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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 2015 Call for Proposals Farmer Rancher Sustainable Agriculture Grants

Farmer Rancher Grants are for farmers and ranchers who want to carry out Sustainable Agriculture research, demonstration, and education projects on their farms. The Farmer Rancher Grant call is released in August and proposals are due in November. A total of approximately \$400,000 is available for this program. Grant recipients have 22 months to complete their projects.

**We are using an online submission system this year. The online system will be open for applications on August 1, 2014.**

**To submit a proposal, go to <http://www.ciids.org/ncsare/fr>**

**Online Submission Deadline is 4:00 p.m. CST, Thursday, November 20, 2014.**

**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, November 20, 2014.**

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](http://www.northcentralsare.org). If you need a printed application, call 612-626-3113.

### Checklist of Items Needed to Submit a 2015 Grant Proposal

- Proposal     Budget     Letter of reference
- 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, audiotape, 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: <http://www.csrees.usda.gov/about/offices/equalop.html>

## 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 \$400,000 for the 2015 Farmer Rancher Grant Program. Projects must be completed in 22 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. Partner grants for two farmers/ranchers from separate operations who are working together (\$15,000 maximum)
3. Group grants for three or more farmers/ranchers from separate 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 900 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, 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.

- Applicants must identify specific problems and potential solutions to those problems.
- Maximum duration for grant projects is 22 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 pgs 26 - 28.

### □ **WHO & WHERE**

Any farmer/rancher 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. Farmers and ranchers submitting grant proposals 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 will need to be signed by a parent or guardian.)

To qualify for a Partner project, there must be two **farmer/ rancher participants from separate operations**. To qualify for a Group project, there must be at least **three farmer/rancher participants from separate operations**. Partners and Groups must designate a **farmer/rancher** project leader 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 Partner 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**

#### **The 2015 Grant Cycle**

<i>August, 2014</i>	Farmer/Rancher grant call for proposals released
<i>November 20, 2014</i>	Farmer/Rancher grant proposals due
<i>Spring, 2015</i>	Administrative Council recommends Farmer/Rancher grant recipients
<i>Spring, 2015</i>	Budgets are reviewed by University accountants for compliance with USDA guidelines and grant contracts are sent out
<i>Early summer 2015</i>	Approximate date of first payment of grant funds (50%)
<i>December 30, 2015</i>	Progress report due. Grant recipients are eligible for a second grant payment (35%) once their progress reports are approved.
<i>December 30, 2016</i>	Project end date and Deadline for submitting final report. Grant recipients are eligible for a final payment (15%) once final reports are approved.

## Proposal Requirements

### HOW 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 November 20, 2014. Faxed proposals will NOT be reviewed. If you are unable to use the online system e-mail 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**  
**E-mail: [ncsare@umn.edu](mailto:ncsare@umn.edu)**

**CONTENT**—You must submit all three parts of the grant proposal to be considered for funding:

- 1. Project Proposal (Livestock projects must also submit an Animal Care form, pgs 26 - 28.)**
- 2. Budget with Budget Justification**
- 3. Reference Letter**

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

- Proposals include 1 title page, 1 category checkoff page, 5 pages of questions, a budget and budget justification, 3 Livestock Care form pages (for livestock project only), and 1 or 2 reference letters. Limit answers to the word count provided. Mailed proposal should be printed single-sided.
- Do not include attachments or photos or list 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. You may use smaller type (10- or 11-point) on the budget pages only.
- Do not staple or paper clip hard copy proposals; this makes it easier to make copies.

**2. Budget** - Along with the amount of each item, briefly explain how each item will be used in your project. You may use extra pages if needed to provide the budget justification. Be sure to review the BUDGET TIPS AND EXAMPLE BUDGET on pages 6 - 12.

**3. Letter of Support** - Applicants **must** submit one letter of support from a community member (not a family member) who can explain why the project is needed and how it will benefit the community. You can submit a second letter but this is optional. Do not submit more than two letters -- additional letters will not be read. Contact references early and make sure they are familiar with the details of your project so they can write a strong letter. The letter should include any 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 name, address, phone number, and e-mail (if available) of the reference. Ask reference to use letterhead if possible. Examples of people who might write a support letter include: Extension educator or agent; 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).

## 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 outreach. Cooperators may include Extension educators; staff of non-profit groups, local conservation districts, and the Natural Resources Conservation Service (NRCS); network coordinators; and soil consultants.
3. **Involve local or state groups** that help share project results.
4. **Emphasize outreach** such as field days, publications, social media, videos, websites, and workshops.

