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NCR-SARE Farmer Rancher Grant and Youth Educator Grant Office  
 Lincoln University | 900 Leslie Blvd, Rm 101 | Jefferson City, MO 65101  
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## **NCR-SARE Farmer Rancher Sustainable Agriculture Grants 2019 Call for Proposals**

**Purpose:** These grants are for farmers/ranchers to explore innovative sustainable agriculture solutions to production, marketing, labor, and other problems. Sustainable agriculture practices are tested through on-farm research, education, or demonstration projects and results are shared with other farmers/ranchers. The Farmer Rancher Grant call is released in August and proposals are due in December. Approximately \$600,000 is available for this program. Grant recipients have 24 months to complete their projects.

**TO SUBMIT A PROPOSAL:** go to <https://projects.sare.org/>. The online submission system will open on August 20, 2018. **Proposals must be received online or in the NCR-SARE office by mail or e-mail by 4:00 p.m. CST on December 6, 2018.** Faxed proposals will NOT be reviewed. If you are unable to use the online system e-mail: [ncrsare@umn.edu](mailto:ncrsare@umn.edu) or mail proposals to:

**NCR-SARE Farmer Rancher Grant Program**  
**120 Biosystems & Ag Eng Bldg, University of Minnesota**  
**1390 Eckles Ave**  
**St Paul MN 55108**

The online application has strict word limits. Prepare your proposal using a word processing program, edit each response to comply with the word limits, then copy and paste your proposal section by section into the online template, saving as you go. This call for proposals is available on the North Central SARE web site at [www.northcentralsare.org](http://www.northcentralsare.org). If you need a printed application, call 612-626-3113.

### **Checklist of Items Needed to Submit a 2019 Grant Proposal**

- Proposal    Letter of support    Confirmation of Commitment from Teams/Groups  
 Budget    Letter from your financial institution (only if your project requires a loan)

#### **National Institute of Food and Agriculture (NIFA) - USDA Nondiscrimination Statement**

The U.S. Department of Agriculture (USDA), including NIFA, prohibits discrimination in all its programs and activities 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. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

For more information on civil rights and equal opportunity policies and programs, visit the NIFA Equal Opportunity Office website at: <https://nifa.usda.gov/civil-rights-equal-employment-opportunity>

## The SARE Program

### **The National Sustainable Agriculture Research and Education (SARE) Program**

**SARE's Vision** is an enduring American agriculture of the highest quality. This agriculture is profitable, protects the nation's land and water and is a force for a rewarding way of life for farmers and ranchers whose quality products and operations sustain their communities and society. **SARE's Mission** is to advance – to the whole of American agriculture – innovations that improve profitability, stewardship and quality of life by investing in groundbreaking research and education.

**Origin & Funding:** SARE was created in the Food, Agriculture, Conservation, and Trade Act of 1990 (1990 Farm Bill, Title 16, Subtitle B). It is funded through the United States Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA). The SARE program works primarily through competitive grant programs administered by four regions: North Central, Northeast, South, and West.

The 12 states of North Central Region-SARE include: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

### **North Central Region-Sustainable Agriculture Research and Education (NCR-SARE)**

**NCR-SARE's mission** is to strengthen communities, increase farmer/rancher profitability, and improve the environment by supporting research and education.

## NCR-SARE Farmer/Rancher Grant Program

**WHAT:** NCR-SARE allocated about \$600,000 for the 2019 Farmer Rancher Grant Program. Projects must be completed in 24 months. Farmer Rancher Grants provide opportunities for farmers/ranchers to use Sustainable Agriculture practices and their own innovative ideas to solve problems on the farm or ranch, and to share their ideas. There are three types of competitive grants:

1. Individual grants (\$9,000 maximum)
2. Team of Two grants for two farmers/ranchers from separate and distinct operations who are working together (\$18,000 maximum)
3. Group grants for three or more farmers/ranchers from separate and distinct operations who are working together (\$27,000 maximum).

**Sustainable Agriculture** is farming and ranching that is ecologically sound, profitable, and socially responsible. Sustainable Agriculture practices may include but are not limited to:

- Integrated Pest Management (IPM)
- Rotational Grazing (e.g. Management-intensive Grazing & Mob Grazing)
- Soil Erosion Control
- Soil Quality Improvement
- Water Quality Improvement/Wetlands
- Cover Crops
- Crop/Landscape Diversity
- Nutrient Management
- Agroforestry
- Value-Added & Direct Marketing
- Wildlife Preservation
- Beneficial Insects
- Poultry & Small-Scale Livestock Production
- Holistic/Systems Approaches to Farming & Ranching
- Organic Agriculture
- Proactive Weed Control (e.g. Interseeded cover crops, use of crop rotation, planting row crops in warm soils)

**WHAT continued:** Since the start of the Farmer Rancher Grant Program in 1992, over 1,150 grants have been awarded to farmers/ranchers studying topics such as alternative grain crops as animal feed, alternative uses for CRP land, biological weed & pest management, educating/mentoring the next generation of farmers/ranchers, energy alternatives & conservation, health and safety of employees, holistic management, labor issues, livestock & crop production systems, marketing, organic farming, quality of life issues, rotational grazing, soil conservation, waste management, water quality, water conservation, and more.

Farmer/Rancher Grants are for innovative sustainable agriculture research, demonstration, and education projects; they are NOT for everyday farming expenses, other than those directly related to the grant project. For example, purchasing fencing or livestock to expand your herd would not be allowed. Fencing or livestock needed as part of a research project to explore how different cover crops work in rotational grazing would be allowed, but only for the land and animals involved in the research.

