

2023 WEST VIRGINIA SPECIALTY CROP BLOCK GRANT PROGRAM APPLICATION

The acceptable font size for the narrative is **Cambria, 12 pitch with all margins at 1 inch in MS word 2013 or later.** The following information must be included in each project profile.

Complete all requested information. When appropriate, use a narrative format. Delete all italicized text. Keep all banner headings intact. For applications to be considered, all text boxes must be completed including reference to non-applicability (n/a).

INSTRUCTIONS:

1. Please read the FY23 SCBGP grant application instruction manual and attachment in its entirety prior to completing the application.
2. To maintain the formatting of this template when copying and pasting text from another source, right-click and select "Keep Text Only" under "Paste Options."
3. Save your application with the filename that relates to your project name.
4. The completed application should be uploaded and included in an email to grants@wvda.us as a Microsoft Word document (.doc or .docx) **AND** a PDF. Applications can also be mailed.

THE APPLICATION MUST BE SUBMITTED AS A WORD DOCUMENT AND A PDF.

PROJECT TITLE (15 WORDS OR FEWER)

PROJECT APPLICANT, TAX ID, DUNS NUMBER & CONTACT

Organization:

FEIN:

DUNS:

Mailing Address:

Project/Grant Contact:

Phone:

Email:

Please attach a copy of the System for Award Management (SAM) registration to this application. For more information on SAM registration, requirements, etc. please visit <https://www.usfcr.com>

DURATION OF PROJECT (DEFAULT START DATE IS 9/30/2023 AND END DATE IS 9/29/2025)

Start Date: _____

End Date: _____

PROJECT PARTNER AND SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State Department of Agriculture to lead and execute the project,
2. The project's purpose, deliverables, and expected outcomes and
3. A description of the general tasks/activities to be completed during the project period to fulfill this goal.

FOR EXAMPLE:

The ABC University will mitigate the spread of citrus greening (Huanglongbing) by developing scientifically based practical measures to implement in a quarantine area and disseminating results to stakeholders through grower meetings and field days.

The Project Summary is a summation of intended project activities and outcomes, like an abstract. If funded, this statement will be used to promote the project. When requests are made of the program for particular projects, this is what WVDA/USDA will release to the public. The Project Purpose provides more detail about the project's background, the reason it's being proposed, and the project's beneficiaries. The Project Purpose is essentially the "nuts and bolts" of the proposal, while the Project Summary is a condensed statement of the project's activities and outcomes.

Suggested Outline: [Name of Organization] will [What will your project achieve?] by [How will you achieve it?]

Example: The ABC University will mitigate the spread of citrus greening (Huanglongbing) by developing scientifically-based practical measures to implement in a quarantine area and disseminating results to stakeholders through grower meetings and field days.

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM, OR NEED THE PROJECT WILL ADDRESS

PROVIDE A LISTING OF THE OBJECTIVES THIS PROJECT HOPES TO ACHIEVE

Add more objectives by copying and pasting the existing listing or delete objectives that aren't necessary. Minimum of 2 objectives; maximum of 8.

A project's objectives are different from the outcomes & indicators you will outline later in this application. Objectives should flow from the purpose or goal of the project and be stated as actions that are realistic and tangible – but not necessarily quantifiable – during the project. For example, an objective might read as, "to adapt lettuce cultivars to environments in which less water and nitrogen will be available and applied."

Objective 1:

Objective 2:

Objective 3:

Objective 4:

PROJECT BENEFICIARIES: PLEASE HIGHLIGHT THE ANSWER IN YELLOW.

Please refer to page 10 of the application for definitions.

Estimate the number of project beneficiaries: _____

Does this project directly benefit socially disadvantaged farmers? (As defined on page 10) Yes ☐ No ☐

Does this project directly benefit beginning farmers? (As defined on page 10) Yes ☐ No ☐

STATEMENT OF SOLELY ENHANCING SPECIALTY CROPS. MARK WITH 'X'.

By checking the box to the right, I confirm that this project enhances the competitiveness of specialty crops in accordance with and defined by the Farm Bill. Further information regarding the definition of a specialty crop can be found at www.ams.usda.gov/services/grants/scbgp. ☐

____ Yes, I confirm that this project solely enhances the competitiveness of specialty crops in accordance with and defined by [7 U.S.C. 1621](http://www.ams.usda.gov/services/grants/scbgp). Further information regarding the definition of a specialty crop can be found at www.ams.usda.gov/services/grants/scbgp.