□ **REVIEW CRITERIA AND EVALUATION PROCESS** - 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 six 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. **Appropriate timeline.** Reviewers want to know what steps you will take and when.
3. **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.
4. **Effective plan for sharing project information.** 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.
5. **Contribution to the growth of sustainable agriculture.** Your project should add to existing sustainable agriculture knowledge, and help farmers and ranchers in the North Central region produce positive environmental, economic, and social impacts.
6. **Appropriateness of the budget.** Only expenses that help carry out the project should be included. Grants are not intended to fund everyday farming expenses.

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

- 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 December 30, 2015.
- 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.

## □ **BUDGET TIPS**

Grant reviewers pay close attention to the budget. Be sure to use accurate figures 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. Use the **Other Direct Costs** category for consultants and service providers. 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.** In addition to consultants and service providers, 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.
- **The 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 with a cost of \$2500 or more and 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.
- **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 \$15 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 \$.56 per mile; this mileage rate is intended to cover ownership and operating 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.
- **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.

## **Example Budget, pages A & B**

The EXAMPLE BUDGET does not represent a single project. It shows examples of line items from many different projects. Text in the budget only can be smaller than 12-point type but must be at least 10-point.

**BUDGET pages A & B** - Read the BUDGET TIPS and EXAMPLE BUDGET on pages 6-12 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 seed, or Livestock (the 50% rule applies to these items).

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 \$.56.
- For equipment (items over \$2500 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**

<b>Budget Category -- Budget item Description</b>	<b>Budget Item Request</b>
<b>Personnel</b>	
Estelle Koski	450
David Hay	180
Jamie Green	0
Philipa Pepito	540
Ward & Wanda Green	250
Jay Brown	126
Ruby Farmer	150
<b>Materials and Supplies</b>	
Flexible water pipe	196
Cover crop seed	102.20
<b>Subtotal Page A</b>	<b>1994.20</b>

## Example Budget, page B

### Budget Page B

<b>Travel (use \$.56/mile for travel reimbursement)</b>	
Rudy Farmer, Visit 3 farms	197.12
David Hay, Pick up Teff grass seed	46.48
<b>Other Direct Costs</b> (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	49.84
Land lease, 2 acres	170
Lease no-till drill	45
Scale rental	50
Adapt leaf vacuum	50
Anthony George, consultant	0
Nina Jackson, engineer	400
Tami Black, State Sustainable Ag Society	0
Fecal egg count test	960
Ken Jones, crop consultant	324
Tissue test	300
Printing	73
Print photos	24
Develop and maintain website	350
Honorarium for speaker	250
Ima Sylvan, Veterinarian	500
Lunch for field day attendees	315
Refreshments at field day	180
Teresa Alias, marketing consultant	360
<b>Subtotal Page B</b>	<b>4544.44</b>



### **Example Budget, page C**

Use page C to list equipment (items over \$2500 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.)

<b>BUDGET, page C – List equipment, livestock, permanent fencing, perennial seeds and plants and how they relate to your project.</b>		
<b>EQUIPMENT, LIVESTOCK, PERMANENT FENCING, PERENNIAL SEEDS AND PLANTS</b>	<b>Total Cost of Item</b>	<b>Grant Funds Request (Must be 50% or less of total cost of each item.)</b>
High-tensile wire	490	245
50 perennial flowers	355	177.50
24 native shrubs	635	317.50
25 chickens	78.27	39.14
<b>Subtotal pg C</b>		<b>779.14</b>

<b>TOTALS</b>	<b>Subtotal pg A</b>	1994.20
	<b>Subtotal pg B</b>	4544.44
	<b>Subtotal pg C: Equipment, livestock, permanent fencing, perennial seeds &amp; plants</b>	779.14
<b>(Grant request total cannot exceed \$7,500 for Individuals, \$15,000 for Partners, or \$22,500 for Groups.)</b>	<b>TOTAL REQUEST</b>	<b>7317.78</b>

**X** YOUR NAME, Signature of Applicant (**must** be a Farmer/Rancher)  
**If you are submitting your proposal by e-mail, scan or type in your signature.**

## 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. For example: 30 hrs. @ \$15/hr. = \$450 or 89 miles @ \$.56/mile = \$49.84. 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 research trials, organize field days and workshops for new growers. 30 hrs @ \$15/hr = \$450

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.  
12 hrs @ \$15/hr = \$180

Jamie Green, 111 Green Way, City, State 88877, 123-444-5555, email@email.com  
Farmer. Conduct beneficial insect trials. Plant 5 borders of herbs and flowers to attract beneficial insects. Monitor/document results using photos, daily survey. No grant funds requested.

