SCBGP Project Profile Template

# DEFINITION OF A PROJECT

A project is a set of interrelated tasks with a cohesive, distinct, specified, and defined goal. It follows a planned, organized approach over a fixed period of time and within specific limitations (cost, performance, quality, etc.). Additionally, it uses resources that are specifically allocated to the work of the project and usually involves a team.

Projects are different from other ongoing operations in an organization because, unlike operations, projects have a definitive beginning and end—they have a limited duration. One way to think about this is that a project has an overarching goal that you want to accomplish through a series of individual activities or tasks. Examples of projects could include researching new cultivars or marketing apples through a targeted promotional campaign.

Activities or tasks that could be a part of such projects might include hiring personnel, purchasing special equipment, holding an educational workshop, planting specialty crops, or distributing product promotional materials.

# INSTRUCTIONS

1. This profile should describe how you will fulfill the goals and objectives of your project and provide key details.
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. The complete project profile shall be emailed along with cover page to kcashdollar@isda.in.gov as a Microsoft Word document (.doc or .docx), not as a PDF.

# Project Title

Provide a descriptive project title in 15 words or less in the space below.

 **Type Project Title**

# Duration of Project

**Start Date**: **Start Date** **End 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 Indiana State Department of Agriculture to lead and execute the project,
2. A concise outline the project’s outcome(s), and
3. A description of the general tasks to be completed during the project period to fulfill this goal.

The Project Summary is a summation of intended project activities and outcomes, similar to 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 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.

**Type Summary**

# Project Purpose

## Provide the Specific Issue, Problem or Need that the Project will Address

 **Type Issue, Problem, or Need**

## Provide a Listing of the Objectives that this Project Hopes to Achieve

Add more objectives by copying and pasting the existing listing or delete objectives that aren’t necessary.

A project’s objectives are different from the outcomes and indicators you will outline later in this profile. 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 follows: to adapt lettuce cultivars to environments in which less water and nitrogen will be available and applied.

**Objective1:**  **Type object**

**Objective 2: Type object**

**Objective 3: Type object**

**Objective 4: Type object**

**Add other objectives as necessary: Type object**

## Project Beneficiaries

**Estimate the number of project beneficiaries**: Enter the Number of Beneficiaries

**Does this project directly benefit socially disadvantaged farmers as defined in the RFA? Yes** [ ]  **No** [ ]

**Does this project directly benefit beginning farmers as defined in the RFA? Yes** [ ]  **No** [ ]

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

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.

If the project directly benefits socially disadvantaged or beginning farmers in any way, you should select “yes” to certify to that fact in this section. USDA receives requests for projects that benefit socially disadvantaged or beginning farmers and provides project abstracts to the public to explain how each project benefits these groups.

## Statement of Enhancing Specialty Crops

|  |  |
| --- | --- |
| By checking the box to the right, I confirm that this project enhances the competitiveness of specialty crops in accordance with and defined by [7 U.S.C. 1621](http://uscode.house.gov/view.xhtml?req=(title:7%20section:1621%20edition:prelim)%20OR%20(granuleid:USC-prelim-title7-section1621)&f=treesort&edition=prelim&num=0&jumpTo=true). Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbgp](http://www.ams.usda.gov/services/grants/scbgp). | [ ]  |

## Continuation Project Information

If the project is continuing the efforts of a previously funded SCBGP project, address questions A–D below.

If the project is not continuing the efforts of a previously funded SCBGP project, leave this section blank and continue with “OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS.”

### Describe how this Project will differ from and build on the Previous Efforts

**Type answer**

### Provide a Summary (3 to 5 sentences) of the Outcomes of the Previous Efforts

**Type answer**

### Provide Lessons Learned on Potential Project Improvements

**Type answer**

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

**Type answer**

1. **How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?**

**Type answer**

### Describe the Likelihood of The Project becoming Self-Sustaining and not Indefinitely Dependent on Grant Funds

**Type answer**

## Other Support from Federal or State Grant Programs

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).**

**Type answer**

**Type answer**

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

**Type answer**

# External Project Support

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

1. **Who are the specialty crop stakeholders, other than the applicant and organizations involved in the project? i.e. who support this project?**

**Type answer**

1. **Why do these stakeholders support the project?**

**Type answer**

# 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](http://www.ams.usda.gov/sites/default/files/media/SCBGP%20FY15%20PerformanceFINAL_10272015.pdf), 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**: Enhance the competitiveness of specialty crops through increased sales (required for marketing projects)

