Request for Proposals

Specialty Crops Grower Research and Education Grants (GREG)

Addressing Needs of:

1. Small Farmers
2. Beginning Farmers
3. Socially Disadvantaged Farmers

Application Deadline January 10, 2014

The Specialty Crops Program at Colorado State University is accepting applications for Grower Research and Education Grants for the 2014 production season.

This request for proposals is intended for research, demonstration, and/or education projects addressing specialty crops production, processing, and marketing issues faced by one of the following in Colorado:

1. Small farmers
2. Beginning farmers
3. Socially disadvantaged farmers.

Definitions for these classifications are as follows – as defined by the United States Department of Agriculture:

1. Small farmers are defined as farmers with farm sales of less than $250,000 per year.
2. Beginning farmers are people who have not operated a farm or ranch for more than 10 years. The 10-year requirement applies to all operators of the farm or ranch.
3. Socially Disadvantaged Farmer means a farmer or rancher who is a member of a socially disadvantaged group. A "Socially Disadvantaged Group" is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

Individuals or groups of producers/processors interested in conducting research, demonstration, and/or education projects related to specialty crop production, processing, or marketing are encouraged to apply.

Applicants must fall into any of the categories defined above to be considered.
Projects that will be funded must:
1. be innovative and relevant to others producers in Colorado;
2. identify specific problems, opportunities, or issues hindering the adoption, processing or marketing of specialty crops, and offer potential solutions;
3. identify how the project results will be demonstrated and/or disseminated to others.

**Examples:**
Projects might involve small research trials, marketing ideas, educational activities, surveys, demonstrations, grower workshops, etc. **The proposal must address “specialty crops”,** these include: fruits and vegetables, tree nuts, dried fruits and horticulture and nursery crops, including floriculture and turf. Wheat, feed grains, oilseeds, cotton, rice, peanuts, quinoa, and tobacco are not eligible. See the following website for a complete list of eligible specialty crops and ineligible commodities: [http://www.ams.usda.gov/AMSv1.0/scbgpdefinitions](http://www.ams.usda.gov/AMSv1.0/scbgpdefinitions)

For 2014, a maximum of $50,000 will be awarded through grants. The maximum amount per year for each individual grant can be up to the following limits:

- $10,000 for individual grower/producer and
- $25,000 for groups of producers (three or more independent and separate operations, or a state-wide commodity organization).
- Multi-year projects (maximum of 3 years) may be considered.

The **deadline** for receipt of proposals is **January 10, 2014**. The information and format required for a proposal to be accepted is on pages 8-14 of this document. Additional details and requirements are presented in the following pages.

For more information please contact Sara Kammlade or your local extension agent.

Sara Kammlade  
Specialty Crops Program  
Grower Research and Education Grant Coordinator  
1173 Campus Delivery, CSU  
Ft. Collins, CO 80523-1173  
Tel: 970-491-7745  
e-mail: [Sara.Kammlade@colostate.edu](mailto:Sara.Kammlade@colostate.edu)
Eligibility for Specialty Crop Program Grower Research and Education Grants

Proposals are limited to:

1. Small farms
2. Socially disadvantaged farmers
3. Beginning farmers
   (See definitions on page 1)

Individual producers, producer groups, organizations, and associations, as well as state and/or local organizations, academia and other specialty crops stakeholders are eligible to apply either as single entities or in combined efforts. Proposals submitted by individual producers must demonstrate that the potential impact of the project will benefit a broader group of similar producers, region or industry segment.

For purposes of the program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture and sod).

- Crops excluded from the program include: feed crops (such as barley, corn, hay, oats, sorghum grain, and millet), flax seed, food grains (such as rye, and wheat), livestock and dairy products (including eggs), marine aquaculture, oil crops (such as soybean, sunflower, safflower, rapeseed, canola, and mustard seed), range grasses and sugar beets. See the following website for a complete list of eligible specialty crops and ineligible commodities: [http://www.ams.usda.gov/AMSv1.0/scbgpdefinitions](http://www.ams.usda.gov/AMSv1.0/scbgpdefinitions)

Technical Advisors
All projects must have a qualified technical advisor who can assist with the project planning, evaluation, and information outreach. Technical advisors are Colorado State University personnel such as Cooperative Extension agents and/or specialists or researcher scientists or staff at the Colorado Department of Agriculture (CDA). An abbreviated (1 page limit) vitae or resume of the technical advisor must be included with the proposal. In addition to CSU or CDA staff, other consultants or technical experts could be involved with the project. Technical advisors should be aware of the expectations of the SCP as explained in the supplement “The Role of the Technical Advisor in Specialty Crops Program Grower Research and Education Grants” (see page 5).

