

# Resilient Food Systems Infrastructure Program

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## Request for Proposals

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE 10.190**

Released:

June 11, 2025

Proposals Due:

By 5:00 p.m. PT July 17, 2025

No late submissions accepted.



**California Department of Food and Agriculture  
Office of Grants Administration**

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# About the Program

## Purpose

The U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS), has awarded the California Department of Food and Agriculture (CDFA) a Resilient Food Systems Infrastructure (RFSI) cooperative agreement. **The overall goal of RFSI is to create more and better processing options for local and regional producers** across the specialty crops, dairy, grain (for food), and other sectors by targeting gaps and opportunities in the pandemic assistance, Food Systems Transformation programs, and existing USDA grant programs that support the agricultural supply chain. RFSI will build resilience in the middle of the food supply chain; provide more and better markets to small farms and food businesses; support the development of value-added products for consumers, fair prices, and fair wages; and create new and safe job opportunities.

CDFA, in cooperation with USDA, will conduct a competitive solicitation to award RFSI funds to projects that maintain and improve food and agricultural supply chain resiliency. Projects should support infrastructure in the middle-of-the-supply-chain for California food and farm businesses and other eligible entities. The food supply chain involves the following stages: 1. Production, including growing and harvesting, 2. Processing, 3. Aggregation and Distribution, and 4. Markets and Consumers. RFSI proposals must support the middle of the supply chain, which refers to stages 2. Processing and 3. Aggregation and Distribution. This program supports food system crops and products meant for human consumption. Meat and poultry products are excluded, because they are funded through other USDA programs.

## Funding and Duration

CDFA anticipates that approximately \$2.3 million will be awarded to projects that expand middle-of-the-food-supply-chain capacity for locally and regionally produced foods and offer more and better market opportunities and new streams of revenue to small and mid-sized agricultural producers, including those who may not have access to value-added opportunities or processing to meet market demand for premium or value-added products, such as underserved producers.

Projects can begin upon USDA approval and are expected to complete all purchases by December 31, 2025. Due to the compressed timeline of this extended funding opportunity, applicants should be prepared to make their purchases and complete payments in full promptly upon execution of a Grant Agreement.

## Eligibility

Entities eligible for RFSI Grants are listed below:

- Agricultural producers or processors, or groups of agricultural producers and processors.
- Nonprofit organizations operating middle-of-the-supply-chain activities.
- Local government entities operating middle-of-the-supply-chain activities.
- Tribal governments operating middle-of-the-supply-chain activities.
- Institutions such as schools, universities, or hospitals bringing producers together to establish cooperative or shared infrastructure or to invest in equipment that will benefit multiple producers' middle-of-the-supply-chain activities.

All applicant businesses and organizations must be domestically owned, and applicants' facilities must be physically located within the State of California. All projects must benefit crops grown in California.

This solicitation is an extension of the solicitation that ended February 2024. Prior recipients of RFSI funding are not eligible to request or receive additional funding, including under another business entity and/or Unique Entity Identifier (UEI).

Middle-of-the-supply-chain activities refer to activities in the Processing and/or Aggregation and Distribution stages. Examples of activities are listed below. This is not a complete or exhaustive list; rather, the list below is meant to provide clarity on the meaning of “middle-of-the-supply-chain” activities:

- Packaging, including grading, sorting, and labeling;
- Processing, canning, preserving, or pasteurizing crops;
- Extraction of juice, oil, nut meat, etc. from crops;
- Processing crops, such as chopping, washing, peeling, drying, hulling, milling, shelling, etc.;
- Creating value-added products via cooking, baking, juicing, fermenting, distilling, processing, etc.;
- Processes or activities involving tracking, storage, cold storage, warehouse, and/or distribution of crops and/or products;
- Enhancing worker safety and/or education in the above or similar activities;
- Modernizing, developing, or expanding equipment or facilities used for the above or similar activities.

## Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (<https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. By submitting a proposal or application, Applicant represents that it is not a target of Economic Sanctions. Should the state determine Applicant is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Applicant’s proposal/application any time prior to agreement execution, or, if determined after agreement execution, shall be grounds for termination by the state.