CONTINUATION PROJECT INFORMATION: MARK WITH 'X'.

____ This project is NOT a continuation of a previous project. *If not, please mark the below questions with 'N/A'.*

____ This project IS a continuation of a previous project. *If a continuation, please answer the below questions.*

DESCRIBE HOW THIS PROJECT WILL DIFFER FROM AND BUILD ON THE PREVIOUS EFFORTS

PROVIDE A SUMMARY (3 TO 5 SENTENCES) OF THE OUTCOMES OF THE PREVIOUS EFFORTS

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

What was previously learned from implementing this project, including potential improvements?

How are the lessons learned and improvements provided in the annual and final reports of the previous project being incorporated into the project to make the proposed project more effective and successful at meeting goals and outcomes?

DESCRIBE THE LIKELIHOOD OF THE PROJECT BECOMING SELF-SUSTAINING AND NOT INDEFINITELY DEPENDENT ON GRANT FUNDS

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS: MARK WITH 'X'.

The SCBGP will not fund duplicative projects. Did you submit this project to a federal or state grant program other than the SCBGP for funding and/or is a federal or state grant program other than the SCBGP funding the project currently?

_____ **Yes**

_____ **No**

IF YOUR PROJECT IS RECEIVING OR WILL POTENTIALLY RECEIVE FUNDS FROM ANOTHER FEDERAL OR STATE GRANT PROGRAM

Identify the federal or state grant program(s).

Describe how the SCBGP project differs from or supplements the other grant program(s) efforts.

EXTERNAL PROJECT SUPPORT

Describe the specialty crop stakeholders who support this project and explain why (other than the applicant and organizations involved in the project).

Who are the specialty crop stakeholders—other than the applicant and organizations involved in the project—who support this project?

Why do the above stakeholders support this project?

EXPECTED MEASURABLE OUTCOMES

SELECT THE APPROPRIATE OUTCOME(S) AND INDICATOR(S)/SUB-INDICATOR(S)

You must choose at least one of the eight outcomes listed in the [SCBGP Performance Measures](#), which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.

OUTCOME MEASURE(S)

Select the outcome measure(s) that are applicable for this project from the listing below.

- ☐ **Outcome 1:** Increasing Consumption and Consumer Purchasing of Specialty Crops
- ☐ **Outcome 2:** Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution
- ☐ **Outcome 3:** Increase Food Safety Knowledge and Processes
- ☐ **Outcome 4:** Improve Pest and Disease Control Processes
- ☐ **Outcome 5:** Develop New Seed Varieties and Specialty Crops
- ☐ **Outcome 6:** Expand Specialty Crop Research and Development
- ☐ **Outcome 7:** Improve Environmental Sustainability of Specialty Crops

OUTCOME INDICATOR(S)

Please fill out the highlighted area for each appropriate outcome indicator. Erase any Outcomes that are not relevant to your project. Do NOT erase specific outcome indicators, but only entire outcomes that do not pertain to your project.

OUTCOME 1: INCREASING CONSUMPTION AND CONSUMER PURCHASING OF SPECIALTY CROPS.

1.1 Total number of consumers who gained knowledge about specialty crops .

1.1a Adults .

1.1b Children .

1.2 Total number of consumers who consumed more specialty crops .

1.2a Adults .

1.2b Children .

1.3 Number of additional specialty crop customers counted .

1.4 Number of additional business transactions executed .

1.5 Increased sales measured in:

1.5a Dollars .

1.5b Percent change .

1.5c Combination of volume and average price as a result of enhanced marketing activities .

OUTCOME 2: INCREASING ACCESS TO SPECIALTY CROPS AND EXPANDING SPECIALTY CROP PRODUCTION AND DISTRIBUTION.

2.1 Number of stakeholders that gained technical knowledge about producing, preparing, procuring, and/or accessing specialty crops ____.

2.2 Number of stakeholders that reported producing, preparing, procuring, and/or accessing more specialty crops ____.

2.3 Total number of market access points for specialty crops developed or expanded ____.
Of those:

2.3a Number of new online portals created to sell specialty crops ____.

2.3b Number with expanded seasonal availability ____.

2.3c Number of existing market access points that expanded specialty crop offerings ____.