Outreach Plan
A plan must be made for sharing information with other producers. Identification of who will be reached, when, and how, is required. Means of outreach may include: field days, fact sheets, brochures, workshops, etc.

Grant Award Guidelines
Grant award amounts will be determined on the basis of a competitive review and evaluation of each proposal. Funds will be released when the awardee submits an invoice requesting reimbursement for services, supplies, materials etc. Reimbursement of expenses will be contingent upon compliance with Program Guidelines as set forth by CSU. Claims for reimbursement may not be made more often than monthly.
Grants will be made in support of specialty crops grown in the State of Colorado and are intended to supplement private, state, or third party participant funding. Funds may not be utilized for paying down current debt, purchasing equipment, construction/building costs, or for indirect institutional overhead costs.

Proposal Deadline & Evaluation Methodology
To be eligible for consideration, completed proposals must be received by CSU not later than the close of business on January 1, 2013. Proposals are to be complete and include sufficient information to allow reviewers to evaluate the proposal, yet be as succinct as possible. No incomplete proposals will be considered. Proposal packages are not to exceed 20 pages, including a cover letter, the application form and any attachments, letters of intent and endorsements. Applicants must follow the provided proposal format. CSU may contact applicants for purposes of clarifying information contained in the proposal or to address questions about the proposed project. Criteria utilized by CSU to evaluate proposals may include:

- completeness, eligibility and presentation of the proposal;
- project merit and potential for success;
- the extent to which the project is part of a longer-term strategy rather than a stand-alone project;
- the project’s potential to enhance the competitiveness of the identified specialty crop;
- applicable experience and qualifications of the project principals; and
- the level and sources of matching funds.

A matching contribution of cash and/or in-kind resources equal to at least 25 percent of the total project budget is required. Matching contributions commonly include materials, supplies and/or labor or other resources that are required for the specific project to be undertaken.

Other Provisions
CSU reserves the right to reject any or all proposals, as well as increase or decrease the amount of requested funding based on its findings and the level of available funds. Should the proposal review process suggest a funding level less than the amount requested, CSU’s Specialty Crops Program (CSU SCP) staff will confer with the applicant to determine whether the amount recommended would significantly impact the project’s overall feasibility. Each applicant will be notified of CSU’s decision with respect to their proposal(s) no later than February 15, 2013. All proposals submitted to CSU SCP are subject to the Colorado Open Records Law.

Successful applicants will be required to enter into a contract with CSU. The contract will establish an approved project statement of work and budget, and will list responsibilities of project personnel. This contract will be sent to you in the mail.

- In general, the program will operate on a cost reimbursement basis with payments made to the applicant upon submission of claims (invoices) for reimbursement and documentation supporting eligible project expenses.
Successful applicants will also be **required to develop and submit reports to document project progress and final results.** A final report will be due by Dec. 31 of the year the project is completed. Annual progress reports for multi-year projects will be due Dec. 31 of each year of the project, with a final report due upon project completion. 25% of the grant will be withheld until a final report is received and accepted and outreach agreements have been fulfilled. The specific requirements of these reports are described in ATTACHMENT D. CSU SCP will not be responsible for any costs incurred by any applicant for work performed in the preparation of a proposal, or for any work performed prior to the effective start date of the project. The funding and award period is contingent upon CSU SCP receiving the funds from Colorado Department of Agriculture.

**The Role of the Technical Advisor in the Specialty Crops Program Grower Research and Education Grants.**

The Specialty Crops Program Grower Research and Education Grants program has the opportunity to produce significant applied research. The research objective, having been initiated by growers, should accurately reflect real research needs of growers. While the intent of the SCP Grower Research and Education Grants is to allow growers to define research needs and seek solutions, it is appropriate for Technical Advisors to inform growers of the grant program’s existence, and to help identify possible research projects which may be beneficial to growers.