### Project Types

The RFSI is comprised of two tracks composed of different project types: Infrastructure Grants and Simplified Equipment-Only Grants. **Only Simplified Equipment-Only Grants will be available in this solicitation.**

The Simplified Equipment-Only option is a Fixed Price Grant, meaning it will fund only one equipment purchase and the amount awarded will be equal to the cost of the equipment up to the award maximum. Only one piece of equipment may be purchased; processing lines that accomplish a single task are counted as one piece of equipment.

Due to the limited time available for project completion, projects that may trigger environmental or cultural review are not eligible. This includes any stationary equipment to be installed outdoors on any surface other than pre-existing (at the time of application) hardtop surfaces such as asphalt, concrete, etc. Projects involving ground disturbance are not eligible.

Eligible entities may submit **one** Concept Proposal, total.

### Award Limits

The minimum award amount for the Simplified Equipment-Only Grants is \$10,000 and the maximum award amount is \$100,000.

### Matching Funds Requirements

No match is required for the Simplified Equipment-Only Grants. Match is allowable to cover any costs above the maximum award amount of \$100,000. Equipment with a total cost of \$200,000 or greater is not eligible for this solicitation, even if the applicant is able to cover the costs above \$100,000 with matching funds.

## Other Grant Programs

In addition to the Resilient Food Systems Infrastructure Program, CDFA offers several grant programs that address nutritional education, improve access to and consumption of healthy California foods, and provide direct assistance to California farmers and ranchers. For a comprehensive list of [CDFA's Grant Programs](https://www.cdfa.ca.gov/grants/), please visit <https://www.cdfa.ca.gov/grants/>.

A complete list of California grant and loan programs can also be found on the State Library's [California Grants Portal](https://www.grants.ca.gov/) (<https://www.grants.ca.gov/>). USDA grants can be found on the [AMS website](https://www.usda.gov/farming-and-ranching/financial-resources-farmers-and-ranchers/grants-and-loans) (<https://www.usda.gov/farming-and-ranching/financial-resources-farmers-and-ranchers/grants-and-loans>).

## Timeline

### Estimated Program Timeline

Activity	Tentative Date
Application Period Begins	June 11, 2025
Webinar	June 19, 2025
Office Hours	June 25 – July 9, 2025
Concept Proposals Due	July 17, 2025, 5:00 p.m. PT
Concept Proposals Selected	August – September, 2025
Grant Proposals Submitted to USDA	October 2025
Award Announcement & Grant Execution	November 2025

## How to Apply

Applicants are required to complete and submit their proposal via PDF.

The PDF application will be a shorter Concept Proposal, designed to give CDFA staff an understanding of the proposed project. The applicants with the highest-ranked projects will then work with CDFA staff to complete a more detailed Grant Proposal for submission to USDA. This process will take place over email and phone and will require the applicant to respond to questions and requests promptly during August and September 2025; this will be done on a rolling basis.

The PDF Concept Proposal must be submitted via email to [grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov) no later than 5:00 p.m. PT on July 17, 2025. CDFA staff will respond within two business days to confirm receipt of your proposal.

Along with the PDF Concept Proposal, applicants must submit one or more detailed and complete quotes, schematics, cost proposals, bids, or similar to substantiate the details of the requested equipment and its cost.

CDFA highly recommends submitting your proposal as soon as possible so that there is time to address any technical challenges. Corrupted, illegible, or blank files will not be accepted, nor will files hosted on other platforms (such as Google or Apple documents). Paper Concept Proposals will not be accepted via mail.

## **Application Assistance**

### **Application Assistance**

CDFA RFSI staff will assist RFSI applicants in developing their Concept Proposals through weekly online office hours beginning June 25, 2025, and continuing through July 9, 2025. For the full office hours schedule and to register, visit the [CDFA RFSI website](https://www.cdfa.ca.gov/rfsi/) (<https://www.cdfa.ca.gov/rfsi/>).

### **Technical Assistance**

Additional technical assistance will not be available for this funding opportunity.