2.3d Number of new market access points that established specialty crop offerings ____.

2.4 Number of stakeholders that gained knowledge about more efficient and effective distribution systems ____.

2.5 Number of stakeholders that adopted best practices or new technologies to improve distribution systems ____.

2.6 Total number of partnerships established between producers, distributors, and/or other relevant intermediaries related to distribution systems _____. Of those established:

2.6a Number formalized with written agreements (i.e. MOU's, signed contracts, etc.) ____.

2.6b Number of partnerships with underserved organizations ____.

2.7 Total number of new/improved distribution systems developed _____. Of those, the number that:

2.7a Stemmed from new partnerships ____.

2.7b Increased efficiency ____.

2.7c reduced costs ____.

2.7d Increased specialty crop grower participation ____.

2.7e Expanded customer reach ____.

2.7f Increased online presence ____.

2.8 Number of specialty crop-related jobs:

2.8a Created ____.

2.8b Maintained ____.

2.9 Total number of new individuals who went into specialty crop production as a result of marketing _____. Of those, the number who are:

2.9a Beginning farmers or ranchers ____.

2.9b Socially disadvantaged farmers or ranchers ____.

2.10 Number of market access points that reported increased:

- 2.10a Revenue .
- 2.10b Sales .
- 2.10c Cost-savings .

OUTCOME 3: INCREASE FOOD SAFETY KNOWLEDGE AND PROCESSES.

3.1 Number of stakeholders that gained knowledge about prevention, detection, control, and/or intervention food safety practices, including relevant regulations (to improve their ability to comply with the Food Safety Modernization Act (FSMA) and/or meet the standards for aligned third party food safety audits such as Harmonized GAP/GHP) .

3.2 Number of stakeholders that:

- 3.2a** Established a food safety plan .
- 3.2b** Revised or updated their food safety plan .

3.3 Number of specialty crop stakeholders who implemented new/improved prevention, detection, control, and intervention practices, tools, or technologies to mitigate food safety risks (to improve their ability to comply with the Food Safety Modernization Act (FSMA) and/or meet the standards for aligned third party food safety audits such as Harmonized GAP/GHP) .

3.4 Number of prevention, detection, control, or intervention practices developed or enhanced to mitigate food safety risks .

3.5 Number of stakeholders that used grant funds to:

- 3.5a** Purchase .
- 3.5b** Upgrade food safety equipment .

OUTCOME 4: IMPROVE PEST AND DISEASE CONTROL PROCESSES.

4.1 Number of stakeholders that gained knowledge about science-based tools to combat pests and diseases .

4.2 Number of stakeholders that adopted pest and disease control best practices, technologies, or innovations .

4.3 Number of stakeholders trained in early detection and rapid response practices to combat pests and diseases . Of those:

4.3a the number of additional acres managed using integrated pest management .

4.4 Number of stakeholders that implemented new diagnostic systems, methods, or technologies for analyzing specialty crop pests and diseases .

4.5 Total number of producers/processors that enhanced or maintained pest and disease control practices . Of those, the number that reported:

- 4.5a Reduction in product lost to pest and diseases
- 4.5b Improved crop quality
- 4.5c Reduction in labor costs
- 4.5d Reduction in pesticide use
- 4.6 Number of producers/processors improving the efficiency of pest and disease control diagnostics and response testing, as reported by:
 - 4.6a Improving speed
 - 4.6b Improving reliability
 - 4.6c Expanding capability
 - 4.6d Increasing testing (i.e. survey work for pests)

OUTCOME 5: DEVELOP NEW SEED VARIETIES AND SPECIALTY CROPS.

- 5.1 Number of cultivar and/or variety trials conducted . Of those:
 - 5.1a The number that advanced to further stages of development
- 5.2 Number of cultivars and/or seed varieties developed
- 5.3 Number of cultivars and/or seed varieties released
- 5.4 Number of growers adopting new cultivars and/or varieties
- 5.5 Number of acres planted with new cultivars and/or varieties

OUTCOME 6: EXPAND SPECIALTY CROP RESEARCH AND DEVELOPMENT.

