

Western SARE Competitive Grants Farmer/Rancher Research & Education 2016 Call for Proposals

Submission Deadline: Dec 2, 2015, 1:00 pm MST



If you have questions, please contact us at:

Western SARE
Room 115
New Ag Sciences Bldg.
Utah State University
4865 Old Main Hill
Logan, UT
84322-4865

(435) 797-2257
(435) 797-3344 fax
wsare@usu.edu
www.westernsare.org

Host Institution:
Utah State University

On-Farm education and experience of FFA, 4-H and other similar aged youth groups dealing with sustainable agricultural techniques and practices is encouraged by Western SARE.

Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Micronesia, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming

The Administrative Council of the Western Sustainable Agriculture Research and Education (SARE) program announces the Call for Proposals for Farmer/Rancher Research & Education Grants for 2016. With a Farmer/Rancher Research & Education Grant, a producer, working with a technical advisor, develops a proposal to conduct **both research and education** on a sustainable agricultural topic and incorporate such items as: on-farm/ranch demonstrations; farmer-to-farmer educational outreach and other approaches to assist in producer adoption in an area of sustainable agriculture. The goal is to achieve results that can be communicated to producers and professionals and can improve income, the environment, communities and quality of life for all citizens.

Farmer/Rancher Involvement: Congress mandates that the SARE grant program depart from “business as usual.” To that end, the Administrative Council requires that agricultural producers (farmers/ranchers) be involved from start to finish in the planning, design, implementation and educational outreach of any SARE-funded Research and Education project. Token representation is unacceptable.

Research and Education projects primary focus should be to:

- **Conduct on the ground research and education** within the scope of the project. **Not research or education; both must be conspicuous components of the proposal.**
- Design on-farm/ranch experiments that will lead to a more sustainable agriculture
- Be creative and distinctive in addressing the changes that could come from the adoption of the results of this project by other producers.
- Detail creative educational outreach plans that deliver this new knowledge to other producers and professionals in the western region.

Sustainable Agriculture:

Congress has defined sustainable agriculture as an integrated system of plant and animal production practices having a site-specific application that will over the long-term:

- Satisfy human food and fiber needs
- Enhance environmental quality and the natural resource base upon which the agriculture economy depends
- Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls
- Sustain the economic viability of farm operations
- Enhance the quality of life for farmers and society as a whole

-- U.S. Code Title 7, Section 3103

Farmer/Rancher Research & Education Grant Program Deadlines

- Dec. 2, 2015 – Proposals are due by 1 p.m. MST. Signatures required (see page 11).
- January 2016 – Technical review panel selects proposals for grant funding.
- March 2016 – Western SARE Administrative Council makes final selections.
- April 2016 – Coordinators of funded grant applications are informed of proposal status.
- Summer 2016 – Funds for selected projects will be disbursed.

Western SARE Farmer/Rancher Grants in Sustainable Agriculture

Farmer/Rancher Research & Education Grants are funded for up to three years. **The producer is the grant applicant.** A technical advisor assists in the development, on-farm field trial and outreach of the project. **Up to \$20,000 per proposal is allowed for a single producer and up to \$25,000 is allowed for three or more producers. Each producer must be an independent and separate operation. You are a producer (farmer/rancher) if:**

- Your primary occupation is farming or ranching;
- You have a farm/ranch tax number; or,
- You are a part-time producer with at least \$1,000 documented annual income from the operation.

Any producer (as defined above) in the Western region may apply. Technical advisors may be cooperative extension educators/agents and specialists, USDA-NRCS field staff, agricultural consultants, nonprofit staff members or other agricultural professionals assisting producers at the local level.

To apply, please visit: wsaregrants.usu.edu

See the “Helpful Documents” at: wsaregrants.usu.edu Appendixes A-H can be found here. Also see “[How to Conduct Research on Your Farm or Ranch.](#)” If you have further questions after consulting this site, please contact our office by phone at 435-797-2257 or email wsare@usu.edu

Writing the Proposal

The following criteria are to be addressed with clear explanations for each:

Summary: (10% of evaluation criteria, 900 word text limit)

Give the researchable and educational outreach components of your proposal and briefly explain these in the context of why this project is important. What problems or situations are being addressed? How would your project distinctively or creatively address those problems?