# Funding Priorities

CDFA has identified the following priorities to meet the current needs of California's agricultural supply chain and address areas that can lead to a more resilient food system:

## Funding Priorities:

- Projects submitted directly by growers, producers, processors, shippers, etc. that support middle-of-the-supply-chain activities.
- Projects that benefit:
  - Historically underserved farmers as defined by [USDA](#);
  - Socially disadvantaged farmers as defined by [AB 1348, the Farmer Equity Act of 2017](#); and/or
  - Agricultural operations that qualify as small disadvantaged businesses, women-owned businesses, or veteran-owned businesses as defined by the [U.S. Small Business Administration](#).
- Projects that enhance worker safety or facilitate compliance with the Produce Safety Rule of the Food Safety Modernization Act.
- Projects that enhance traceability capacity to comply with the Food Traceability Rule.
- Projects that demonstrate feasibility that the projects can reasonably be completed within the grant duration.
- Projects that reduce greenhouse gas emissions and increase water savings.



# Proposal Questions and Scoring

Applicants must apply via PDF mailed to [grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov); links can be found on the [CDFA RFSI website](https://www.cdfa.ca.gov/rfsi/) (<https://www.cdfa.ca.gov/rfsi/>). Failure to answer one or more Concept Proposal questions may result in disqualification.

## Simplified Equipment-Only Grants Concept Proposal Questions

### **Applicant Organization Name:**

Legal name of the organization that will serve as lead for the project and will receive and oversee the use of grant funds. The name listed must match the organization's federal tax return. Please also include a "doing business as" name, if one exists.

### **Applicant Physical and Mailing Address:**

Physical and mailing address (if different) for the applicant. The physical address should be where the proposed project will take place. RFSI funds cannot support projects outside of the State of California.

### **Contact Information:**

Please enter contact information for the individual who is authorized to execute a funding agreement and receive grant funds, as well as a secondary contact. The primary contact should be the main contact for any correspondence, and be available for completion of a Grant Proposal, if selected. The secondary contact should be authorized to discuss and make decisions related to the project. Collected information includes phone number, email address, and mailing address. *Two contacts are required.*

### **Equipment Requested:**

Please name the piece of equipment you would like to purchase. Provide enough detail to understand the request.

For stationary equipment, briefly describe the location where the equipment will be installed.

### **Commodities:**

Please provide a list of the agricultural products to be processed with, stored in, or delivered by the requested equipment.

### **Cost of Requested Equipment:**

Provide the total cost of the requested equipment, substantiated by the attached quote. Note that the minimum grant award is \$10,000 and the maximum award is \$100,000.

If the total equipment cost falls between \$100,000 and \$200,000, please confirm that funds are available to cover the cost above the grant award maximum of \$100,000.

**Description of Applicant Organization:**

Briefly describe the applicant organization, the services it provides, and/or the purpose of the organization. 100 – 250 words is appropriate.

**Acknowledgements:**

Recipients should initial to acknowledge and confirm the following:

- Applicants must meet Small Business Administration Size Standards for their industry: <https://www.sba.gov/federal-contracting/contracting-guide/size-standards/size-standards-tool>
- Projects installing stationary equipment outdoors on any surface other than pre-existing hardtop are not eligible, nor are projects that involve ground disturbance.
- Projects led by an organization that has previously received RFSI funding are not eligible, including under another organization and/or Unique Entity Identifier (UEI).
- Projects must have access to all resources and infrastructure necessary for the project at the time of application, through either ownership or a current lease. If leasing, applicants must have the permission of the property owner to undertake the proposed project.
- If applicants are selected to submit a Grant Proposal to USDA, they must work with CDFA staff to complete the more complicated Grant Proposal. This will require applicants to promptly respond to questions and requests. Refusal or inability to do so may result in the project being removed from consideration.

**Need for and Impact of the Requested Equipment:**

Briefly describe the need for the requested equipment, how it will be used, and the impact it will have on your organization and California producers and processors.

Please also briefly describe any individuals or organizations outside of your organization that will benefit from the equipment, and how. 250 – 750 words is appropriate.