- Applicants must identify specific problems and potential solutions to those problems.
- Maximum duration for grant projects is 24 months.
- Projects that involve whole farm systems and/or a youth component are encouraged.
- Livestock projects need to comply with reasonable animal care requirements to insure that animals are properly cared for. See the Livestock Care form on pages 21 - 23.

## **WHO & WHERE**

Any farmer/rancher or team or group of farmers/ranchers who farm or operate a ranch in the North Central region may apply. A farmer/rancher is someone who raises crops or livestock, especially as a business. Non-Government Organizations (NGOs) should apply for **Partnership Grants** for projects working with farmers and ranchers. See: <http://www.northcentralsare.org/Grants/Our-Grant-Programs/Partnership-Grant-Program>  
The North Central region consists of 12 states: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin. Applicants may be just beginning the transition to a more sustainable operation or may already be using sustainable practices and want to implement additional changes. (Grants to applicants under 21 need to be signed by a parent or guardian.)

To qualify for a Team of Two project, there must be **two farmer/ rancher participants from separate and distinct operations**. To qualify for a Group project, there must be at least **three farmer/rancher participants from separate and distinct operations**. If your situation is unique, please explain or contact NCR-SARE to discuss your options. Teams and Groups must designate a **farmer/rancher** project coordinator who will submit and sign the proposal, be responsible for reporting, **and assume tax liability associated with the grant, if there is any. Talk with a tax consultant if you have questions.**

Grant recipients may participate in one Individual grant and one Team or Group grant annually. Previous farmer/rancher grant recipients are eligible to apply if reports from previous grant projects are up to date. Proposals from previous grant recipients will be evaluated on a competitive basis with all other proposals.

## **WHEN**

**August, 2018:**

**December 6, 2018:**

**Spring, 2019:**

### **The 2019 Grant Cycle**

Farmer/Rancher grant call for proposals released

Farmer/Rancher grant proposals due

Administrative Council recommends Farmer/Rancher grant recipients. Budgets are reviewed by University accountants for compliance with USDA guidelines and grant contracts are sent out. Approximate date of first payment of grant funds (50%) is between April 1 and May 1 (depends in part on how quickly grantees return a signed contract etc.).

**January 31, 2020:**

Progress report due. Grant recipients are eligible for a second grant payment (35%) once their progress reports and budgets are approved.

**January 31, 2021:**

Project end date and Deadline for submitting final report. All funds should be spent and grant project completed by this date. Grant recipients are eligible for a final payment (15%) once final reports are approved. Final payment is a reimbursement.

## Proposal Requirements

1. **Project Proposal** (required)
2. **Budget with Item description and Justification** (required)
3. **Letter of Support** (1 is required but you may submit up to 2)
4. **Confirmation of Commitment** (required for Team and Group grants only)
5. **Optional extra attachment** (optional for all: important drawing or image that helps explain your project)
6. **Animal Care Plan** (required for projects involving livestock, see pages 21 - 23.)

### 1. Project Proposal – Fill in general information and answer all questions.

- Limit answers to the word count provided. Mailed proposal should be printed single-sided.
- Do not list personal websites. To make the process fair to all applicants, reviewers will base evaluations only on information contained in the proposal.
- Proposals that are typed should use a font no smaller than 12-point, similar to the text in this call for proposals. Handwritten proposals in dark ink are also acceptable if they are legible.

**2. Budget** - Along with the amount of each item, briefly explain how each item will be used in your project in the Budget Description and Justification. Review the BUDGET TIPS and EXAMPLE BUDGET on pgs 6 - 9.

**3. Letter of Support** - Applicants **must** submit one letter of support from a community member (not a family member) who explains why the project is needed and how it will benefit the community. You can submit an optional second letter. Do not submit more than two letters. Contact references early and make sure they are familiar with your project so they can write a strong letter. The letter should include information that will support the proposal. (For example, if the reference will help you with outreach, ask them to include that in the letter and provide specifics.) Support letters must include the contact information of the reference. Examples of people who might write a support letter include: Extension educator; banker, co-op or grocery manager, implement dealer, or staff from: farm organizations, Farm Service Agency (FSA), local soil and water conservation district offices, the Natural Resources Conservation Service (NRCS), non-profit organizations, or Resource Conservation & Development (RC&D).

**4. Team or Group Confirmation of Commitment** – For Team or Group online proposals, the team or group members will be sent an email asking them to confirm their participation. For hard copy applications, include a brief statement from each Team or Group member describing their role in the project.

**5. Optional Attachment (limited to 1 page, one-sided):** You may attach 1 important drawing or image to help illustrate your proposal. Title the attachment and refer to it in the proposal so reviewers can find it. You may attach a pdf or image in these formats: .PDF, .JPEG, GIF and PNG.

**6. Animal Care Plan** – Complete this form only if your project involves livestock (vertebrate animals such as cows, fish, pigs, sheep). Bees and other insects and shrimp are not considered livestock.

## CHARACTERISTICS OF SUCCESSFUL PROPOSALS

1. **Clearly define a problem** that can be addressed and evaluated within the time and financial limits of the project. (Don't take on too much – these are small grants.)
2. **Involve cooperators** who assist with project planning, evaluation, and sharing project results. Cooperators may include Extension educators; staff of local, state, or regional non-profit groups, local conservation districts, and the Natural Resources Conservation Service (NRCS); network coordinators; and soil consultants.
3. **Measure project outcomes** by documenting economic, social, and environmental benefits.
4. **Emphasize outreach** such as field days, publications, social media, videos, websites, and workshops.
5. **Address reviewer concerns and explain revisions** (for proposals that are being resubmitted).

