



NCR-SARE Minnesota Office
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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 Grant Program 2018 Call for Proposals Farmer Rancher Sustainable Agriculture Grants

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 \$459,000 is available for this program. Grant recipients have 23 months to complete their projects.

TO SUBMIT A PROPOSAL, go to <http://www.ciids.org/ncsare/fr>

The online submission system will open on August 15, 2017.

Proposals are due by 4:00 p.m. CST, Thursday, December 7, 2017.

If you are unable to use the online system you may submit a proposal by mail or e-mail.

Proposals sent by Fax will NOT be accepted. Mail and e-mail submissions must be received by 4 p.m. CST on Thursday, December 7, 2017.

The online application has strict word limits, and we strongly suggest you prepare your proposal using a word processing program, edit each response to comply with the word limits, and 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

If you need a printed application, call 612-626-3113.

Checklist of Items Needed to Submit a 2018 Grant Proposal

- Proposal Letter of support Statements 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 \$459,000 for the 2018 Farmer Rancher Grant Program. Projects must be completed in 23 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 (\$7,500 maximum)
2. Team of Two grants for two farmers/ranchers from separate and distinct operations who are working together (\$15,000 maximum)
3. Group grants for three or more farmers/ranchers from separate and distinct operations who are working together (\$22,500 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 1,000 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 23 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 24 - 26.

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.) 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, 2017

The 2018 Grant Cycle

Farmer/Rancher grant call for proposals released

December 7, 2017

Farmer/Rancher grant proposals due

Spring, 2018

Administrative Council recommends Farmer/Rancher grant recipients

Spring, 2018

Budgets are reviewed by University accountants for compliance with USDA guidelines and grant contracts are sent out

Spring 2018

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 and other information).

January 31, 2019

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

January 31, 2020

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

TO SUBMIT A GRANT PROPOSAL: Proposals must be received online at: <http://www.ciids.org/ncsare/fr> or in the NCR-SARE office by mail or e-mail by 4:00 p.m. CST on December 7, 2017. Faxed proposals will NOT be reviewed. If you are unable to use the online system e-mail: ncsare@umn.edu or mail proposals to:

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

CONTENT—You must submit the first 3 items below for an Individual grant and the first 4 items below for Team and Group Grants to be considered for funding. Item 5 is optional for all.

1. **Project Proposal** (Livestock projects must also submit an Animal Care form, pages 24 - 26.)
2. **Budget with Budget Justification**
3. **Letter of Support** (1 is required but you may submit up to 2)
4. **Statements of Commitment** (for Team and Group grants only)
5. **Optional extra attachment** (important drawing or image that helps explain your project)

1. Project Proposal - This consists of general information and questions for you to answer.

- 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 Narrative 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. Ask references to use letterhead if possible. 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 Statements of Commitment – For Team or Group grants only, include a statement from each Team or Group member describing their role in the project (1 to 2 paragraphs each).

5. Optional Attachment (limited to 1): If you have an important drawing or image to help illustrate your proposal, you may attach it. The attachment must be no longer than 1 page (one-sided). Title the attachment and refer to it in the proposal so reviewers can find it. Attachments do not appear in the body of the proposal. You may attach a pdf, Word file, or Excel spreadsheet in these formats: .pdf, .doc, .docx, .xls or .xlsx).

Proposal Evaluation

CHARACTERISTICS OF SUCCESSFUL PROPOSALS – 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).

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 eight 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. Clear objectives.** Briefly describe the major goals you plan to accomplish through your project.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. 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.
- 8. 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 a NCR-SARE representative.
- Grant recipients must submit a progress report by January 31, 2018.
- At the end of the project, grant recipients **must** submit: 1) final report; 2) final budget showing how funds were spent; and 3) photos, when possible, of project activities.
- 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.

- **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, honoraria/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/meals are allowed for meetings including educational events like field days and tours if they support the continuity of the event or the health, safety, and convenience of the attendees, especially if alternatives are not available in the vicinity. Meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Breakfast meals are generally not allowable because no continuity of the meeting exists. Refreshments/meals to support continuity of events 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 \$.535 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

This budget 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.*

For each category list the items you want to purchase with grant funds along with a brief description of each item. Provide an explanation of how each item relates to the project on the Budget Justification page. Include the role each person plays in the project or how travel, supplies, etc. will be used to support the project.

- Under Personnel, 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.
- For travel costs, use a mileage rate of \$.535 per mile.
- For equipment (items \$5000 or more with a useful life of more than 1 year), livestock, permanent fence, and perennial seeds and plants limit your request to 50% or less of the cost of the item.
- 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.

