2018 CalAgPlate Grant Program

REQUEST FOR GRANT PROPOSALS

Released:
September 6, 2018

Grant Proposals Due:
By 5:00 pm PDT October 5, 2018
No late submissions accepted.

California Department of Food and Agriculture
Office of Grants Administration
1220 N Street
Sacramento, CA 95814
(916) 657-3231
grants@cdfa.ca.gov

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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 and Eligibility

CDFA anticipates that up to $250,000 will be awarded to projects to support agricultural education and training. Future funding is dependent upon generated CalAgPlate fees.

Two funding opportunities available:

	Funding Availability
Actual as of August 2018:	$182,150
Projected as of December 2018:	$ 80,000
State Administrative Cost: *	Up to 10%
Total Available for Awards:	
Projected Tier 1:	$212,500
Projected Tier 2:	$ 37,500

State/ CDFA Operating Cost

Tier 1 – California Adopted Agricultural Education Programs

Up to 85 percent ($212,500) 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.

Grant awards under Tier 1 range from $10,000 to $212,500 per project.

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.

Tier 2 – Local/Community/State Agricultural Education Programs

Up to 15 percent ($37,500) of available funding will be awarded to eligible 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. Individual schools and school districts are encouraged to partner with eligible non-profit organizations. Universities are ineligible to directly apply; however, they can partner with eligible organizations on a proposed CalAgPlate project.

Grant awards under Tier 2 range $2,500 to $10,000 per project.

CDFA reserves the right to offer an award that is different than the amount requested. No more than three grant proposals from the same applicant organization will be considered; however, each grant proposal should be for a wholly unique project.

Grant Duration

The maximum grant duration is one (1) year, six (6) months and grant funds cannot be expended before January 1, 2019 or after June 30, 2020.

Timeline

Release Request for Grant Proposals	September 6, 2018
Grant proposals due	October 5, 2018, 5:00 pm PDT
Review Period	October – December 2018
Announce and award funding	December 2018

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 skills needed for agricultural production including 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.

Funding Categories

CDFA has identified three funding categories. Funding categories are intended to help prospective applicants develop their projects and submit to the most appropriate category. Eligible projects are not limited to the 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

How to Apply

Applicants are required to complete and submit the 2018 CalAgPlate Grant Proposal application using the required templates available on the CalAgPlate website www.cdfa.ca.gov/calagplate

The Grant proposal consists of a two-part application:
- Cover Page Template
- Grant Proposal and Budget Narrative Template

Grant Proposals must be submitted electronically to grants@cdfa.ca.gov by 5:00 p.m. PDT on October 5, 2018. Submitted Grant proposals will only be considered if the required application templates are complete and attached in one email submission.

Grant Proposal Requirements

1. **Cover Page:** The *cover page* template consists of four sections. Section I: Applicant Details; Section II: Project Management; Section III: Proposal Summary and Section IV: Authorization. All sections of the cover page must be completed.

2. **Grant Proposal and Budget Narrative:** The *grant proposal narrative* must be completed on the required template, 11-point font and must not exceed five pages, excluding the budget narrative. The *Budget Narrative* must include a description and detailed breakdown of the total grant funds requested by budgetary categories. All costs should be explained in detail with an estimated price per unit.

   Reminder: Grant funds must be incurred during the grant duration. Grant funds cannot be expended before January 1, 2019 or after June 30, 2020.

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 for assistance.

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.

Payment Process

If awarded, recipients will be subject to all applicable State regulations. Recipients are required to submit invoices at least quarterly, but no more frequently than monthly for reimbursement of actual expenses incurred to support approved project activities. Invoices must include documentation to support reimbursement requested. Advance payments will not be provided. Ten percent of the total amount of the award will be withheld until receipt, review and approval of the Final Performance Report.

Review and Notification

CDFA will conduct two levels of review. The first level is an administrative review to evaluate the completeness, determine whether grant proposal 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.

Notification and Feedback

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 notifed by email regarding the status of their grant proposals in December 2018. Feedback will be provided to applicants, upon request, within 60 days of award presentations.

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 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 disqualification taken by the Office of Grants Administration (OGA) during the administrative review for the preceding reasons may be appealed to CDFA's Office of Hearings and Appeals Office within 10 days of receiving a notice of disqualification from CDFA. The appeal must be in writing and signed by the responsible party name 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 being challenged. The submissions must be sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Sacramento, CA 95814 or emailed to CDFA.LegalOffice@cdfa.ca.gov. If submissions are not received within the time frame provided above, the appeal will be denied.

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. Grant Proposals will be evaluated based on which proposals demonstrate the greatest public benefit and meet 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.

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. Applicants that have not received prior CalAgPlate funding will be given additional consideration during the review process.

Additional Guidance

In developing the Grant Proposal and 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.

All CalAgPlate grant proposals are subject to Section 330.2 of the [Grant Administration Regulations](#) set forth by OGA.

Allowable Costs

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/newsroom/standard-mileage-rates-for-2018-up-from-rates-for-2017

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: https://www.gsa.gov/travel/plan-book/per-diem-rates.

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

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

Program Income

Income generated during the grant period by a supported project activity or earned as a direct result of the CalAgPlate awarded grant. If a project generates program income, applicants must provide a description of how it will be generated and how it will be used to further the CalAgPlate agriculture education program. Program income cannot be used for unallowable costs or activities.

Unallowable Costs

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

Incentives
Raffles, incentives, gifts, and donations.

Hospitality
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).

Fundraising
Costs for organized fundraising including financial campaigns and solicitation of gifts.

Equipment and Capital Expenditures
General-purpose equipment, and capital improvements/expenditures.

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

Unallowable costs will not be reimbursed.