## Proposal Evaluation

**REVIEW PROCESS AND CRITERIA** - All proposals are reviewed by a committee that includes farmer/rancher members of the NCR-SARE Administrative Council, as well as farmer/rancher representatives, educators, and researchers from throughout the North Central region. Funding recommendations are based on how well proposals meet the following ten criteria.

**1. Well-identified problem and specific innovative plan to test possible solutions to that problem.**

Reviewers are looking for new ideas or an idea that is new to your location.

**2. Capacity for success.** Tell reviewers how your background and experience will enable you to successfully complete the project.

**3. Clear objectives.** List the major goals you plan to accomplish through your project so reviewers can easily understand them.

**4. Appropriate activities and timeline.** Reviewers want to know what research and/or education activities you will carry out to reach your objectives and when the activities are scheduled.

**5. Specific description of materials and methods.** Reviewers want to know how you will carry out the project, including the specific materials (types of plants, livestock, equipment, educational tools) and methods (plot plans, teaching methods) you will use.

**6. Effective plan for sharing project information.** All projects must share their results with others. Reviewers like to see cooperation with other farmers/ranchers and with organizations through which information can be shared via workshops, field days, publications, written materials, etc. Projects can also be promoted by using social media such as Facebook or Twitter, creating a web page, radio, television, making a video, presenting a poster or giving a talk at a conference or other event. Be specific about the outreach efforts you are planning.

**7. Best use of existing knowledge on the identified problem.** Be sure to research what work has already been done on this problem by other people and organizations, including previous SARE grant recipients.

**8. Effective plan to measure benefits and impacts.** Reviewers want to know how and what you will measure to determine if there are environmental, economic, and/or social (family/community) benefits from your project.

**9. Contribution to the growth of sustainable agriculture.** Your project should build on and add to existing sustainable agriculture knowledge, and help farmers and ranchers in the North Central region produce positive environmental, economic, and social impacts.

**10. Appropriateness of the budget.** The grants must be used for project expenses only, not for startup costs or basic farming expenses, except those directly related to the project.

**WHAT TO EXPECT** - If your proposal is funded and you accept the grant, you agree to the following:

- Return signed contract to the NCR-SARE office.
- During the project, you may receive an on-site visit from NCR-SARE representatives.
- Grant recipients must submit a progress report and progress report budget by January 31, 2020.
- At the end of the project, on or before January 31, 2021, grant recipients **must** submit: 1) final report; 2) final budget showing how funds were spent.
- Concerning the budget, grant recipients: 1) will only be reimbursed for actual expenses incurred after the initial funding date; 2) must submit a final report and a final budget documenting the project expenditures before SARE will release final payment; 3) will have a 1099 form automatically filed with the IRS with each payment for tax reporting purposes; and 4) must retain receipts for project expenditures for a period of three years.
- Funds will be disbursed as follows: Grant recipients receive 50% of the grant to start their project. They receive an additional 35% after submitting a satisfactory progress report, and they receive the remaining 15% upon completion of the project. The final payment is a reimbursement.

## Budget Tips

Grant reviewers pay close attention to the budget. Use accurate figures, rounded to the nearest dollar, and include a brief explanation/budget justification of how each item listed in your budget relates to your project. Show your math. For example: Weighing produce for yield comparison. 6 hrs x \$20/hr = \$120.

- **Matching funds are not required.** Do not show a match. If outside funds are necessary to carry out your project, mention that you have outside resources so reviewers can evaluate your work plan, but don't list the amount.
- **Personnel Costs.** Use this category for farmer/rancher labor and hired labor. In the budget justification, include the name and contact information for each project participant and explain how they will contribute to the grant project. Provide an estimate of the amount of labor and the cost for each participant being paid with grant funds. Personnel costs can make up most, or all, of the budget but if they do, explain why so reviewers understand why personnel costs (and not supplies, outreach, etc.) are essential to carry out your project. Include everyone who will participate even if they will not receive grant funds. If the participants are not being paid with grant funds, include their name, contact information, and role, and list \$0 for the grant funds request.
- **Other Direct Costs.** Use for consultants and service providers. Also use this category for communications, photocopying, conferences-meetings-workshops, speaker/trainer fees, fee for service/stipends, equipment rental, land-use charges, and fabrication of equipment.
- **Budget Item Request.** Show the amount of grant funds you intend to spend on each item. Grant recipients are paid for actual project expenses.
- **50% Rule.** Grant funds can be used to pay for up to 50% of the cost of equipment, livestock, permanent fencing materials, and perennial seeds and plants that are essential for completion of the project. Equipment is defined as items that cost \$5000 or more and have a useful life of greater than 1 year.
- **Food and Drink Expenses.** Refreshments at field days or group meals for events are allowable if they maintain the continuity of the meeting (programming before and after the meal). Breakfast meals are generally not allowable because no continuity of the meeting exists. Refreshments/meals should be included in the proposed budget under Other Direct Costs.
- **Unallowable Expenses.** Grant funds cannot be used for construction and remodeling of buildings, or to buy motorized vehicles, but these items may be leased or rented with grant funds, if they are needed for the project.
- **Calculating Costs.** Use realistic cost estimates – not guesses. Make sure all expenses are project expenses. Grant funds are for research, demonstration, and education projects only, not day-to-day farming expenses or business startup. Labor, land, equipment, and supplies should be calculated on an annual cost-equivalent basis. (For example, operator labor per year at \$20 per hour; \$75/acre cash rent equivalent; \$10/acre rental of tillage equipment, etc.). Costs vary widely across the North Central region. Use costs that are accurate for your area. If costs are high in your area, provide an explanation of this for reviewers. For travel in a passenger vehicle that you own, use a mileage rate of \$.545 per mile; this mileage rate is intended to cover ownership and operating costs.
- **Investigate Cost-Sharing.** Many of the practices used in sustainable agriculture may be eligible for cost-sharing from other federal or state government agencies or local soil and water conservation districts, local businesses, private non-profit groups, etc. Please contact these agencies to check on the availability of funds that may be used to supplement your grant.
- **Other funding sources.** If you need startup funds check other options such as Slow Money at: <https://slowmoney.org/> or the USDA Value Added Producer Grants at: <http://www.rd.usda.gov/programs-services/value-added-producer-grants>