It is important that technical advisors understand their role, and what is expected of them when asked to collaborate with a grower applying for a specialty crops producer grant.

In summary, the Technical Advisor role is to:

- Assist growers to develop grant proposals.
- Review and suggest needed revisions to growers’ grant proposals before submission to the selection committee.
- Advise SCP coordinator/review committee of the applicant’s ability to perform the research proposed.
- Make timely visits to the grower’s research site, and be able to report to the CSU SCP coordinator about the project’s development.
- Provide, or direct growers where to obtain, technical advice when needed for the project to succeed.
- Advise the SCP coordinator of difficulties, problems with the projects.
Proposal Submission
To be eligible for consideration, applicants may submit proposals electronically or on paper. Signature pages, however, must be submitted on paper. The January 10, 2014 deadline is for all materials, whether submitted by mail or electronic means. Faxed copies are not accepted. Completed proposals are to be submitted to:

Specialty Crops Program
1173 Campus Delivery
Colorado State University
Fort Collins, CO. 80523-1173

Electronic proposals may be submitted to Sara.Kammlade@colostate.edu. Please be sure to include “Proposal – GREG” in the subject line.

Questions & For More Information
Please direct questions and/or requests for more information to:

Sara Kammlade
Specialty Crops Program
Grower Research and Education Grant Coordinator
Tel: 970-491-7745
E-mail: Sara.Kammlade@colostate.edu
2014 Specialty Crops Project Proposal Form
Complete this form entirely using extra sheets as needed.

Specialty Crops Program
Grower Research and Education Grants
For
Small Farmers
Beginning Farmers
Socially Disadvantaged Farmers

SECTION 1: PROFILE, RESOURCE REQUEST & CONTRIBUTIONS

a) Name and Mailing Address of Applicant:
Applicant Name: ____________________________________________
Address: _________________________________________________
City, State, Zip Code: _______________________________________
Telephone: _________________________________________________
E-mail: ___________________________________________________

b) Name and mailing (or e-mail) address of the Technical Advisor:
The Technical Advisor must sign the form and send a written letter of support outlining his/her role in the project
Name: ___________________________________________________
Mailing address: ___________________________________________
e-mail: ___________________________________________________
telephone: _______________________________________________

c) Applicant classification (please check and briefly describe):

_ Small Farmer
_ Beginning Farmer
_ Socially Disadvantaged Farmer

d) Applicant Business Structure:

_ Individual
_ Group
_ Colorado Corporation
_ Market Order, Association, or Not-for-Profit Organization
_ Local Government Entity
_ Other (please specify ________________________________

_________________________________________________________
e) **Federal Tax Identification Number/Social Security Number**

Please indicate your Federal tax identification number. If applying as an individual, please indicate your Social Security number. ________________

f) **Amount of Program Funds Requested**

Please indicate the amount of program funds being requested. $ ______

g) **Applicant Contribution to the Project**

<table>
<thead>
<tr>
<th>Total Project Budget:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Cash Contribution Amount:</td>
<td>$</td>
</tr>
<tr>
<td>Applicant In-Kind Contribution Amount (value of other non-monetary contributions that make the project possible):</td>
<td>$</td>
</tr>
<tr>
<td>Applicant Cash &amp; In-Kind Contribution As a % of Total Project Cost</td>
<td>%</td>
</tr>
</tbody>
</table>

Note: “Applicant” includes applicant and any project co-sponsors.

**SECTION 2: EXECUTIVE SUMMARY**

The executive summary should provide a brief one to two paragraph overview of the project including statement of the problem or need, the opportunity for improving on the problem or addressing the identified need, the project objective(s), expected outcome(s), how the project will enhance the competitiveness of Colorado’s specialty crops industry, and the expected economic benefit to Colorado’s agricultural community.

**SECTION 3: PROJECT INFORMATION**

a) **Project Title**

Concisely express the essence of the project.