[ ]  **Outcome 2**: Enhance the competitiveness of specialty crops through increased consumption

[ ]  **Outcome 3**: Enhance the competitiveness of specialty crops through increased access

[ ]  **Outcome 4**: Enhance the competitiveness of specialty crops though greater capacity of sustainable practices of specialty crop production resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources

[ ]  **Outcome 5**: Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems

[ ]  **Outcome 6**: Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety

[ ]  **Outcome 7**: Enhance the competitiveness of specialty crops through increased understanding of the ecology of threats to food safety from microbial and chemical sources

[ ]  **Outcome 8**: Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development

### Outcome Indicator(s)

Provide at least one indicator listed in the [SCBGP Performance Measures](http://www.ams.usda.gov/sites/default/files/media/SCBGP%20FY15%20PerformanceFINAL_10272015.pdf) and the related quantifiable result. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator below. **These will be reflected and reported out on for each annual report.**

 **SELECT THE OUTCOME MEASURES AND INDICATORS DIRECTIONS:**

* **Select at least one of the eight outcome measures and at least one indicator for each selected outcome. Complete the fillable text fields for the indicator(s) selected. (Note: If there are multiple sub-indicators under the selected indicator, applicants must enter a value for at least one.)**
* **Within the description sections, describe the data collection methods and any activities that will be undertaken to monitor and report on the outcome(s) and indicator(s) selected.**
* **Outcome measures and the associated indicators were developed by USDA and the Office of Management and Budget and CANNOT BE ALTERED OR AMENDED IN ANYWAY.**
* **Altering the language of the outcomes or indicators, or providing responses in a format other than that described in the document will result in disqualification of a proposal.**

For example:

**Outcome 2, Indicator 1.a.**

Of the 150 total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

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| [ ]  | **Outcome 1:** Enhance the competitiveness of specialty crops through increased sales. |
|[ ]  **Indicator 1:** Sales increased from $Enter dollar amount to $Enter dollar amount and by Enter number percent as a result of marketing and/or promotion activities. |
| **Description of data collection methods:** Click here to enter text. Describe the data collection methods that will be used to validate progress toward achieving Indicator 1. |
| **Description of activities to monitor and report on outcomes:** Click here to enter text. Describe the activities that will be used to monitor and report on accomplishing Outcome Measure 1. |

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| [ ]   | **Outcome 2:** Enhance the competitiveness of specialty crops through increased consumption. |
| [ ]  | **Indicator 1:** Of the Enter number children and youth reached,a. Enter number gained knowledge about eating more specialty crops. b. Enter number reported an intention to eat more specialty crops. c. Enter number reported eating more specialty crops.  |
| [ ]   | **Indicator 2:** Of the Enter number adults reached,a. Enter number gained knowledge about eating more specialty crops. b. Enter number reported an intention to eat more specialty crops. c. Enter number reported eating more specialty crops.  |
| [ ]  | **Indicator 3:** Enter number new and improved technologies and processes to enhance the nutritional value and consumer acceptance of specialty crops (excluding patents).  |
| [ ]   | **Indicator 4:** Enter number new specialty crops and/or specialty crop products introduced to consumers.  |
| **Description of data collection methods:** Click here to enter text. Describe the data collection methods that will be used to validate progress toward achieving the selected Indicator(s) and Subindicator(s). |
| **Description of activities to monitor and report on outcomes:** Click here to enter text. Describe the activities that will be used to monitor and report on accomplishing Outcome Measure 2. |