Philipa Pepito, 444 Persimmon Rd, City, State 88877, 123-444-4444. Farmer.  
Design and install foot-powered watering system for produce farm. 27 hours @ \$20/hr (consultant would charge \$25/hr) = \$540 (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, 25 hrs @ \$10/hr = \$250

Jay Brown, high school student, 1212 Leaf Lane, City, State 22211: collect seed from prairie plants 14 hrs. @ \$9/hr = \$126

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.  
12.5 hrs x \$12/hr = \$150

### **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

### **Travel** (use \$.56/mile for travel reimbursement)

Ruby Farmer, visit 3 farms to learn holistic planning techniques, 352 miles x .56/mile = \$197.12

David Hay. Pick up Teff grass seed for pasture planting, 83 miles x .56/mile = \$46.48

**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 \$.56/mile = \$49.84

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, \$9 /acre x 5 acres = \$45

Scale rental to measure crop yields for blueberries. Weekly rental @ \$50

Adapt leaf vacuum to harvest small native wildflower seed. 2.5 hours x \$20/hr = \$50

Anthony George, 12888 County Rd 4333, City, State 11122, 444-123-2222, email@email.net. Consultant. Assist with set up of mob grazing demonstration and record keeping system. No grant funds requested.

Nina Jackson, engineer, 78787 Pond Rd, City, State 33555, 222-333-4444, no email. Design and help construct tractor attachment to harvest elderberries. 20 hours x \$20/hr = \$400

Tami Black, State Sustainable Ag Society, 556 Heath St, City, State 22277, 234-555-111, email@email.net. Facilitate 3 meetings for farmers and ranchers interested in starting a year round farmers market. No grant funds requested.

Fecal egg count test to determine worm load in sheep, 4 tests x 20 ewes @ \$12 ea = \$960

Ken Jones, private crop consultant, 123 Crawler Rd, City, State 12312, email@email.net scouting insect pests, identifying beneficial insects. 18 hours @ \$18/hr. = \$324

Tissue test to determine meat quality of pasture beef, 15 tests @ \$20 per test = \$300

Printing field day handouts, workshop poster \$73

Print photos to document increase of quail \$24

Develop and maintain website to publicize grant project results (partial cost) \$350

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

Ima Sylvan, 1211 Woodland Rd, City, State, 22445, 234-222-1111, [email@email.com](mailto:email@email.com), Veterinarian, providing workshop for 3 farmers on collecting semen from rare hog breeds. Training (6 hours) = \$500

Lunch for field day attendees at rural site, 35 participants x \$9/ meal = \$315

Refreshments at field day, pie and drinks, 45 participants, \$4 each= \$180

Teresa Alias, marketing consultant, 322 Market Dr, City, State 11122: develop market survey, assist with developing marketing plan for amaranth, an alternative grain crop, 12 hours x \$30/hour = \$360

**Equipment, Livestock, Permanent fencing, Perennial seeds and Plants**

High-tensile wire to contain orchard hogs  $\$490 \times .50 = \$245$

50 perennial flowers (10 each)  $\times \$6.50$  per quart pot =  $\$325 + \$30$  shipping/handling =  $\$355 \times 50\% = \$177.50$ :  
Cup plant - *Silphium perfoliatum*, Goldenrod - *Solidago* spp, Wild Bergamot - *Monarda fistulosa*, Joe-pye weed  
- *Eupatorium maculatum*, Butterfly weed - *Asclepias tuberosa* (additional plants will be purchased using other  
resources)

24 native shrubs (8 each)  $\times \$25$  per gallon pot =  $\$600 + \$35$  shipping/handling =  $\$635 \times 50\% = \$317.50$ : *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 @  $\$2.76$  ea =  $\$69 +$  shipping of  $\$9.27 = \$78.27 \times 50\% = \$39.14$

## Help with Grant Writing and Information Sources

For assistance in preparing your proposal, contact your NCR-SARE State Coordinator (see the list on pg 14 or see: <http://www.northcentralsare.org/State-Programs>). You may also want to contact the NCR-SARE office, the national SARE office, two sister organizations of SARE: AFSIC and ATTRA, your Extension agent, 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 or 800-529-1342
NCR-SARE Associate Regional Coordinator	573-681-5534 (fax)
Lincoln University	benjaminj@lincolnu.edu
900 Leslie Blvd, Room 101	<a href="http://www.northcentralsare.org/">http://www.northcentralsare.org/</a>
Jefferson City, MO 65101	
  
- 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	301-405-7711 (fax)
1122 Patapsco Bldg	coordinator@sare.org
University of Maryland	<a href="http://www.sare.org">www.sare.org</a>
College Park, MD 20742-6715	
  
- The Alternative Farming Systems Information Center (AFSIC) at the National Agricultural Library (partially funded by SARE), specializes in locating, organizing, and providing information about sustainable agriculture. Information specialists can answer questions, conduct literature searches, provide access to materials, supply links to experts and organizations, identify pertinent researchers and projects in the USDA, and furnish free bibliographies and reference briefs.