__________________________________________________________________________

b) **Name and Contact Information of Project Manager (if different than Applicant)**

Name: ____________________________________________
Title: ____________________________________________
Organization or Company Name: ________________________________
Address: _________________________________________________
City, State, Zip Code: _______________________________________
Telephone(s) _____________________________________________
FAX: ________________________________________________
E-mail: ________________________________________________
c) Strategic Focus of the Project (check the strategic focus most closely aligned with your project)

___ Consumer education, marketing, and/or promotion
___ Crop attribute development and/or yield improvement
___ Energy efficiency and/or alternative energy
___ Export market development and/or market access
___ Food safety
___ Operational best management practices
___ Organizational capacity building
___ Product distribution (including storage and transportation)
___ Seasonal/temporary labor and/or worker training
___ Technical advancement in growing and/or harvesting
___ Water conservation, and/or access

d) Product(s) to be Researched and/or Promoted

Describe the specific product(s) to be researched and/or promoted. If a consumer-ready processed product, please include the percent of ingredients (by weight) that originate from Colorado.

e) Project Purpose/Objective

Clearly identify the specific issue, problem, need, interest or opportunity to be addressed and explain why the proposal is important and timely, as well as what you hope to achieve by undertaking the project. Include data as appropriate to support and/or demonstrate the rationale for the project.

f) Potential Impact

Please describe who will benefit from the project and how the project will enhance the competitiveness of the specialty crop(s) being targeted by the project.

g) Project Goal(s) & Desired Outcome(s)

Describe the overall goal(s) and specific measurable outcomes for the project. What are the goals of the project and how will they be measured upon completion?

h) Longer-Term Strategy

Please describe how this project aligns with the longer-term strategy of your industry, association, business, etc.

i) Work Plan

This section should provide a detailed plan of work describing:
• Key personnel and a summary of their qualifications. If consultants, subcontractors or other professionals are to be utilized, please indicate so in this section along with a description of how the consultant was selected; and
• Tasks to be performed, person(s) responsible, and timeline for completion.

Applications to fund multiple phases of the same project are eligible. However, funding for each subsequent phase will be contingent upon favorable results from the preceding phase. If the project includes multiple phases, the timetable should reflect an approximate start and completion date for each phase as well as all costs associated with each phase.

j) Proposed Starting Date for the Project
Indicate the date you intend for the project to begin, keeping in mind the time required for proposal review, approval, and contracting.

k) Estimated Date for Project Completion
Indicate the date by which you anticipate the project will be fully completed.

SECTION 4: ATTACHMENTS

• Attachment A: Table 1 – Project Budget
• Attachment B: Table 2 – Proposed Sources of Project Contributions
• Attachment C: Certification & Release of Information
• Attachment D: Guidelines for the Annual Report and for the Final Report (to be completed during/after the project)
### ATTACHMENT A

#### Table 1

Project Budget (see definitions below)

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Applicant Cash</th>
<th>Applicant In-Kind</th>
<th>Program Funds</th>
<th>Other State Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant and Agency Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Personnel</td>
<td></td>
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<td></td>
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<tr>
<td>Travel</td>
<td></td>
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<tr>
<td>Printing</td>
<td></td>
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<tr>
<td>Supplies</td>
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<tr>
<td>Shipping</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Other Direct Costs</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Indirect Costs</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>TOTAL</td>
<td></td>
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</tr>
</tbody>
</table>

**Notes:** Please provide specific detail about each proposed Program Funds budget line item.

- **Applicant cash** includes cash you will be committing to the project.
- **Applicant In-Kind includes:** your labor, and/or other contributions you provide.
- **Other State Funds includes** other funding you may be receiving from the State for this project.
- **Program Funds** constitutes funds requested from the CSU SCP.
- “**Applicant**” includes the applicant and any project co-sponsors.
- **Indirect costs** are not allowed as a request from Program Funds. An indirect cost rate is determined by a negotiation process with the federal government. Indirect costs may only be used to meet the match requirement if your organization has a negotiated rate agreement.
  Indirect costs are those costs of performing a project that cannot be directly tied to a specific project, but are nevertheless incurred as a consequence of engaging in the activity. Typical examples include: facilities, electricity, administration, depreciation, management fees, and general office supplies.
- Any **travel** must comply with State of Colorado travel regulations.
**Table 2**
Proposed Sources of Project Contributions