## Example Budget

The budget that follows shows examples of line items from different projects. Read the BUDGET TIPS and EXAMPLE BUDGET on pages 6-9 before you complete your budget. Choose the budget categories that apply to your project: *Personnel*; *Materials and Supplies*; *Travel*; *Other Direct Costs*; *Equipment*, *Permanent fencing*, *Perennial seed*, or *Livestock*. Choose from the following categories:

- **Personnel:** Use for farmer/rancher labor and hired labor. List everyone who is participating in your project except consultants and service providers who should be listed under *Other Direct Costs*. Include a realistic estimate of the amount of labor and the cost for each participant being paid with grant funds. If participants are not being paid with grant funds, include them but enter \$0 for the grant request.
- **Materials and Supplies:** Use for items you plan to purchase to carry out the project. Explain how they will be used to support the project.
- **Travel:** For travel costs, use a mileage rate of \$0.545
- **Other Direct Costs:** Use for consultants and service providers, communications, photocopying, conferences/meetings/workshops, speaker/trainer fees, fees for service/stipends, equipment rental, land-use charges, and fabrication of equipment
- **Equipment, Permanent fencing, Perennial seeds and plants, or Livestock:** Grant funds can only be used for up to 50% of the cost of these items. List the total cost in the Details/Justification column, but enter 50% of that cost in the Budget Request column. **Equipment** is defined as an item that costs \$5000 or more with a useful life of more than 1 year.

**Item/description:** For each category list the items you want to purchase with grant funds along with a brief description of each item that explains why it is needed for the project. For *Personnel*, list the role each person plays in the project. For *Equipment*, *permanent fence*, *perennial seeds and plants*, or *livestock*, limit your request to 50% or less of the cost of the item. Include the total cost of the item in your budget justification.

Use the **Details/Justification** column to show how you came up with the proposed expenses (show your math). This is usually expressed as some per-unit cost times some number of units. Use rounded numbers. For example: 23 hrs. @ \$20/hr. = \$460, or 89 miles @ \$.545/mile = \$48.51, rounded to \$49.00. Reviewers look for real-world budgets that match the activities in your proposal.

If you are not asking for the full amount of an item, include a note in the justification explaining that you are only asking for part of the cost.

**EXAMPLE**

<b>Budget Category</b>	<b>Item Description</b>	<b>Details/Justification</b>	<b>Budget Request</b>
Personnel	Estelle Koski, farmer, 882 Faraway Farm Rd, City, State 22111, 123-444-2222, email@email.net. Farmer and project coordinator. Set up blueberry trials, organize field day workshops for new growers.	42 hrs @ \$20/hr = \$840	840
Personnel	David Hay, farmer, 22 Green Way, City, State 88877, 123-444-8888, no email. Neighbor and cooperating farmer. Take crop samples of barley and plant hazelnuts in pasture.	23 hrs @ \$20/hr = \$460	460
Personnel	Philipa Pepito, farmer, 444 Persimmon Rd, City, State 88877, 123-444-4444. Farmer. Design and install foot-powered watering system for produce farm.	28 hours @ \$25/hr (consultant would charge \$35/hr) = \$700 (Partial cost. Design will cost more than shown.)	700
Personnel	Ward & Wanda Green, students and son & daughter, 111 Greenland Way, City, State 88877, 123-444-5555, email@email.com. Help plant beneficial insect borders, scout for beneficial insects, photograph insects, input data into computer, prepare PowerPoint presentation.	45 hrs @ \$10/hr = \$450	450
Personnel	Ruby Farmer, graduate student, 32 Pear Place, City, State 24422, 456-789-2222, email@email.net. Conduct surveys to determine public interest in new direct marketing techniques. Compile results.	53 hrs x \$15/hr = \$795	795
Materials and Supplies	Flexible water pipe for portable solar-powered multi-species pasture watering system	200 feet of 1.25 inch flexible water pipe x .98 per foot = \$196	196
Materials and Supplies	Cover crop seed to prepare area for alternative grain crop planting	2 acres buckwheat seed x 70 lbs/acre x .73/lb = \$102.20 rounded to \$102	102
Travel	Abe Lee, travel to 3 farms in different parts of the region to learn holistic planning techniques	704 miles x .545/mile = \$383.68 rounded	384
Travel	David Hay. Pick up Teff grass seed for pasture planting,	142 miles x .545/mile = \$77.39 rounded to \$77	77
Other Direct Costs	John Adams, Green County Extension educator, 4 Peach St, City, State, 88877, 123-444-2222. Extension specialist. Travel to assist with design of test plots and give field day presentation on grafting pecans.	Travel: 189 miles x \$.545/mile = \$103.01 rounded to \$103	103
Other Direct Costs	Lease 2 acres of land from neighbor to provide buffer for organic amaranth planting.	2 acres x \$85 per acre = \$170	170
Other Direct Costs	Lease of a no-till drill to plant wildflower seed including coneflower, goldenrod on 5 acres.	\$9/acre out of county (minimum charge \$125) = \$125	125
Other Direct Costs	Adapt leaf vacuum to harvest small native	18 hours x \$20/hr = \$360	360