AFSIC	301-504-6559
National Agricultural Library, USDA	301-504-6927 (fax)
10301 Baltimore Ave, Room 132	afsic@nal.usda.gov
Beltsville, MD 20705-235	<a href="http://afsic.nal.usda.gov">http://afsic.nal.usda.gov</a>
  
- The National Sustainable Agriculture Information Service (ATTRA) was developed and is managed by the National Center for Appropriate Technology (NCAT). ATTRA has information on sustainable agricultural topics. If you contact ATTRA via e-mail, please describe your role in sustainable agriculture. By mail or fax, please include "ATTRA Information Request" near the top of the correspondence. (Preferred method of contact is telephone.)

ATTRA- National Sustainable Agriculture Information Service	800-346-9140 (English)
P.O. Box 3838	800-411-3222 (Español)
Butte, MT 59702	<a href="https://attra.ncat.org/">https://attra.ncat.org/</a>
  
- Michael Fields Agricultural Institute provides free Grants Advising services to beginning farmers, limited resource farmers, and socially disadvantaged farmers and ranchers (minority farmers or women farmers, 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, Deirdre Birmingham, at [deirdreb4@gmail.com](mailto:deirdreb4@gmail.com) or (608) 219-4279. Also visit <http://www.michaelfields.org/grant-advising-resources/> for more information.

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## 2015 Farmer Rancher Grant Proposal

**On the following pages you will see all of the questions you will be asked on the Online Submission website at <http://www.ciids.org/ncsare/fr>. Once you have read through this call for proposals, click on that site, follow the directions and begin your proposal.**

If you are unable to use the online system, complete your proposal using a computer or typewriter, or print legibly in dark ink. Do not exceed the word limits. If your project requires assistance from a financial institution, please enclose a letter from them indicating their commitment. (This letter is only necessary if you must take out a loan to carry out your project.)

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

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**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.)

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**Project Leader, 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.)
- **Is this an Individual \_\_\_\_\_, Partner \_\_\_\_\_, or Group \_\_\_\_\_ 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 Partner grants, or \$22,500 for Group grants. The amount should match your budget total.)
- **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 18 - 20.**

**SYSTEMS CATEGORY.** This helps us sort proposals by topic for the review process. This is for SARE use only and will not affect your project review.

Please select the category that best represents this project:

- |  |  |
|--|--|
| <input type="checkbox"/> Integrated Crop & Livestock System                | <input type="checkbox"/> Soil Management               |
| <input type="checkbox"/> Education & Training                              | <input type="checkbox"/> Natural Resources/Environment |
| <input type="checkbox"/> Energy Conservation & Renewable Energy            | <input type="checkbox"/> Economic/Marketing            |
| <input type="checkbox"/> Crop Production                                   | <input type="checkbox"/> Community Development         |
| <input type="checkbox"/> Animal Production (including aquaculture, apiary) | <input type="checkbox"/> Quality of Life               |
| <input type="checkbox"/> Pest Management                                   | <input type="checkbox"/> Other _____                   |

### **CROP OR ENTERPRISE CATEGORY**

This is for SARE use only and will not affect your project review. Please select the category that best represents the crop or animal production enterprise being addressed:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Aquaculture   | <input type="checkbox"/> Grain Crops        | <input type="checkbox"/> Nuts                         |
| <input type="checkbox"/> Beef          | <input type="checkbox"/> Hay & Forage Crops | <input type="checkbox"/> Ornamentals and turf         |
| <input type="checkbox"/> Dairy         | <input type="checkbox"/> Silage Crops       | <input type="checkbox"/> Trees (forest and Christmas) |
| <input type="checkbox"/> Swine         | <input type="checkbox"/> Vegetable Crops    | <input type="checkbox"/> Other _____                  |
| <input type="checkbox"/> Sheep & Goats | <input type="checkbox"/> Tree Fruits        |   |
| <input type="checkbox"/> Poultry       | <input type="checkbox"/> Sugar Crops        |   |
| <input type="checkbox"/> Oil Crops     | <input type="checkbox"/> Small Fruits       |   |



**1) DESCRIPTION** (600 Words/ 1 page). 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 Partner or Group proposal, provide names and a brief description of the farms/ranches of the other participants. (For Partner 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.