<table>
<thead>
<tr>
<th>Source of Contribution</th>
<th>Amount of Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td></td>
</tr>
<tr>
<td>State Programs (specify)</td>
<td></td>
</tr>
<tr>
<td>1. <strong>Colorado Specialty Crops Program</strong></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>Other Sources (specify)</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>Total Proposed Project Funding</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:** If additional funding sources exist, please attach a written letter of intent of matching funds allocated to this project from each of the above funding sources. The letter should be as specific as possible about the form of the contribution (i.e., cash, reduction in fee, etc.). No letter of intent is required of the CSU SCP.
ATTACHMENT C

Certification & Release of Information

Pursuant to the program guidelines and application materials concerning the Colorado Specialty Crops Program as administered by Colorado State University, the applicant (signing below) hereby certifies, subject to penalties of perjury, the following:

“I am not an employee of the Colorado Department of Agriculture, nor am I a member of the Colorado Agriculture Commission.”

“I am not a state official acting in violation of the State Code of Ethics.”

In addition, by affixing my signature to this application, I certify having read and understand the guidelines governing the allocation and award of funds under the Program and agree to all conditions set forth therein. I also attest that all information contained in this application package is true and accurate in all material respects to the best of my knowledge, information and belief. If, at a future date, CSU SCP becomes aware of misrepresentation(s) contained in this application, CSU SCP reserves the right to modify or terminate any agreements with the applicant and to pursue any and all legal remedies.

I hereby give permission to CSU SCP to research the project as proposed, and perform other related activities necessary for the reasonable evaluation of this application. In its determination of whether or not to fund the project or any subsequent phases of the project, CSU SCP may employ outside experts to review project details and make recommendations. By affixing my signature, I agree that CSU SCP may release any and all project information to an expert(s) as employed by CSU SCP. In all instances, the expert(s) will be required to sign an affidavit of confidentiality.

I further understand that this application is subject to the Colorado Open Records Law, and that information concerning the proposed project and end results may also be utilized for announcements, media releases and other public information.

Applicant Name: ____________________________________________________________

Signature:  ________________________________________________________________

Title:  ________________________________________________________________

Date:  ________________________________________________________________
ATTACHMENT D
GUIDELINES FOR THE ANNUAL REPORT AND FINAL REPORT
(TO BE COMPLETED ANNUALLY AND/OR WHEN THE PROJECT IS COMPLETED)

- Annual and final reports are required.
- The project does not need to be finished to submit an annual report.
- Upon conclusion of the project, grantees will submit a written final report evaluating their project.
- These reports are due by 31 December of each year the project is underway.
- A final budget sheet demonstrating financial accountability is also required.
- Mail the signed and dated report to:

  Frank Stonaker
  Specialty Crops Program
  1173 Campus Delivery
  Ft. Collins, CO 80523-1173

Project reports will be compiled annually and shared with other producers, interested policymakers, and leaders in your community, and at state, regional and national levels. Final reimbursements (final 25%) will be provided when a satisfactory final report is provided and accepted by the CSU-SCP.

Guidelines:
1. Summary:
   a. Summarize the project objective and results in one paragraph.
2. Materials and Methods
   a. How was the project done?
   b. Detail the methods and materials used to complete the project.
3. Results
   a. What information/data was collected?
   b. Tables, graphs etc. may be used to present this information.
4. Conclusions and Discussion
   a. What was learned from the project?
   b. Were the objectives of the project achieved?
5. Outreach
   a. Describe how the results and/or activities of the project were communicated to other producers and/or interested parties.
6. Final Budget Sheet
   a. Report how grant funds have been used following the general format:

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Description</th>
<th>Funds Received from SCP ($)</th>
<th>SCP grant funds Used ($)</th>
<th>Matching funds ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
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<tr>
<td>Rental Value of Equipment</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Materials and Supplies</td>
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<tr>
<td>Equipment Purchases</td>
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<tr>
<td>Outreach Expenses</td>
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<tr>
<td>Travel Expenses</td>
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<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
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</table>

7. Signature of Project Leader and date.______________________________________________________

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