List of Objectives: (10% of evaluation criteria, 450 word text limit)

Provide a **numerical list** of the achievable objectives of your project. These are major things you plan to accomplish. Also provide a timeline for accomplishing each objective.

Relevance to Sustainable Agriculture: (5% of evaluation criteria, 450 word text limit)

Clearly articulate how the project and its possible outcomes are relevant to the three basic elements of sustainable agriculture, specifically:

1. Economically viable
2. Environmentally sound
3. Socially responsible

Benefits and Impacts to Agriculture: (10% of evaluation criteria, 450 word text limit)

Describe the potential benefits and impacts of your project and its findings on other producers

(local, state and regional) or agriculture in general. For example, how does it affect: overall farm/ranch productivity levels, operational profits, soil or water quality or quantity, rural communities, society as a whole?

Where possible, use specific estimates of benefits – for example, dollars saved per acre, tons of soil protected from erosion, pounds of chemical reduced, number of acres or people affected, markets expanded, jobs created, etc.

Educational Outreach Plan: (20% of evaluation criteria, 450 word text limit)

Create a yearly plan for outreach to other producers. This plan should identify dates, locations and methods, using such networking techniques as field days, workshops, demonstrations or other events. Explain how you will communicate your project and its findings to producers (specifically) and others (generally).

Educational Materials to be produced: (20% of evaluation criteria, 450 word text limit) Provide a list of the educational materials you plan to produce and use in the outreach plan listed above. This list should describe the type of materials that will be developed and used for outreach to producers – such things as factsheets, PowerPoint presentations, posters, handouts, articles, brochures, social media, etc.

Specific examples include: outreach publications, videos, photos, posters, slideshows, brochures, fact sheets, surveys, program announcements, web-based materials or any other information or educational materials. Social media techniques such as YouTube videos, blogs, Twitter, Face book and other popular methods are highly encouraged.

Producer Adoption: (20% of evaluation criteria, 450 word text limit)

Explain how you will measure reactions to, and adoption of, the findings of your project in the producer community. This plan should also describe changes expected in these producers (new skills or practices, increased knowledge or awareness, changed attitudes or opinions, etc.) and ways to measure these changes such as a before-and-after questionnaire, survey, etc.

NOTE: An approved survey is listed in Appendix E (found at wsaregrants.usu.edu) and is to be filled out by every participant at each outreach event held. These surveys will be submitted yearly as part of the annual reporting materials sent to Western SARE.

Budget & Justification: (5% of evaluation criteria) Provide a concise budget, with proper justification, that is appropriate to the proposed project. **Special Note:** Any single item or piece of equipment over \$500 must be listed separately with proper budget justification.

Farmer/Rancher Research & Education Grant funds may be used for the following purposes:

- Mini-grants to producers to compensate for field research and education activities.
- Cost of field sampling, crop analysis and educational surveys.
- Materials and supplies needed for the project.
- Small tools and equipment. Any one piece of equipment costing less than \$5,000. Describe type of equipment (for example, pH meters, balances, scales, hand tools, etc.), cost and a brief narrative on the intended use of the equipment for project objectives. **NOTE:** Any

single item or piece of equipment over \$500 must be listed separately with proper budget justification.

- Outreach expenses such as holding a field day, tours, making a brochure, creating a webpage, etc.
- Out-of-town travel needed for the project. State purpose, destination, number of travelers and estimated cost per trip. (i.e., St. Louis, MO. to attend the National Conference; two persons - \$1,000 each).
- Local travel (where personal auto is used and reimbursed) needed for project. State purpose and total dollar amount of reimbursement for vehicle use. If any overnight stays are anticipated, include the number of nights and the amount for meals and lodging. (i.e., local travel for site visits to farmers in neighboring counties - \$500 for mileage and \$500 for meals and lodging (five days @ \$100/day) = \$1,000.) Maximum mileage allowance depends on Federal allowable rate.
- Hired labor for things that you cannot do yourself. State whether flat rate. If not flat rate, show percent of fringe benefits.
- Producer labor for project activities **above and beyond their normal farming activities.**
- Refreshments at field days, e.g. coffee, cold drinks, fruit, pie, cookies, etc. Meals are allowable if they maintain the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. This justification must be provided.
- Services of agricultural professionals can be compensated. Provide the rate in your budget justification.