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| [ ]  | **Outcome 3:** Enhance the competitiveness of specialty crops through increased access and awareness. |
| [ ]   | **Indicator 1:** Of the Enter number consumers or wholesale buyers reached,a. Enter number gained knowledge on how to access/produce/prepare/preserve  specialty crops.b. Enter number reported an intention to access/produce/prepare/preserve specialty  crops.c. Enter number reported supplementing their diets with specialty crops that they  produced/preserved/obtained/prepared.  |
| [ ]   | **Indicator 2:** Of the Enter number individuals (culinary professionals, institutional kitchens, specialty crop entrepreneurs such as kitchen incubators/shared‐use kitchens, etc.) reached,a. Enter number gained knowledge on how to access/produce/prepare/preserve  specialty crops.b. Enter number reported an intention to access/produce/prepare/preserve specialty  crops.c. Enter number reported supplementing their diets with specialty crops that they  produced/prepared/preserved/obtained. |
| [ ]   | **Indicator 3:** Number of existing delivery systems/access points reached that expanded and/or improved offerings of specialty crops.a. Enter number farmers markets. b. Enter number corner stores.c. Enter number school food programs and other food options (vending machines,  school events, etc.).d. Enter number grocery stores.e. Enter number wholesale markets.f. Enter number food hubs that process, aggregate, distribute, or store specialty crops.g. Enter number home improvement centers with lawn and garden centers.h. Enter number lawn and garden centers.i. Enter number other systems/access points, not noted. |
| [ ]   | **Indicator 4:** Number of new delivery systems/access points offering specialty crops. a. Enter number farmers markets.b. Enter number corner stores.c. Enter number school food programs and other food options (vending machines,  school events, etc.).d. Enter number grocery stores.e. Enter number wholesale markets.f. Enter number food hubs that process, aggregate, distribute, or store specialty crops.g. Enter number home improvement centers with lawn and garden centers.h. Enter number lawn and garden centers.i. Enter number other systems/access points, not noted. |
| **Description of data collection methods:** Click here to enter text. Describe the data collection methods that will be used to validate progress toward achieving the selected Indicator(s) and Subindicator(s). |
| **Description of activities to monitor and report on outcomes:** Click here to enter text. Describe the activities that will be used to monitor and report on accomplishing Outcome Measure 3. |

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| [ ]  | **Outcome 4:** Enhance the competitiveness of specialty crops through greater capacity of sustainable practices of specialty crop production resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources. |
| [ ]   | **Indicator 1:** Enter number plant/seed releases (i.e., cultivars, drought‐tolerant plants, organic, enhanced nutritional composition, etc.).  |
| [ ]   | **Indicator 2:** Adoption of best practices and technologies resulting in increased yields, reduced inputs, increased efficiency, increased economic return, and conservation of resources. a. Enter number growers/producers indicating adoption of recommended practices. b. Enter number growers/producers reporting reduction in pesticides, fertilizer, water used/acre.c. Enter number producers reporting increased dollar returns per acre or reduced costs  per acre. d. Enter number acres in conservation tillage or other best management practice.  |
| [ ]   | **Indicator 3:** Enter number habitat acres established and maintained for the primary benefit of pollinators and specialty crops. |
| **Description of data collection methods:** Click here to enter text. Describe the data collection methods that will be used to validate progress toward achieving the selected Indicator(s) and Subindicator(s). |
| **Description of activities to monitor and report on outcomes:** Click here to enter text. Describe the activities that will be used to monitor and report on accomplishing Outcome Measure 4. |

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| [ ]  | **Outcome 5:** Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems. |
| [ ]   | **Indicator 1:** Enter number new or improved innovations models (biological, economic, business, management, etc.), technologies, networks, products, processes, etc. developed for specialty crop entities including producers, processors, distributors, etc.  |
| [ ]   | **Indicator 2:** Enter number innovations adopted.  |
| [ ]   | **Indicator 3:** Enter number specialty crop growers/producers (and other members of the specialty crop supply chain) that have increased revenue expressed in dollars.  |
| [ ]   | **Indicator 4:** Enter number new diagnostic systems analyzing specialty crop pests and diseases. (Diagnostic systems refer to, among other things: labs, networks, procedures, access points.)  |
| [ ]   | **Indicator 5:** Enter number new diagnostic technologies available for detecting plant pests and diseases. (The intent here is not to count individual pieces of equipment or devices, but to enumerate technologies that add to the diagnostic capacity.)  |
| [ ]   | **Indicator 6:** Enter number first responders trained in early detection and rapid response to combat plant pests and diseases.  |
| [ ]   | **Indicator 7:** Enter number viable technologies/processes developed or modified that will increase specialty crop distribution and/or production.  |
| [ ]   | **Indicator 8:** Enter number growers/producers that gained knowledge about science-based tools through outreach and education programs.  |
| **Description of data collection methods:** Click here to enter text. Describe the data collection methods that will be used to validate progress toward achieving the selected Indicator(s). |
| **Description of activities to monitor and report on outcomes:** Click here to enter text. Describe the activities that will be used to monitor and report on accomplishing Outcome Measure 5. |

