinvested into the CalAgPlate agricultural educational program.