Other Direct Costs	Tami Black, Consultant, 12888 County Rd 4333, City, State 11122, 444-123-2222, email@email.net. Assist with set up of mob grazing demonstration and record keeping system.	30 hours x \$35/hr = \$1050.	1050
Other Direct Costs	Print field day handouts and workshop posters	45 color binders of 20 pgs each @ \$8.59/ binder = \$386.55 rounded to \$387 plus 3 posters x \$36.99 = \$110.97 rounded to \$111. \$387 + \$111 = \$498	498
Other Direct Costs	Fee for Service for speaker to conduct seed collection workshop for Sustainable Ag Society. \$350 1-day workshop fee.	\$350	350
Other Direct Costs	Lunch for day-long field day workshop attendees at rural site. Attendees will hear from farmer and extension speakers before lunch and go on tours after lunch.	45 participants x \$11/ meal = \$495	495
Equipment, Permanent fencing, Perennial seeds and plants, or Livestock	Three 330-foot-rolls of woven wire fence @ \$179 each = \$537 + 123 t-posts @ \$5.22 each = \$642 to contain orchard hogs; permanent boundary fence needed since orchard is by highway + 1 gate @ \$150 = \$1329 x 50% = \$665	Total Cost of Item = 1329 x 50% = \$664.50	665
Equipment, Permanent fencing, Perennial seeds and plants, or Livestock	24 native shrubs (8 each): <u>Prunus americana</u> - American plum, Rose mallow - <u>Hibiscus lasiocarpus</u> , False wild indigo - <u>Amorpha fruticosa</u> ) for border to attract beneficial insects	24 shrubs x \$25 per gallon pot = \$600 + \$35 shipping/handling = \$635. Total Cost of Item = \$635 x 50% = \$317.50 rounded to \$318	318
Equipment, Permanent fencing, Perennial seeds and plants, or Livestock	50 chickens, Buff Orpington breed, females	50 chickens @ \$2.92 ea = \$146 + \$23 shipping = \$169. Total Cost of Item = \$169 x 50% = \$84.50 rounded to \$85.	85
<b>TOTAL REQUEST</b>			<b>8223</b>

## Help with Grant Writing and Information Sources

For assistance in preparing your proposal, contact your NCR-SARE State Coordinator (see the list on pg 11 or see: <https://www.northcentralsare.org/Professional-Development/State-Coordinator-Contact-Info>). You may also want to contact the NCR-SARE office, the national SARE office, ATTRA: a sister organization of SARE, your Extension office, Natural Resources Conservation Service (NRCS), Resource Conservation and Development (RC&D), local soil and water conservation district, or local sustainable agriculture group.

- Contact NCR-SARE for information on Farmer Rancher Grants and the SARE program:

Joan Benjamin	573-681-5545
NCR-SARE Associate Regional Coordinator	1-800-529-1342
Lincoln University	<a href="mailto:benjaminj@lincolnu.edu">benjaminj@lincolnu.edu</a>
900 Leslie Blvd, Room 101	<a href="http://www.northcentralsare.org/">http://www.northcentralsare.org/</a>
Jefferson City, MO 65101	
  
- Michael Fields Agricultural Institute provides free Grants Advising services to beginning farmers, limited resource farmers, socially disadvantaged farmers and ranchers (minority farmers or women farmers), and military veterans, as well as young organizations working with these farmers in the Midwest, and to all rural producers and agriculture-related businesses throughout Wisconsin. Contact MFAI Grants Advisors, Kitt Healy at (630) 346-4749, [gracekhealy@gmail.com](mailto:gracekhealy@gmail.com) or Martin Bailkey at (608) 698-9478, [martinbailkey@gmail.com](mailto:martinbailkey@gmail.com). See: <http://www.michaelfields.org/grant-advising-resources/> for more information.
  
- Contact the national Sustainable Agriculture Research and Education (SARE) Outreach office for information on SARE publications and resources:

Sean McGovern, Outreach Manager	614-306-6422
SARE Outreach	<a href="mailto:outreach@sare.org">outreach@sare.org</a>
	<a href="http://www.sare.org">www.sare.org</a>
  
- The National Sustainable Agriculture Information Service (ATTRA) was developed and is managed by the National Center for Appropriate Technology (NCAT). ATTRA has information on sustainable agricultural topics. If you contact ATTRA via e-mail, please describe your role in sustainable agriculture. By mail or fax, please include "ATTRA Information Request" near the top of the correspondence. (Preferred method of contact is telephone.)

ATTRA- National Sustainable Agriculture Information Service	800-346-9140 (English)
P.O. Box 3838	800-411-3222 (Español)
Butte, MT 59702	<a href="https://attra.ncat.org/">https://attra.ncat.org/</a>

## NCR-SARE State Coordinators

### ILLINOIS

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### IOWA

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### KANSAS

#### **Kerri Ebert**

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### MICHIGAN

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## ***NCR-SARE Youth Educator Sustainable Agriculture Grants 2019 Proposal Form***

**Project Coordinator Information.** On the following pages you will see the questions you will be asked on the Online Submission website. Read through this call for proposals, complete a draft proposal in a word processing document, edit it to meet the word limits, then cut and paste into the online system using the link: <https://projects.sare.org/>. For additional information about preparing a proposal, you can view a presentation at: <http://www.northcentralsare.org/Grants/Write-a-Successful-Grant/Grant-Program-Presentations>. If you are unable to use the online system, complete your proposal using a computer or typewriter, or print legibly in dark ink and mail to NCR-SARE. Do not exceed word limits. Extra words will be removed.