**2) PROBLEM/SOLUTION** (600 words/ 1 page). Describe the problem you hope to solve with your project. Explain why solving this problem is important to your farm/ranch and to other farmers/ranchers in your area and the North Central region. Provide a detailed description of the innovative research, demonstration, or education project you propose. Describe the sustainable agriculture solutions you will test to solve the problem. Focus on the piece of the project you can reasonably complete during the time period of the grant (22 months).

**3) TIMELINE** (300 words/ ½ page). Provide a timeline for your project and include dates. List the activities you will complete and when. Be as detailed as you can.

**4) OUTREACH** (300 words/ ½ page). Each project must include outreach. How will you share information from your project with other farmers and ranchers? Who else will you share information with? Be specific. However you share information (articles, conferences, field days, social media, website, etc.) provide details about when and where you will provide outreach and the audience and numbers of people you hope to reach.

**5) 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 13 and 14 of the instructions for help finding previous work done on your topic. For example:

- Review reports from previous SARE grants (see [www.sare.org](http://www.sare.org) and click on the Project Reports tab at the top of the page or call 1-800-529-1342).
- Contact ATTRA (The National Sustainable Agriculture Information Service) to speak to an Ag Expert about work done on your topic.
- Contact AFSIC (The Alternative Farming Systems Information Center) to speak to an information specialist or request a literature search on your topic.

**6) EVALUATION** (600 words/ 1 page). How will you know if the solution you propose is successful and contributes to sustainable agriculture? Describe what you will measure to determine environmental, economic, and social (family/community) benefits. Tell us your techniques for gathering results, what data you will collect, and how you will determine what the results might mean. Reviewers need to know the project will have valid, measurable results. For example: yield changes, increased income, more diversity, environmental or lifestyle improvements. (Documenting the results of your project may involve recordkeeping, taking photos, measuring results with simple surveys, etc. Call the NCR-SARE office if you have questions since this is an important part of this proposal.) How will you measure the following?

Environmental benefits:

Economic benefits:

Social benefits:

**X** \_\_\_\_\_, Signature of Applicant (**must** be a Farmer/Rancher)  
**If you are submitting your proposal by e-mail, scan or type in your signature.**

**BUDGET pages A & B** - Read the BUDGET TIPS and EXAMPLE BUDGET on pages 6-12 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 seed, or Livestock (the 50% rule applies to these items).

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

- For equipment (items over \$2500 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 \$0.56.
- 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
<b>Personnel</b>	
<b>Materials and Supplies</b>	
<b>Subtotal Page A</b>	

**Budget Page B**

<b>Travel (use \$.565/mile for travel reimbursement)</b>	
<b>Other Direct Costs (use for communications such as printing, publications, websites; photocopying; consultants; services; conferences-meetings-workshops; speaker/trainer fees; honoraria/stipends; equipment rental; land-use charges; and fabrication of equipment.)</b>	
<b>Subtotal Page B</b>	

Use page C to list equipment (items over \$2500 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.)

<b>BUDGET, page C – List equipment, livestock, permanent fencing, perennial seeds and plants and how they relate to your project.</b>		
<b>EQUIPMENT, LIVESTOCK, PERMANENT FENCING, PERENNIAL SEEDS AND PLANTS</b>	<b>Total Cost of Item</b>	<b>Grant Funds Request</b> (Must be 50% or less of total cost of each item.)
<b>Subtotal page C</b>		

<b>TOTALS</b>	<b>Subtotal pg A</b>	
	<b>Subtotal pg B</b>	
	<b>Subtotal pg C: Equipment, livestock, permanent fencing, perennial seeds &amp; plants</b>	
<b>(Grant request total cannot exceed \$7,500 for Individuals, \$15,000 for Partners, or \$22,500 for Groups.)</b>	<b>TOTAL REQUEST</b>	

**X** \_\_\_\_\_, Signature of Applicant (**must** be a Farmer/Rancher)  
**If you are submitting your proposal by e-mail, scan or type in your signature.**



## 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. For example: 30 hrs. @ \$15/hr. = \$450 or 89 miles @ \$.56/mile = \$49.84. Reviewers look for real-world budgets that match the activities in your proposal.

### **Personnel**

### **Materials and Supplies**

**Travel** (use \$.56/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.