Agricultural Development Grant

Application Cover Page

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s Organization Name:** | | | Click or tap here to enter text. | | | | |
| **Name of Proposal** | | | Click or tap here to enter text. | | | | |
| **Chief Executive - Name/Title:** | | | Click or tap here to enter text. | | | | |
| **Tel:** | Click or tap here to enter text. | | | | **E-mail:** | Click or tap here to enter text. | |
| **Headquarters Street Address:** | | | Click or tap here to enter text. | | | | |
| **Headquarters City/State/Zip:** | | | Click or tap here to enter text. | | | | |
| ***(Provide information requested below if different from above)*** | | | | | | | |
| **Lead Point of Contact for Application - Name/Title:** | | | Click or tap here to enter text. | | | | |
| **Tel:** | Click or tap here to enter text. | | | | **E-mail:** | Click or tap here to enter text. | |
| **Headquarters Street Address:** | | | Click or tap here to enter text. | | | | |
| **Headquarters City/State/Zip:** | | | Click or tap here to enter text. | | | | |
| **Dollar Amount of Proposal:** | | Click or tap here to enter text. | | **Match Amount Offered:** | | | Click or tap here to enter text. |
| **Proposal is for Marketing:** | |  | | **If Marketing, match is 50% of project:** | | |  |

* This application and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an application.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap to enter a date. |

Agricultural Development Grant

Debarment, performance AND NON-COLLUSION CERTIFICATION

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** | Click or tap here to enter text. |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this application:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the application for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
   3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
   4. *Have not within a three (3) year period preceding this application had one or more federal, state or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this application is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Failure to provide this certification may result in the disqualification of the Applicant’s application, at the discretion of the Department.

|  |  |
| --- | --- |
| Name (Print): Click or tap here to enter text. | Title: Click or tap here to enter text. |
| Authorized Signature: | Date: Click or tap to enter a date. |

Agricultural Development Grant

LITIGATION

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** | Click or tap here to enter text. |

**Litigation** (Pass/Fail)

Insert/attach a list of all current litigation in which the Applicant is named and a list of all closed cases that have closed within the past five (5) years in which Applicant paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.  If no litigation will be included, write “none” below. Sign and date this form.

Click or tap here to enter text.

|  |  |
| --- | --- |
| Name (Print): Click or tap here to enter text. | Title: Click or tap here to enter text. |
| Authorized Signature: | Date: Click or tap to enter a date. |

Agricultural Development Grant

FY 2021 APPLICATION

Application Details and Instructions

For Fiscal Year 2021, the Department anticipates making awards totaling $250,000. No single award may exceed $50,000, and applications requesting lower amounts are welcome. The Department encourages potential Applicants to design realistic budgets reflecting detailed planning. The Agricultural Development Grant Review Team will consider the degree to which the project represents a good return for the investment (money, time) as well as whether the project work and cost estimates (tasks & budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services. Grant funds are provided on a reimbursement basis only (i.e., successful Applicants will submit invoices for approved project expenses and receive reimbursement from the State.).

Failure to respond to all instructions throughout this document may result in the Application being disqualified as non-responsive or receiving a reduced score. The Department, and its Grant Review Team, has sole discretion to determine whether a variance from the specifications should result in either disqualification or reduction in scoring. The Department seeks detailed yet succinct responses that demonstrate the Applicant’s experience and ability to perform the requirements specified throughout this document. The acceptable font size for the narrative is 11 or 12 point with all margins at 1 inch.

# Project Title

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

Click or tap here to enter text.

# Duration of Project

**Start Date**: Start Date **End Date**: End Date

# pART i: Project NARRATIVE

Describe project objectives and anticipated results in 100 words or fewer.

Click or tap here to enter text.

## FY2021 Commissioner Priority Areas for this application

It is not required that an application address one of the Commissioner Priority Areas. However, if you believe your project addresses one or more priorities, list them, and explain how the project aligns.

1. *Projects to help farms diversify products and markets and/or adapt sales and marketing models to better weather market disruptions, including those caused by COVID-19.*
2. *Projects that create new opportunity for multiple farms to expand access to local and regional markets.*
3. *Projects that enhance fiber production or value-added food production opportunities for products containing all, or a majority of, Maine-grown ingredients/materials.*
4. *Projects that provide processing infrastructure opportunities for agricultural products from more than one farm.*
5. *Projects to improve adaptation and increase resilience to climate-related crop or livestock disturbances in support of long-term farm vitality and productivity, such as through improvement of strategies to detect and manage emerging agricultural pests and diseases, or implementation of practices that sequester carbon, reduce atmospheric greenhouse gases, and improve soil health.*

Click or tap here to enter text.

## Identification of Need/Opportunity and Justification

*Clear statement of the specific need, problem or opportunity to be addressed, indicating its importance to the Maine agricultural community (if the project will support more than one agricultural community, please specify how). In particular:*

* 1. *For market research projects, provide 2-5 paragraphs describing the economic or other value of the research.*
  2. *For new technology projects, provide 2-5 paragraphs describing the number of producers who may adopt or benefit from the technology and the usefulness to specific regions within the State.*
  3. *Market promotion projects must provide 2-5 paragraphs describing increased sales potential, including the basis upon which these increases are calculated.*

Click or tap here to enter text.