### Scoring Criteria:

Criteria	Maximum Points
<b>Funding Priorities, Specific Issue, Problem or Need That the Project Will Address:</b> <ul style="list-style-type: none"><li>• Does the project demonstrate a clear link to at least one funding priority?</li><li>• Is the need for the equipment clearly explained, and is it relevant to the funding purpose?</li></ul>	15
<b>Impact on Local and Regional Producers, Market Outlets, and More:</b> <ul style="list-style-type: none"><li>• Does the project demonstrate a clear benefit to California growers and producers?</li><li>• Does the project demonstrate that it will meaningfully support growers and producers outside of the applicant organization?</li></ul>	15
<b>Feasibility:</b> <ul style="list-style-type: none"><li>• Can the project reasonably be completed during the grant duration?</li></ul>	5
<b>Completeness:</b> <ul style="list-style-type: none"><li>• Are all answers complete and sufficiently detailed?</li></ul>	5
<b>Budget:</b> <ul style="list-style-type: none"><li>• Are costs clearly detailed?</li><li>• Are costs reasonable and substantiated by the provided quote(s)?</li><li>• Are commodities listed?</li></ul>	10
<b>Total maximum points (including all possible points from additional considerations):</b>	<b>50</b>

# Requirements and Limitations

## Federal Cost Principles

Federal cost principles are regulations, based on organization type, used to determine allowable costs and ensure consistent treatment of costs. Applicants are responsible for identifying the federal cost principles appropriate to their organization, consistent application of cost principles to the RFSI grant funds, and ensuring contractors or consultants comply with federal cost principles requirements.

- State, local, or Indian Tribal governments; non-profit organizations; and colleges and universities will be subject to 2 CFR 200 (<https://www.ecfr.gov/cgi-bin/text-idx?SID=898fdaa0b947dd0bf8c962a137d230dd&node=pt2.1.200&rgn=div5>).
- For-profit organizations will be subject to 48 CFR Subpart 31.2 (<https://www.ecfr.gov/current/title-48/chapter-1/subchapter-E/part-31/subpart-31.2>).

## Environmental Review, National Environmental Policy Act and Other Federal, State, and Local Laws and Regulations

Grant recipients must comply with the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), Endangered Species Act (ESA), and all other federal environmental laws and regulations, as well as any state and local laws and regulations. Compliance with NEPA will be required prior to the award of grant funds.

## Build America, Buy America Act

Any public infrastructure project funded under this grant must ensure adherence to Build America, Buy America (BABA) guidance. For such projects, the recipient must comply with the Buy America Sourcing requirements outlined in the BABA provisions of the Infrastructure Investment and Jobs Act (<https://www.congress.gov/bill/117th-congress/house-bill/3684/text>).

## Unallowable Costs

USDA has identified the activities listed below as not eligible for funding. Proposals with unallowable costs may be subject to disqualification as described below.

The following activities are not eligible for funding:

- Acquiring real property (including land purchases), or any interest therein;
- Projects focused on meat and poultry processing or other ineligible agricultural products;

- Project dealing with pre-harvest, harvest, or retail activities, including deliveries or sales direct-to-consumer;
- Costs and activities funded by another federal, state, or local government grant program or funding opportunity. Note that RFSI funds can complement or build on the successes of prior funding, such as the USDA Regional Food Business Centers Business Builder subawards, to fund subsequent activities.

Please see [Appendix B: Allowable and Unallowable Costs Table](#) for more information on specific cost categories.

## **Indirect Costs**

Simplified Equipment-Only Grants are not eligible for indirect costs.

## **Travel**

Simplified Equipment-Only Grants are not eligible for travel costs.

# Review and Notification

## Review Criteria

Applicants' proposals will be evaluated on the criteria established within this RFP.

## Review Process

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

## Notification and Feedback

Proposals that are disqualified utilizing the criteria below will be notified within 21 days of the Concept Proposal due date. All other applicants will be notified regarding the status of their proposals by December 1, 2025. Feedback will be available for applicants not selected for awards upon request. Feedback will be provided within 60 days of the request date.

To ensure all communications are received, points of contact listed in the Concept Proposal should add [grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov) to their email safe senders list, address book, or contact list.