- 6.1 Number of research goals accomplished
- 6.2 For research conclusions, the number that:
 - 6.2a Yielded findings that supported continued research
 - 6.2b Yielded findings that led to completion of study
 - 6.2c Yielded findings that allow for implementation of new practice, process or technology
- 6.3 Number of industry representatives and other stakeholders who engaged with research results
- 6.4 Total number of research outputs published to industry publications and/or academic journals . For each published research output, the:
 - 6.4a Number of views/reads of published research/data
 - 6.4b Number of citations counted

OUTCOME 7: IMPROVE ENVIRONMENTAL SUSTAINABILITY OF SPECIALTY CROPS.

- 7.1 Number of stakeholders that gained knowledge about environmental sustainability best practices, tools, or technologies ____.
- 7.2 Number of stakeholders reported with an intent to adopt environmental sustainability best practices, tools, or technologies ____.
- 7.3 Number of producers that adopted environmental best practices or tools ____.
- 7.4 Number of new tools/technologies developed or enhanced to improve sustainability/conservation or other environmental outcomes ____.
- 7.5 Number of additional acres managed with sustainable practices, tools, or technologies that focused on:
- 7.5a Water quality/ conservation ____.
 - 7.5b Soil health ____.
 - 7.5c Biodiversity ____.
 - 7.5d Reduction in energy use ____.
 - 7.5e Other positive environmental outcomes (optional) ____.
- 7.6 Number of additional acres established and maintained for the mutual benefit of pollinators/specialty crops ____.

ADDITIONAL INFORMATION & DEFINITIONS.

Marketing and Promotion Projects: Marketing and promotion projects focus efforts to sell, advertise, promote, market, and generate publicity, attract new customers, or raise customer awareness for specialty crops or a specialty crop venue. These include, but are not limited to: Uses of social media to market and promote; Specialty crop local, regional and national campaigns; Specialty crop only tradeshow; Website promotion and development; Use/development of billboards, radio, television, magazine and email ads, marketing materials such as direct mail, brochures; Agritourism; Export market development; Retail promotions including point-of-purchase items, labels, packaging etc.; Farmers market promotions; and Marketing and promotion campaigns with an education component directed to consumers.

Indicator: Sales increased from \$ ____ to \$ ____ and by ____ percent as a result of marketing and/or promotion activities

The specific measure must be expressed as a dollar value and percentage increase in sales of one or more specialty crops in one or more States or foreign markets as a result of marketing and/or promotion activities. For example, an expected outcome of growth in sales from 5% to 10% is not acceptable by itself, but in combination with an increase in sales of \$1 million to \$2 million it is acceptable. This requirement means that an established baseline of sales in dollars should already exist at the time of application. For projects that do not already have a baseline of sales in dollars, one of the objectives of the project must be to determine such a baseline in order to meet the requirement to document the value of sales increases by the end of the project.

AMS understands that sales can be impacted by a host of unrelated issues including trade disputes, phytosanitary issues, export conditions, weather, and other factors affecting the farmer, supply chain, retailers, wholesalers and/or consumers. The above factors demonstrate that even a perfectly executed marketing campaign can result in sales remaining constant or even declining. These factors and events that either positively or negatively impacted the sales of a project can be explained in the performance report.

Difference Between "Jobs" and "Careers": Jobs are net gain of paid employment; new businesses created or adopted can indicate new careers.

Beginning Farmer: A Beginning Farmer is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation.

Socially Disadvantaged Farmer: A Socially Disadvantaged Farmer is a farmer 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.

MISCELLANEOUS OUTCOME MEASURE

In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project – specific outcome(s) and indicator(s) which will be subject to approval by AMS.

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

Explain how you will collect the required data to report on the outcome(s) and indicator(s).

BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. Any expenses to be covered with matching funds should be described separately if necessary. Applicants should review the FY 23-SCBGP Grant Application Instruction Manual in its entirety prior to completion.

Budget Summary				
Expense Category	SCBGP Funds Requested	MATCH	MATCH SOURCE	Total Funds Requested
Personnel				\$
Fringe Benefits				\$
Travel				\$
Equipment				\$
Supplies				\$
Contractual				\$
Other				\$
Subtotal				\$
			TOTAL Budget	

PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Salaries guidance. **The West Virginia Department of Agriculture Specialty Crop Block Grant Program can only fund direct costs. See FY 23 SCBGP Grant Application Instruction Manual for further guidance.**

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1			\$
2			
3			
4			

Personnel Subtotal	\$
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PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel as necessary.