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| [ ]  | **Outcome 6:** Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety. |
| [ ]  | **Indicator 1:** Enter number viable technologies developed or modified for the detection and characterization of specialty crop supply contamination from foodborne threats.  |
| [ ]  | **Indicator 2:** Enter number viable prevention, control, and intervention strategies for all specialty crop production scales for foodborne threats along the production continuum.  |
| [ ]  | **Indicator 3:** Enter number individuals learned about prevention, detection, control, and intervention food safety practices and Enter number of those individuals increased their food safety skills and knowledge.  |
| [ ]  | **Indicator 4:** Enter number improved prevention, detection, control, and intervention technologies.  |
| [ ]  | **Indicator 5:** Enter number reported changes in prevention, detection, control, and intervention strategies.  |
| **Description of data collection methods:** Click here to enter text. Describe the data collection methods that will be used to validate progress toward achieving the selected Indicator(s). |
| **Description of activities to monitor and report on outcomes:** Click here to enter text. Describe the activities that will be used to monitor and report on accomplishing Outcome Measure 6. |
| [ ]  | **Outcome 7:** Enhance the competitiveness of specialty crops through increased understanding of threats to food safety from microbial and chemical sources. |
| [ ]  | **Indicator 1:** Enter number projects focused on increased understanding of the ecology of fecal indicators and pathogens.  |
| [ ]  | **Indicator 2:** Enter number projects focused on increased safety of all inputs into the specialty crop chain.  |
| [ ]  | **Indicator 3:** Enter number projects focused on increased understanding of the roles of humans, plants, and animals as vectors.  |
| [ ]  | **Indicator 4:** Enter number projects focused on increased understanding of preharvest and postharvest process impacts on microbial and chemical threats.  |
| [ ]  | **Indicator 5:** Enter number growers or producers obtaining on-farm food safety certifications (such as Good Agricultural Practices or Good Handling Practices).  |
| **Description of data collection methods:** Click here to enter text. Describe the data collection methods that will be used to validate progress toward achieving the selected Indicator(s). |
| **Description of activities to monitor and report on outcomes:** Click here to enter text. Describe the activities that will be used to monitor and report on accomplishing Outcome Measure 7. |

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| [ ]  | **Outcome 8:** Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development. |
| [ ]  | **Indicator 1:** Enter number new rural careers created.  |
| [ ]  | **Indicator 2:** Enter number new urban careers created.  |
| [ ]  | **Indicator 3:** Enter number jobs maintained/created.  |
| [ ]  | **Indicator 4:** Enter number small businesses maintained/created.  |
| [ ]  | **Indicator 5:** Increased revenue/increased savings/one-time capital purchases $Enter dollar amount. |
| [ ]  | **Indicator 6:** Enter number new beginning farmers who went into specialty crop production.  |
| [ ]  | **Indicator 7:** Enter number socially disadvantaged farmers who went into specialty crop production.  |
| **Description of data collection methods:** Click here to enter text. Describe the data collection methods that will be used to validate progress toward achieving the selected Indicator(s). |
| **Description of activities to monitor and report on outcomes:** Click here to enter text. Describe the activities that will be used to monitor and report on accomplishing Outcome Measure 8. |

### Additional Information & Definitions. tO ASSIST WITH INDICATORS.

**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 tradeshows; 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.

Type answer

## Data Collection to Report on Outcomes and Indicators

Explain how you will collect the required data to report on the outcome and indicator in the space below.

Type answer

# Budget Narrative

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and a description of their use is required by the State department of agriculture, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications section 4.6 Funding Restrictions prior to developing their budget narrative.

|  |
| --- |
| **Budget Summary** |
| **Expense Category** | **Funds Requested** |
| **Personnel** | TYPE IN FUNDS REQUESTED  |
| **Fringe Benefits** | TYPE IN FUNDS REQUESTED  |
| **Travel** | TYPE IN FUNDS REQUESTED  |
| **Equipment** | TYPE IN FUNDS REQUESTED  |
| **Supplies** | TYPE IN FUNDS REQUESTED  |
| **Contractual** | TYPE IN FUNDS REQUESTED  |
| **Other** | TYPE IN FUNDS REQUESTED  |
| **Direct Costs Subtotal** | TYPE IN FUNDS REQUESTED  |
| **Indirect Costs** | TYPE IN FUNDS REQUESTED  |

|  |  |
| --- | --- |
| **Total Budget** | TYPE IN FUNDS REQUESTED  |

## 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 4.6.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.6.1 for further guidance.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name/Title** | **Level of Effort (# of hours OR % FTE)** | **Funds Requested** |
| 1 | TYPE  | TYPE  | TYPE  |
| 2 | TYPE  | TYPE  | TYPE  |
| 3 | TYPE  | TYPE  | TYPE  |
| 4 |  |  |  |

|  |  |
| --- | --- |
| **Personnel Subtotal** | Type  |

### 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 by copying and pasting the existing listing or deleting personnel that aren’t necessary.