## Disqualifications

The following may result in the disqualification of a project proposal:

- Incomplete proposals: proposals with one or more unanswered or insufficiently answered questions or without an included, detailed quote.
- Proposals submitted by an organization that has already received RFSI funding.
- Proposals that include activities outside the grant duration.
- Proposals for less than the minimum award amount or more than the maximum award amount.
- Proposals for stationary equipment to be installed outdoors on any surface other than pre-existing hardtop or involving ground disturbance.
- Proposals by entities that do not have access to a location in which to install the requested equipment, through either ownership or current lease.
- Proposals with unallowable costs or activities necessary to complete the project objectives, including but not limited to:
  - Costs to support ineligible commodities.
  - Costs to support activities that are not middle-of-the-supply-chain (e.g., costs related to cultivation, harvest, wholesale/retail sale, etc.).

APPEAL RIGHTS: Any discretionary action taken by the Office of Grants Administration (OGA) may be appealed to the CDFA's Office of Hearings and Appeals within ten (10) calendar days of receiving a notice of disqualification from CDFA. Email notification shall serve as the date of service. The appeal must be in writing and signed by the responsible party named on the grant application or their 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 submission 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](mailto:CDFA.LegalOffice@cdfa.ca.gov). If submissions are not received within the time frame provided above, the appeal will be disqualified from consideration.

# Grant Recipient Information

## Grant Agreement Execution

Applicants selected for the awarding of funds will receive a Grant Agreement package with specific instructions regarding award requirements, including information on project implementation and the payment process. Once a Grant Agreement is executed, grant recipients can begin implementation of the project. Grant recipients are responsible for the overall management of their awarded project to ensure all project activities are completed no later than the end of the grant agreement term.

## Payment Process

CDFA will provide grant recipients with the necessary grant award and invoicing documents.

Grant recipients are expected to complete their purchase promptly upon Execution of their Grant Agreement. Any challenges in meeting this requirement should be communicated to CDFA grant analysts immediately, and sufficient justification provided.

CDFA will withhold 10 percent of the total grant award to be released at project closeout after completion of all grant requirements.

## Tax Obligation

RFSI grants are treated as taxable income for for-profit organizations, including individual producers, processors, distributors, etc. The value of any grant award is considered part of your business's gross income for the tax year.

## Reporting and Communication

Recipients are expected to provide a final performance report. Performance reports must be formatted and submitted using the approved templates and/or guidance provided upon Grant Agreement Execution.



# Assistance and Questions

## Proposal Webinars

CDFA will conduct a webinar on the RFSI solicitation process and the Concept Proposal on June 19, 2025. Please visit the [CDFA RFSI website](https://www.cdfa.ca.gov/rfsi/) (<https://www.cdfa.ca.gov/rfsi/>) for dates and times and to register. A recording will be available on the website after the webinar. All applicants are encouraged to attend the webinar or view the recording.

## Office Hours

CDFA will offer weekly office hours between June 25 and July 9, 2025. For the full office hours schedule and to register, visit the [CDFA RFSI website](https://www.cdfa.ca.gov/rfsi/) (<https://www.cdfa.ca.gov/rfsi/>).

## Frequently Asked Questions (FAQ)

The general RFSI FAQ can be found on the [CDFA RFSI website](https://www.cdfa.ca.gov/rfsi/) (<https://www.cdfa.ca.gov/rfsi/>).

## Questions and Answers (Q&A)

CDFA will conduct three rounds of Q&A to address general questions about the proposal. Email all questions about the solicitation process to: [grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov).

Responses to questions received during the webinars, during office hours, or by email will be posted to the [CDFA RFSI website](https://www.cdfa.ca.gov/rfsi/) (<https://www.cdfa.ca.gov/rfsi/>) according to the following schedule:

Schedule for Q&A

Questions Received by:	Responses Posted by:
June 19, 2025, at 8:00 a.m. PT	June 24, 2025, at 5:00 p.m. PT
July 1, 2025, at 8:00 a.m. PT	July 8, 2025, at 5:00 p.m. PT
July 11, 2025, at 8:00 a.m. PT	July 14, 2025, at 5:00 p.m. PT

July 11, 2025, at 8:00 a.m. PT is the final deadline to submit questions for the proposal Q&A.

To maintain the integrity of the competitive grant process, CDFA is unable to advise and/or provide individuals with any information regarding specific proposals during the solicitation process.