The first time you register in the SARE projects system you will be asked to provide demographic information. The North Central Region SARE program is committed to an ethic of openness, inclusiveness, and diversity in all of its programs, policies, and procedures. To monitor our performance in these areas, **we collect demographic information** from grant applicants. Demographic information is not linked to your proposal and is compiled in a separate database. Submission of this information is voluntary.

Your Race:

- American Indian or Native Alaskan
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- More than one race
- Undetermined
- Prefer not to answer

Your Age:

- 18 and younger
- 19-25
- 26-34
- 35-50 years old
- 51 years or older
- Prefer not to answer

Are you of Hispanic, Latino or Spanish origin?

- Yes
- No
- Prefer not to answer

Your Sex:

- Female
- Male
- Prefer not to answer

Are you a military veteran?

- Yes
- No
- Prefer not to answer

=====

**Choose Your Topic.** Select the **Practices** and **Commodities** categories that best represent your project. Select only those that are a primary focus of your project. This is for SARE use only and will not affect your proposal review.

### **PRACTICES**

- |   |   |
|---|---|
| <input type="checkbox"/> Animal Production (includes aquaculture, grazing)                | <input type="checkbox"/> Pest Management  |
| <input type="checkbox"/> Crop Production (includes agroforestry, beekeeping, pollination) | <input type="checkbox"/> Production Systems (includes agroecosystems, aquaponics, holistic management, hydroponics, integrated crop and livestock systems, organic agriculture, permaculture, etc.) |
| <input type="checkbox"/> Education & Training   | <input type="checkbox"/> Soil Management  |
| <input type="checkbox"/> Energy   | <input type="checkbox"/> Sustainable Communities  |
| <input type="checkbox"/> Farm Business Management (includes marketing)                    |   |
| <input type="checkbox"/> Natural Resources/Environment                                    |   |

### **COMMODITIES**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> This project is not commodity specific or doesn't apply to commodities | <input type="checkbox"/> Additional Plants (herbs, native plants, ornamentals, trees) | <input type="checkbox"/> Other (Fill in the blank. Use for mushrooms, syrup, etc.) |
| <input type="checkbox"/> Agronomic  | <input type="checkbox"/> Animals (includes bees, fish)                                | _____  |
| <input type="checkbox"/> Fruits   | <input type="checkbox"/> Animal Products (includes honey)                             |  |
| <input type="checkbox"/> Nuts   |   |  |
| <input type="checkbox"/> Vegetables   |   |  |

**Project Title:** (This lets reviewers know what your project is about – be descriptive but not too wordy. Use words that are useful for finding your project in a website search. Use 25 words or less.)

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**1. One Sentence Description of Project:** (Provide a summary of your project in 50 words or less. This should give reviewers a good idea of what your project is about and may be used for publicity if your project is funded.)

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**Farmer/Rancher:**

(This person serves as Project Coordinator. If funded, the grant contract will be in this farmer/rancher's name.)

**Farm Business Name:**

**Address:**

**City, State Zip Code:**

**County:**

**Phone:**

**E-Mail:**

- **Is the applicant a Farmer/Rancher? Yes \_\_\_\_\_ No \_\_\_\_\_**  
(You must be a farmer or rancher to apply. A farmer/rancher is someone who raises crops or livestock, especially as a business. Beginning farmers/ranchers are eligible to apply. Non-Government Organizations [NGOs] should apply for Partnership Grants for projects working with farmers and ranchers. For details see:  
<http://www.northcentralsare.org/Grants/Our-Grant-Programs/Partnership-Grant-Program>)
- **Is this an Individual \_\_\_\_\_, Team of Two (2 farmers/ranchers) \_\_\_\_\_, or Group (3 or more farmers/ranchers) \_\_\_\_\_ Project?**
- **Project Duration. If funded, you have up to two years to complete your project.**  
**Proposed Start Date:** \_\_\_\_\_ **Proposed End Date:** \_\_\_\_\_ (no later than 1/31/21)  
(This information helps reviewers evaluate the feasibility of your project.)
- **Grant Funds Requested: \$ \_\_\_\_\_** (Do not exceed \$9,000 for Individual grants, \$18,000 for Team of Two grants, or \$27,000 for Group grants. The amount should match your budget total.)
- **Have you submitted this, or a similar proposal, to NCR-SARE before? Yes \_\_\_\_\_ No \_\_\_\_\_**
- **Have you previously received a SARE Farmer/Rancher Grant? Yes \_\_\_\_\_ No \_\_\_\_\_**
  - If you received a SARE grant(s) in the past or have a current grant, list the project number(s) on a separate page along with a brief summary of your results or progress (for current projects). Use 100 words or less for each grant summary.
  - If the project was not completed, explain why not in the summary.
- **Does this project involve livestock (vertebrate animals only)? Yes \_\_\_\_\_ No \_\_\_\_\_ . If yes, fill out the Livestock Care form on pages 21 - 23.**

**2) PROJECT ABSTRACT** (200 words). This is a short summary of your grant proposal. Clearly describe the problem and your innovative plan to solve it using sustainable agriculture practices. Note that Sustainable Agriculture practices are: 1. Ecologically Sound (promote stewardship of our nation's land, air and water), 2. Economically Viable (provide profit over the long term); and 3. Socially Responsible (improve quality of life for farmers, ranchers and their communities).