## Project Goals and Objectives

*Provide a clear statement of the goals of the project, expressing goals quantitatively, if possible. Relate objectives to goals and identify specific needs to be addressed by the proposed project. Be sure to include a clear statement of the deliverables (the anticipated end products of the project). In 2-5 paragraphs provide a clear description of the anticipated end products of the project. For example, the project results might be a process that enhances the business; provides an economic, scientific, or production feasibility study; provides a plan, publication, or audiovisual presentation; or conducts a promotional event. In addition, describe how these results will be measured and documented and made available to the Department and used by the food and agriculture industry.*

Click or tap here to enter text.

## Innovation

*Provide 2-5 paragraphs detailing what is innovative about the project’s concept, approach, or process, referring to the definition in the RFA. Also explain whether/how the project will make the innovation available to other Maine producers in the future.*

Click or tap here to enter text.

## Degree of Risk

*The project must be able to demonstrate a likelihood of success. Provide a clear description of the potential risks (e.g., financial, competitive, etc.) that may impact the project's success, and methods to overcome the potential risks. (Note: for applicants who have received grants or loans from the Department in the past, the Review Team will review pasts performance and reporting as part of the risk assessment.)*

Click or tap here to enter text.

## Project Methodology and Schedule

*Write 2-5 paragraphs that describes the project’s methodology, timeframe, and plan for dissemination of lessons learned. In particular:*

* 1. *For testing new technologies, the methodology should follow a standard research application format, including a description of proposed investigations and/or experiments in the sequence and timetable in which it is planned to carry them out. The techniques to be employed, kinds of results expected, means by which the data will be analyzed or interpreted, and pitfalls and limitations that might be encountered should be detailed.*
  2. *For market research projects, the methodology and procedures should be outlined, including a description provided on how the project will be implemented and a detailed work plan including a timetable for the project.*
  3. *For market promotion projects, the project must include an explanation of how results of the promotion will be evaluated for return on investment.*

Click or tap here to enter text.

## Key Personnel and Project Managment

*The project application must explain how the project will be managed within the structure and workflow of the organization, and by whom. Explanation should include:*

* 1. *List of names, titles, qualifications, and concise summary of responsibilities of persons/groups involved. If they are not currently on staff, explain what the plan is to hire or otherwise secure their time.*
  2. *Communication plan for sharing information with the Department, and information about coordination of efforts with the Department and any other interested parties in the project.*
  3. *At least 2 examples of similar projects the Applicant has successfully undertaken that exhibits its experience, expertise, qualifications and skills in grant-funded, or other, projects.*

Click or tap here to enter text.

## External Project Support

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

Click or tap here to enter text.

# PART II: Cost proposal

The Department is limiting individual award amounts to $50,000. An itemized budget for the project is required, identifying sources of current and pending support, including in-kind and matching funds, and which itemized items will be paid for from the grant. Applicants should research real costs and provide detailed information to the extent possible. At least 10% of the total project cost must be funded from nonpublic sources.

*Grant recipients must contribute, in cash or in kind, an amount equal to at least 25% of the total cost of the project; however, for projects that include any marketing components, the grantee must contribute, in cash or in kind, an amount equal to at least 50% of the total project cost.*

There are formulas in each Direct Costs subtotal cell, the Total Project Cost cell, and the Match Percentage cell. These formulas do not update automatically. To update the formulas, please click the total cell and then hit F9**. Pay close attention to the match percentage.**

Use the Budget Worksheet included below to itemize program costs.

| **Budget Worksheet** | | |
| --- | --- | --- |
| **Expense Category** | **Grant Funds Requested** | **Matching Funds Provided** |
| 1. **Personnel** | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. **Fringe Benefits** | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. **Travel** | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. **Equipment** | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. **Supplies** | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. **Contractual** | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. **Construction** | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. **Other** | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. **Direct Costs Subtotal** | $ 0.00 | $ 0.00 |
| 1. **Indirect Costs** | N/A | N/A |
| 1. **Total Project Cost** |  | $ 0.00 |
| 1. **Match Percentage** |  | **!Zero Divide** |

## Budget Narrative

*A separate Budget Narrative is required describing and justifying each element in the project budget. The Budget Narrative must realistically and concisely describe how the funds will be allocated. Remember that the Review Team will be evaluating the potential return on investment for the project, so include sufficient detail to support this aim. For every budget category identified in the Budget Worksheet in which a cost is incurred, that cost must have an explanation. Be sure to describe the proposed match in detail as well. The Review Team will consider the Budget Worksheet and Budget Narrative together in allocating up to 25 points (25%) of the final score for the application.*

### Personnel

Click or tap here to enter text.

### Fringe Benefits

Click or tap here to enter text.

### Travel

Click or tap here to enter text.

### Equipment

Click or tap here to enter text.

### Supplies

Click or tap here to enter text.

### Contractual

Click or tap here to enter text.

### Construction

Click or tap here to enter text.

### Other

Click or tap here to enter text.

## Financial Viability

*Provide the following information for each of the past three tax years (these may be attached separately, as needed):*

* *Balance Sheets*
* *Income (Profit/Loss) Statements*

Click or tap here to enter text.

## Match

*Grant recipients must contribute, in cash or in kind, an amount equal to at least 25% of the cost of the project; however, for projects that include any marketing components, the grantee must contribute, in cash or in kind, an amount equal to at least 50% of the total project cost.*

* *Typically, Match consists of cash the Applicant is putting towards the project cost. In-kind match may be permitted, but only for direct project costs. (For example, a farm might contribute specific personnel costs as in-kind match, but the value of existing equipment typically would not count as match.)*

Click or tap here to enter text.