## Appendix A: Performance Measures

RFSI projects must include at least one outcome and one indicator from the table below. All outcomes and indicators selected must be achieved within the grant duration.

These will be selected with the assistance of a CDFA Grant Analyst during the Grant Proposal phase. However, CDFA recommends all applicants review them prior to submitting a proposal to ensure their project meets RFSI performance goals.

### Simplified Equipment Only Grants:

Outcomes	Indicators
<b>Capacity in the middle of the supply chain for local/regional food products</b>	Number of processing equipment units purchased and installed
	Number of aggregation, storage, distribution equipment units purchased and installed:
<b>Increasing economic viability of local/regional producers and processors</b>	Number of local/regional agricultural producers who benefited from the new or improved processing/aggregation/storage or distribution capacity
	Number of new local/regional products processed, aggregated, stored, or distributed
	Number of new value-added products developed
	Number of new market-outlets established

## Appendix B: Allowable and Unallowable Costs Table

Cost Category	Description, Guidance, and Exceptions
<p><b>Equipment</b></p>	<p><b>Special purpose equipment purchases are allowable when provided in the approved budget or with prior written approval for acquisitions costs of special purpose equipment, provided the following criteria are met:</b></p> <p><b>Allowable:</b></p> <ul style="list-style-type: none"> <li>• Purchases of special purpose equipment (such as canners, hulling processors, reverse osmosis systems, egg packing machines, flotation tanks, roasters, or other processing equipment, packing and labeling equipment, and/or delivery vehicles) are allowable when approved in the agreement budget or with prior written approval. All equipment purchases must meet the following criteria: <ul style="list-style-type: none"> <li>○ Equipment is necessary for the technical activities of the agreement and is not otherwise reasonably available and accessible.</li> <li>○ Equipment is normally charged as a direct cost by the organization and is acquired in accordance with organizational practices.</li> <li>○ Equipment must be used solely to meet the purpose of the program and objectives of the agreement.</li> <li>○ Equipment is subject to the full range of acquisition, use, management, and disposition requirements under 2 CFR § 200.313 as applicable.</li> </ul> </li> <li>• Reasonable installation, freight, delivery, or similar costs that are necessary for the equipment to function.</li> </ul>

Cost Category	Description, Guidance, and Exceptions
	<p><b>Unallowable:</b></p> <ul style="list-style-type: none"> <li>• Purchases of general-purpose equipment (e.g., general-use motor vehicles such as pick-up trucks or passenger vans, office furniture, office air conditioners, printers, and copiers).</li> <li>• Purchase of special-purpose equipment for pre-harvest, harvest, or retail activities.</li> <li>• Lease agreements to own (i.e., lease-to-own or rent-to-own).</li> <li>• Upgrades to facilities, including upgrades that may be necessary for equipment installation.</li> <li>• Travel costs, including travel costs related to equipment installation.</li> </ul>
<p><b>Marketing Costs</b></p>	<p><b>Unallowable:</b></p> <ul style="list-style-type: none"> <li>• Recipients to use funds for marketing their product(s), services(s), brand(s), logo(s), or organization.</li> </ul>

Refer to the [USDA General Terms and Conditions](https://www.ams.usda.gov/sites/default/files/media/FY2020GDTermsandConditionsUpdates.pdf) (<https://www.ams.usda.gov/sites/default/files/media/FY2020GDTermsandConditionsUpdates.pdf>) for additional information.

## Appendix C: Proposal Tips

The Office of Grants Administration receives hundreds of grant applications every funding cycle. To ensure that a proposal is accurately submitted and well-received by reviewers, please consider the following advice when composing the proposal:

- Do not wait until the last minute to prepare or submit the proposal. Allow ample time for composition, research, review, and submittal.
- Compose answers to questions in a word processing document so they can be checked for grammar, spelling, syntax, and overall clarity before entering them into the Concept Proposal PDF.
- Keep answers clear, concise, and in response to the question asked.
- Double-check the project budget to ensure costs requested are reasonable and well-researched. Ensure costs requested match the provided quote(s), which should be detailed and complete.
- Give your proposal to someone unfamiliar with your organization – are they able to understand your organization’s current activities, what equipment will be purchased and how it will be used, and the goals for and impact of the proposed project?