**3) DESCRIBE YOUR OPERATION** (400 Words). Describe your farm/ranch and include the size of your operation, crops grown, etc. Briefly explain your background so reviewers know what qualifications you bring to the project. If you are submitting a Team of Two or Group proposal, provide names and a brief description of the farms/ranches of the other participants. (For Team of Two projects, both participants must be farmers or ranchers. For Group projects, at least three members of the group must be farmers or ranchers. Once the farmer/rancher requirement is met, feel free to add participants who are not farmers or ranchers.)

**4) PROJECT OBJECTIVES** (100 words). List your project objectives. These are the major things you plan to accomplish during the project by carrying out research, demonstration, or education activities. Focus on the piece of the project you can reasonably complete during the 24 months of the grant. If major objectives will take longer than 24 months, include what you hope to accomplish short term (during the grant) and long term. Example objectives:

1. Identify 3 cover crops for potential use in intensive vegetable production
2. Evaluate the usefulness of 5 cover crops through field testing
3. Share findings through field days, website and social media, conference presentation

**5) ACTIVITIES AND TIMELINE** (300 words). Provide a detailed description of the research, demonstration, and education activities you will carry out to complete your project. Include who is leading and participating in the activities. Include a timeline that shows what you plan to accomplish by month. For research or demonstration, describe the types of field or livestock trials involved and the locations. For education projects, provide details on the audience you plan to reach with educational programs, how you will promote the educational programs, and what the content will be. Include the Date, Project Activity, and Who Participates. See the example below.

<b>DATE</b>	<b>PROJECT ACTIVITY</b>	<b>WHO PARTICIPATES</b>
January 2018	Pre-project planning meeting to choose vegetable crop varieties and cover crops, plan trial layout, and outreach efforts.	Project coordinators: Jan Wiggins, Eliza Freeman, Edgar Holtzburger. Extension educator, Nadia Terrell. Neighboring farmers with cover crop experience.
Mid-April – Mid-May 2018	Order seeds. Plant vegetables in test plots: snap beans, tomatoes, watermelon	Project coordinators: Jan Wiggins, Eliza Freeman, Edgar Holtzburger. Extension educator, Nadia Terrell.
May – August 2018	Plant 5 cover crops in trial plots to evaluate usefulness in vegetable plantings: Annual Rye Grass, Hairy Vetch, Buckwheat, Red Clover, Winter Rye. Evaluate weekly.	Edgar Holtzburger and daughter, Pauline Holtzburger

**6) MATERIALS AND METHODS** (300 words)

Briefly outline the steps or process involved in carrying out the project and the logic behind the choices you made. For example, for research projects, describe the types of field or livestock trials involved and the locations. For projects involving test plots, list the size of the plots, how they are laid out, what you are planting, and why you made those choices. You can use the optional attachment to show the plot layout if that will make it clearer. For demonstration/education projects, explain the teaching methods you will use (e.g. hands-on planting and harvest days, workshops or seminars and what the content will be) and describe the teaching materials you will use (e.g. specific books, curricula, films, etc.). Please be specific and consider what other farmers and ranchers might learn from your experience.

**7) OUTREACH: SHARING PROJECT INFORMATION** (300 words). All projects must include outreach. How will you share the results of your project with farmers and ranchers, educators, and others? However you share information (articles, conferences, field days, social media, website, etc.) provide details about when and where you will provide outreach, any educational materials you plan to produce, and the audience and numbers of people you hope to reach. Include Date, Outreach Activity, and Who Participates. See the example below.

<b>DATE</b>	<b>OUTREACH ACTIVITY</b>	<b>WHO PARTICIPATES</b>
Mid-May – August 2019	Document project progress on website & social media. Take photos weekly and post them with descriptions on Freeman Farm website and Facebook page. Develop and post 2 YouTube videos on planting and working with cover crops.	Eliza Freeman and son, Terrance Freeman
Early-August 2019	Develop and distribute field day flier.	Pauline Holtzburger, farmer
Late August 2019	Hold field days at each of the 3 participating farms. Give participants pre- and post-test surveys about cover crops.	Project coordinators: Jan Wiggins, Eliza Freeman, Edgar Holtzburger. Extension educator, Nadia Terrell. Expect 20 or more farmers at each field day.
December 2019	Give workshop at Your Sustainable Farm/Ranch Conference in Fleming, Kansas	Speakers: Jan Wiggins, farmer with Nadia Terrell of Extension. Expect 35 to 50 farmers and educators at session.

**8) PREVIOUS RESEARCH REVIEW** (600 words/ 1 page). Briefly summarize research that has been done on this topic by others – include SARE and non-SARE research in your review. Focus on how you will build on this research and what makes your project innovative and different from what has already been done. See the resources listed on pages 10 and 11 of this Call for Proposals for help finding previous work done on your topic. For example:

- Review reports from previous SARE grants (see [www.sare.org](http://www.sare.org) and click on the Project Reports tab at the top of the page).
- Contact ATTRA, the National Sustainable Agriculture Information Service, to speak to an Ag Expert about work done on your topic. Call 1-800-346-9140 or see: <https://attra.ncat.org>
- Search the Internet for previous solutions to the problem you are trying to solve.

## 9) MEASURING BENEFITS AND IMPACTS

**PART A.** SARE grants are intended to increase knowledge of sustainable agricultural systems that enhance environmental quality, sustain profitability and improve quality of life. From the following list, **choose one or more of the benefits/impacts you expect your project will provide, and that you intend to measure.** List your choice in Part B then complete that section. Be realistic and do not take on too much. These are small grants. You will be asked to report on these benefits and impacts in your project reports.