PERSONNEL 1:

PERSONNEL 2:

PERSONNEL 3:

FRINGE BENEFITS

Provide the fringe benefit rates for each of the project's salaried employees described in the Personnel section that will be paid with SCBGP funds.

#	Name/Title	Fringe Benefit Rate	Funds Requested
1			
2			
3			
4			
		FRINGE SUBTOTAL	

MATCHING FUNDS (IF APPLICABLE).

MATCHING FUNDS: \$

SOURCE:

MATCH DESCRIPTION:

TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See FY 23 SCBGP Grant Application Instruction Manual for further guidance.

THE REIMBURSABLE MILEAGE RATE IS: .625 CENTS A MILE.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1							
2							
3							
4							
5							
6							
7							

Travel Subtotal	\$0
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TRAVEL JUSTIFICATION

For each trip listed in the above table describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

Trip 1 (Approximate Date of Travel MM/YYYY):

Trip 2 (Approximate Date of Travel MM/YYYY):

Trip 3 (Approximate Date of Travel MM/YYYY):

Add other Trips as necessary

CONFORMING WITH YOUR TRAVEL POLICY. **MARK WITH 'X'.**

I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#) or [48 CFR subpart 31.2](#) as applicable.

☐ Yes, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#) or [48 CFR subpart 31.2](#) as applicable.

EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or

exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. See FY 23-SCBGP Grant Application Instruction Manual for further guidance.

Rental of “general purpose equipment” must also be described in this section. Purchase of “general purpose equipment” is not allowable under this grant.

#	Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				
3				
4				

Equipment Subtotal

EQUIPMENT JUSTIFICATION

For each Equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn't necessary.

Equipment 1:

SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and solely enhance the competitiveness of specialty crops. See FY 23-SCBGP Grant Application Instruction Manual for further guidance.

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested

Supplies Subtotal

SUPPLIES JUSTIFICATION

Describe the purpose of each supply listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

CONTRACTUAL/CONSULTANT

Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately. (Repeat this section for each contract/consultant.)

ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

Provide a list of contractors/consultants, detailing the name, hourly/flat rate and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

#	Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1			
2			
3			
4			

Contractual/Consultant Subtotal	
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CONTRACTUAL JUSTIFICATION

Describe the project activities each contractor or consultant will accomplish to meet the objectives and outcomes of the project. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2018/general-schedule/>), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See FY 20/SC 21 SCBGP Grant Application Instruction Manual for further guidance.

Contractor/ Consultant 1:

Contractor / Consultant 2:

Contractor / Consultant 3:

Add more as necessary.

CONFORMING WITH YOUR PROCUREMENT STANDARDS. MARK WITH 'X'.

☐ Yes, I confirm that my organization followed the same policies and procedures used for procurements non-federal sources, which reflect applicable state and local laws and regulations and conform to the federal and standards identified in [2 CFR Part 200.317 through.326](#), as applicable. If the contractor(s)/consultant(s) not already selected, my organization will follow the same requirements.

OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See FY 23 Grant Application Instruction Manual for further guidance.

Item Description	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested

Other Subtotal	\$
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OTHER JUSTIFICATION

Describe the purpose of each item listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

PROGRAM INCOME

Program income is gross income directly generated by the grant-supported activity or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.

Source/Nature of Program Income	Description of how you will reinvest the program income into the project to solely enhance the competitiveness of specialty crops	Estimated Income

Program Income Total

EVALUATION OF BENEFIT TO NON-SPECIALTY CROP INDUSTRIES.

All SCBGP funds must enhance the competitiveness of eligible specialty crops.

If your project runs the risk of benefiting non-specialty crop industries (e.g., grain, livestock, or dairy), explain how you have determined funds will cover the appropriate percentage of non-specialty crop industries. Include both the dollar amount and percent matching funds (cash or in-kind) in your response below.

For example, "We are contributing \$4,000 or 40% of the project budget in matching funds." If matching funds will serve as a mechanism to ensure all grant funds enhance the competitiveness of specialty crops, you must keep adequate records to identify and document the specific costs or contributions proposed to meet the match or cost-share and the source of funding or contributions as well as document how the valuation was determined.

If your project will not benefit non-specialty crop industries, indicate this.

PROJECT WORK PLAN

Please provide an overview of the project work plan.

WHAT	WHO?	WHEN?