Budget Page A

Budget Category -- Budget item Description	Budget Item Request
Personnel	
Estelle Koski, farmer	640
David Hay, farmer	460
Philipa Pepito, farmer	550
Ward & Wanda Green, students	450
Ruby Farmer, student	636
Materials and Supplies	
Flexible water pipe	196
Cover crop seed	102
Subtotal Page A	3034

Budget Page B

Travel (use \$.535/mile for travel reimbursement)	
Abe Lee, Visit 3 farms	270
David Hay, Pick up Teff grass seed	76
Other Direct Costs (use for communications, photocopying, consultants, services conferences-meetings-workshops, speaker/trainer fees, honoraria/stipends, office rental, land-use charges, and fabrication of equipment.)	
John Adams, Extension specialist	48
Land lease, 2 acres	170
Lease no-till drill	125
Adapt leaf vacuum	360
Tami Black, consultant	750
Printing	498
Honorarium for speaker	250
Lunch for field day attendees	405
Subtotal Page B	2955

Use page C to list equipment (items \$5000 or more with a useful life of more than 1 year), livestock, permanent fence, and perennial seeds and plants. Grant funds can be used to pay up to 50% of these items. (See the **50% Rule** on page 6.)

BUDGET, page C – List equipment, livestock, permanent fencing, perennial seeds and plants and how they relate to your project.		
EQUIPMENT, LIVESTOCK, PERMANENT FENCING, PERENNIAL SEEDS AND PLANTS	Total Cost of Item	Grant Funds Request (Must be 50% or less of total cost of each item.)
Woven wire hog fence and gate	544	272
24 native shrubs	635	318
25 chickens	90	45
Subtotal pg C		635

TOTALS	Subtotal pg A	3034
	Subtotal pg B	2955
	Subtotal pg C: Equipment, livestock, permanent fencing, perennial seeds & plants	635
(Grant request total cannot exceed \$7,500 for Individuals, \$15,000 for Teams, or \$22,500 for Groups.)	TOTAL REQUEST	6624

Example Budget Narrative and Justification

Provide a brief narrative description to explain the role each person plays in the project and the purpose of travel and items purchased. The justification also shows how you arrived at the proposed expenses, and 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 @ \$.535/mile = \$47.62, rounded to \$48.00. Reviewers look for real-world budgets that match the activities in your proposal.

Personnel

Estelle Koski, 882 Faraway Farm Rd, City, State 22111, 123-444-2222, email@email.net. Farmer and project coordinator. Set up blueberry trials, organize field days/workshops for new growers. 32 hrs @ \$20/hr = \$640

David Hay, 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

Philipa Pepito, 444 Persimmon Rd, City, State 88877, 123-444-4444. Farmer. Design and install foot-powered watering system for produce farm. 22 hours @ \$25/hr (consultant would charge \$35/hr) = \$550 (Partial cost. Design will cost more than shown.)

Ward & Wanda Green, 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

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 \$12/hr = \$636

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

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

Travel (use \$.535/mile for travel reimbursement)

Abe Lee, visit 3 farms to learn holistic planning techniques, 504 miles x .535/mile = \$269.64 rounded to \$270

David Hay. Pick up Teff grass seed for pasture planting, 142 miles x .535/mile = \$75.97 rounded to \$76

Other Direct Costs (use for communications, photocopying, consultants, services conferences-meetings-workshops, speaker/trainer fees, honoraria/stipends, land-use charges, and fabrication of equipment.)

John Adams, Green County Extension, 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: 89 miles x \$.535/mile = \$47.62 rounded to \$48

Land lease, 2 acres x \$85 per acre to provide buffer for organic amaranth planting = \$170

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

Adapt leaf vacuum to harvest small native wildflower seed. 18 hours x \$20/hr = \$360

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 \$25/hr = \$750.

Print field day handouts, 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

Honorarium for speaker to conduct seed collection workshop for Sustainable Ag Society \$250

Lunch for field day attendees at rural site, 45 participants x \$9/ meal = \$405

Equipment, Livestock, Permanent fencing, Perennial seeds and Plants

330 feet woven wire fence and t-posts \$394 to contain orchard hogs; permanent boundary fence needed since orchard is by highway + 1 gate \$150 = \$544 x 50% = \$272

24 native shrubs (8 each) x \$25 per gallon pot = \$600 + \$35 shipping/handling = \$635 x 50% = \$317.50 rounded to \$318: Prunus americana - American plum, Rose mallow - Hibiscus lasiocarpus, False wild indigo - Amorpha fruticosa) for border to attract beneficial insects

25 chickens, Buff Orpington breed, 25 females @ \$3 ea = \$75 + shipping of \$15 = \$90 x 50% = \$45

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: <http://www.northcentralsare.org/State-Programs>). 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	benjaminj@lincolnu.edu
900 Leslie Blvd, Room 101	http://www.northcentralsare.org/
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's Grants Advisor, Kitt Healy, at (630) 346-4749 or gracekhealy@gmail.com. Also visit <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:

Andy Clark, Outreach Coordinator	301-405-2689
SARE Outreach	coordinator@sare.org
1122 Patapsco Bldg	www.sare.org
University of Maryland	
College Park, MD 20742-6715	

- 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	https://attra.ncat.org/

NCR-SARE State Coordinators

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MISSOURI

Dan Downing

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2018 Farmer Rancher Grant Proposal

On the following pages you will see all of 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: <http://www.ciids.org/ncsare/fr>

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.