To see lists of specific indicators that can be measured under the benefits listed below, go to: <https://projects.sare.org/benefits-and-impacts/> The example lists are not all-inclusive. This information will be used to categorize projects and aggregate project results.

### Economic Sustainability

- Improved Income or Profitability
- Improved Market Opportunities
- Increased Business/Enterprise
- Opportunities Increased Employment & Labor Opportunities

### Environmental Sustainability

- Improved Soil Quality/Health
- Improved Water Quality
- Improved Landscape Diversity/  
Ecological Services

### Production and Production Efficiency

- Improved Crop Production and/or  
Production Efficiency
- Improved Livestock Production and/or  
Production Efficiency

### Social Sustainability

- Improved Agriculture and Food  
System Infrastructure
- Improved Food Accessibility
- Improved Quality of Life

**PART B** (300 words/ ½ page). Describe how and what you will measure to determine environmental, economic, and/or social (family/community) benefits. Most likely, your project will focus on one aspect of sustainability, and that is what you should measure. For example, if you are experimenting with cover crops, your main focus may be environmental (preventing erosion) and you can measure soil loss with a soil erosion measurement stick. If you have an education project, you may measure learning by using pre- and post-test surveys. Tell us your techniques for collecting data and evaluating the results. Reviewers need to know the project will have valid, measurable results. For example: yield changes, increased income, more diversity, environmental or lifestyle improvements, changes in knowledge, awareness, skills, and attitudes.

Documenting the results of your project may involve recordkeeping, taking photos, measuring results with simple surveys, etc.

**10) CONTRIBUTION TO SUSTAINABLE AGRICULTURE** (300 words/ 1/2 page). Explain how your project will make a meaningful contribution to sustainable agriculture. Summarize how your approach or solution will affect other farmers/ranchers in your community and the North central region **economically**, **ecologically**, and **socially**. Address all three areas even if your project focuses mostly on one aspect of sustainability.

For example:

- Describe how your solution provides an economically viable approach that will work for other farmers and ranchers (reduces costs, increases product value and/or quality, turns waste products into salable products, opens the door to new marketing angles or audiences, etc.)
- Tell reviewers how your solution provides environmental benefits for other farmers/ranchers who try your approach (reduces or eliminates use of pesticides and/or fertilizer, reduces soil loss, improves soil health, improves water quality, etc.)
- Explain how your solution benefits farm/ranch families and the community (Provides: jobs, local food, training. Reduces labor, stress, etc.)



## ATTACHMENTS

**Letter of Support** - Applicants **must** submit one letter of support from a community member (not a family member) who explains why the project is needed and how it will benefit the community. You can submit an optional second letter. Do not submit more than two letters. Contact references early and make sure they are familiar with your project so they can write a strong letter. The letter should include information that will support the proposal. (For example, if the reference will help you with outreach, ask them to include that in the letter and provide specifics.) Support letters must include the contact information of the reference.

Examples of people who might write a support letter include: Extension educator; banker, co-op or grocery manager, implement dealer, or staff from: farm organizations, Farm Service Agency (FSA), local soil and water conservation district offices, the Natural Resources Conservation Service (NRCS), non-profit organizations, or Resource Conservation & Development (RC&D).

**Team or Group Statements of Commitment** – For Team or Group proposals, the team or group members will be sent an email asking them to confirm their participation. For hard copy applications, include contact information and a brief statement from each Team or Group member describing their role in the project.

**Optional Attachment (limited to 1 page, one-sided):** You may attach 1 important drawing or image to help illustrate your proposal. Title the attachment and refer to it in the proposal so reviewers can find it. You may attach a pdf or image in these formats: .PDF, .JPEG, GIF and PNG.

**Animal Care Plan** – Complete this form only if your project involves livestock (vertebrate animals such as cows, fish, pigs, sheep). Bees and other insects and shrimp are not considered livestock.



- 6) Describe the housing or shelter available for the animals in normal and inclement weather.
  
  
  
  
  
  
  
  
  
  
- 7) How is the housing/shelter cleaned? How often?
  
  
  
  
  
  
  
  
  
  
- 8) Describe how feed and water is provided, how often it is provided, and how often the feed and water containers are checked and cleaned.
  
  
  
  
  
  
  
  
  
  
- 9) Describe how the nutritional needs of the animals in this project will be met.
  
  
  
  
  
  
  
  
  
  
- 10) Describe the vaccination program and the routine procedures used to minimize disease and manage parasites. Include what the animals are vaccinated against and provide common names of the products that are used. Include a description of routine worming or parasite management.
  
  
  
  
  
  
  
  
  
  
- 11) What procedures will the animals undergo during course of this project? Will these procedures induce or potentially induce distress or pain in the animal and if so, how will you manage or minimize the potential for pain and distress?

- 12) Please indicate if other individuals will participate in handling and or caring for the animals in this project. If other individuals will be involved, please describe their expertise with animal care. If individuals need to be trained to perform the procedures described in this project, please indicate how they will be trained to do the procedures properly.
  
- 13) At the end of the project--what happens to animals? Please indicate if they will remain at the project site, be sold, or be slaughtered.
  
- 14) If animals are transported off-site, please describe how they will be transported.
  
- 15) If animals are slaughtered, please indicate if this will occur at a commercial licensed slaughter facility. If it is not done at a commercial licensed slaughter facility, describe where and how slaughter will be conducted.
  
- 16) Please indicate if the animals or products from these animals will be used as food for humans and if so, confirm that withdrawal times for medications will be followed before allowing the animals or products from the animals to enter the food chain.
  
- 17) Identify the veterinarian (name, address, and contact information) who will provide routine and emergency care of the animals used in this project.