**Personnel 1:** Type answer

**Personnel 3:** Type answer

**Add other Personnel as necessary:** Type answer

## 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 | TYPE  | TYPE  | TYPE  |
| 2 | TYPE  | TYPE  | TYPE  |
| 3 | TYPE  | TYPE  | TYPE  |
| 4 | TYPE  | TYPE  | TYPE  |

|  |  |
| --- | --- |
| **Fringe Subtotal** | TYPE  |

## 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 the Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **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 |  |  |  |  |  |  |  |

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| --- | --- |
| **Travel Subtotal** |       |

### 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**Type answer

**Trip 2** Type answer

**Trip 3:** Type answer

**Add other Trips as necessary**

### Conforming with Your Travel Policy

|  |  |
| --- | --- |
| By checking the box to the right, 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](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1474) or [48 CFR subpart 31.2](http://www.ecfr.gov/cgi-bin/text-idx?SID=3f25ca1f21583e03b13f595d0d9c518d&node=pt48.1.31&rgn=div5#sp48.1.31.31_12) 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 the Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose 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. See Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Item Description** | **Rental or Purchase** | **Acquire When?** | **Funds Requested** |
| 1 | Type answer   | Type answer   | Type answer   | Type answer   |
| 2 | Type answer   | Type answer   | Type answer   | Type answer   |
| 3 | Type answer   | Type answer   | Type answer   | Type answer   |
| 4 | Type answer   | Type answer   | Type answer   | Type answer   |

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| **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:** Type answer

**Equipment 2:** Type answer

**Equipment 3:** Type answer

**Add other Equipment as necessary** Type answer

## 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 Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

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

|  |  |
| --- | --- |
| **Supplies Subtotal** | Type answer   |

### 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).

Type answer

## 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 an itemized budget (personnel, fringe, travel, equipment, supplies, other, etc.) with appropriate justification. If indirect costs are/will be included in the contract, include the indirect cost rate used. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name/Organization** | **Hourly Rate/Flat Rate** | **Funds Requested** |
| 1 | Type answer   | Type answer   | Type answer   |
| 2 | Type answer   | Type answer   | Type answer   |
| 3 | Type answer   | Type answer   | Type answer   |
| 4 | Type answer   | Type answer   | Type answer   |

|  |  |
| --- | --- |
| **Contractual/Consultant Subtotal** | Type answer   |

### 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 <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/>), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

**Contractor/Consultant 1:** Type answer

**Contractor/Consultant 2:** Type answer

**Contractor/Consultant 3:**Type answer

**Add other Contractors/Consultants as necessary** Type answer

### Conforming with your Procurement Standards

|  |  |
| --- | --- |
| By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR Part 200.317 through.326](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML#sg2.1.200_1316.sg3), as applicable. If the contractor(s)/consultant(s) are 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 Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Meals for further guidance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Description** | **Per-Unit Cost** | **Number of Units** | **Acquire When?** | **Funds Requested** |
| Type answer   | Type answer   | Type answer   | Type answer   | Type answer   |
| Type answer   | Type answer   | Type answer   | Type answer   | Type answer   |
| Type answer   | Type answer   | Type answer   | Type answer   | Type answer   |
| Type answer   | Type answer   | Type answer   | Type answer   | Type answer   |

|  |  |
| --- | --- |
| **Other Subtotal** | Type answer   |

### 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).

## Indirect Costs

The indirect cost rate must not exceed 8 percent of any project’s budget. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.6.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

|  |  |
| --- | --- |
| **Indirect Cost Rate** | **Funds Requested** |
| Type answer   | Type answer   |

|  |  |
| --- | --- |
| **Indirect Subtotal** | Type answer   |

## Program Income

Program income is gross income—earned by a recipient or subrecipient under a grant—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** |
| Type answer   | Type answer   | Type answer   |
| Type answer   | Type answer   | Type answer   |

|  |  |
| --- | --- |
| **Program Income Total** | Type answer   |