Demographic information: NCR-SARE is committed to an ethic of openness, inclusiveness, and diversity in its programs, policies, and procedures. To monitor our performance, we are collecting demographic information from grant applicants. **Demographic information is anonymous and is not linked to your proposal. It is compiled in a separate database. If you have questions, contact Joan Benjamin at: 573-681-5545 or benjaminj@lincolnu.edu.**

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

- Animal Production (includes aquaculture, grazing)
- Crop Production (includes agroforestry, beekeeping, pollination)
- Education & Training
- Energy
- Farm Business Management (includes marketing)
- Natural Resources/Environment

- Pest Management
 - Production Systems (includes agroecosystems, aquaponics, holistic management, hydroponics, integrated crop and livestock systems, organic agriculture, permaculture, etc.)
- Soil Management
- Sustainable Communities

COMMODITIES

- This project is not commodity specific or doesn't apply to commodities
- Agronomic
- Fruits
- Nuts

- Vegetables
- Additional Plants (herbs, native plants, ornamentals, trees)
- Animals (includes bees, fish)
- Animal Products (includes honey)

- Other (Fill in the blank. Use for mushrooms, syrup, etc.)

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.)

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.)

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. Do you expect your project to take one-year _____ or two years _____?**
(This information helps reviewers evaluate the feasibility of your project.)
- **Grant Funds Requested: \$ _____** (Do not exceed \$7,500 for Individual grants, \$15,000 for Team of Two grants, or \$22,500 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 150 words (1/4 page) or less for each grant summary.
 - If the project was not completed, explain why not in the summary.
- **Does this project involve livestock? Yes _____ No _____.** If yes, fill out the Livestock Care form on pages 24 - 26.

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 23 months of the grant. If major objectives will take longer than 23 months, include what you hope to accomplish short term (during the grant) and long term. Example objectives:

1. Identify 5 cover crops for potential use in intensive vegetable production
2. Evaluate the usefulness of each cover crop 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.

DATE	PROJECT ACTIVITY	WHO PARTICIPATES
January 2018	Pre-project planning meeting to choose crops 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

ACTIVITIES AND TIMELINE (300 words).

6) 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.

DATE	OUTREACH ACTIVITY	WHO PARTICIPATES
Mid-May – August 2018	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 wrokgin with cover crops.	Eliza Freeman and son, Terrance Freeman
Early-August 2018	Develop and distribute field day flier.	Pauline Holtzburger, farmer
Late August 2018	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 2018	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.

OUTREACH: SHARING PROJECT INFORMATION (300 words).

7) 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 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.

8) MEASURING BENEFITS AND IMPACTS anticipated from your project. **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

Production and Production Efficiency

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

Environmental Sustainability

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

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.

9) 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. Even if your project focuses mostly on one aspect of sustainability, explain how it contributes to the other two aspects of sustainability too. In other words, how will the work affect the whole system, economically, environmentally and socially? How likely is your project to produce useful results that others can reproduce or adapt? Is your solution practical financially for other farmers/ranchers who don't have a grant?

BUDGET pages A & B - Read the BUDGET TIPS and EXAMPLE BUDGET on pages 6-9 of the Call for Proposals before you complete your budget. Choose the budget categories that apply to your project. Choose from the following categories: *Personnel; Materials and Supplies; Travel; Other Direct Costs; Equipment, Permanent fencing, Perennial seeds and plants, or Livestock.*

For each category list the items you want to purchase with grant funds along with a brief description of each item. For equipment (items \$5000 or more with a useful life of more than 1 year), livestock, permanent fence, and perennial seeds and plants limit your request to 50% or less of the cost of the item.

- For travel costs, use a mileage rate of \$0.535.
- Under Personnel, 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.

Budget Page A

Budget Category -- Budget item Description	Budget Item Request
Personnel	
Subtotal Page A	

Budget Narrative and Justification

List the role each person plays in the project and briefly explain how travel and items you plan to purchase relate to the project. The justification should also show how you arrived at the proposed expenses, and is usually expressed as some per-unit cost times some number of units. For example: 23 hrs. @ \$20/hr. = \$460, or 89 miles @ \$.535/mile = \$47.62 rounded to \$48. Reviewers look for real-world budgets that match the activities in your proposal.

Personnel

Materials and Supplies

Travel (use \$.535/mile for travel reimbursement)

Other Direct Costs (use for communications, photocopying, consultants, services conferences-meetings-workshops, speaker/trainer fees, honoraria/stipends, equipment rental, land-use charges, and fabrication of equipment.)

Equipment, Livestock, Permanent fencing, Perennial seeds and Plants

- 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.