Farmer/Rancher Research & Education Grant funds may NOT be used for the following purposes:

- Starting or expanding a farm or farm operation.
- Any single piece of equipment costing more than \$5,000. This limit **cannot** be used toward the purchase of a piece of equipment or the modification of equipment costing more than \$5,000 or to purchase or produce durable parts for tractors, equipment, irrigation systems, etc.
- Permanent improvement to a farm or ranch, such as constructing or remodeling a building.
- Any meal that does not maintain the continuity of a scheduled meeting.
- Testing of commercial products.

Text Limitations: Text limits are based on the *word count*. For purposes of Western SARE online proposals, 450 words equate to approximately ½ page of single-spaced, 12-point text on an 8.5x11 inch sheet of paper. A full page equates to 900 words.

Other Requirements

1. Roles: Detail the specific role of the technical advisor and any others, including producers, who are to be involved in this project. In the on-line process, under 'Project Participants,' be sure to include a paragraph or two describing each of the agricultural operations of producers.

2. Budget Narrative/Justification Provide additional budget details and justification. You should follow the Required Budgetary Details (Appendix G found at wsaregrants.usu.edu) when

organizing your budget Narrative/Justification. For reference, an Example Budget Narrative/Justification follows the Example Budget on pages 9-10

3. Animal Welfare Assurance Statement: If your project includes warm-blooded vertebrate animals in the study, you must have the statement signed by you and an IACUC (Institutional Animal Care and Use Committee) representative or attending veterinarian. Do not submit the form if it is not applicable to your proposal (no warm-blooded vertebrate animals in your project).

4. Technical Advisors Resume: The application must include a resume for the Technical Advisor. This should be uploaded into the “Supporting Documents” sections of the grant submission. **Producers (farmer/ranchers) are not required to submit a resume.** The Technical Advisor **cannot** be one of the producers.

5. Proper Citation

In addition, the Western SARE program must be credited, with our logo published, as the funding source in any publications or outreach materials generated.

Important Items to Remember

- All proposals **must** have at least **one producer (farmer/rancher), who is the applicant.**
You are a producer (farmer/rancher) if:
 - Your primary occupation is farming or ranching;
 - You have a farm/ranch tax number; or,
 - You are a part-time producer with at least \$1,000 documented annual income from the operation.

The producer (farmer/rancher) is fiscally responsible for the project and, if funded, provides his or her Social Security number.

- When **three or more producers (each an independent, separate operation)** apply as part of a group project, one **must** agree to serve as project investigator (PI) and be fiscally responsible. The project investigator’s Social Security number must be provided to receive funding.
- All proposals **must** have a qualified **technical advisor** who should assist with planning, evaluation, education dissemination and reporting. The technical advisor’s resume (one page maximum) **must** be included. The technical advisor cannot be one of the producers.
- It is important that you follow directions. Each year, Western SARE disqualifies proposals at review because applicants fail to follow directions.

Keep in mind these considerations:

- Your proposal and all deliberations by the technical review panel regarding its merits will remain confidential.
- While your proposal and its review will remain confidential, the Western SARE program considers all funded proposals and subsequent reports and related

information to be in the public domain. (See details of this stipulation in the special notes in Appendix A of this Call for Proposals.)

The Evaluation and Review Process

All Farmer/Rancher Research & Education Grant proposals compete with one another. A panel of agricultural producers, scientists, educators, business leaders, and other professionals will conduct a criteria-based review of all proposals and select those that meet SARE goals with the dollars available. As you develop your proposal, keep in mind that funded projects clearly define an opportunity or issue in sustainable agriculture and propose innovative and specific solutions. Eligible proposals received by the due date are reviewed in two stages:

Stage 1: Proposals are sent to a diverse group of reviewers that includes farmer and ranchers, scientists, educators, business leaders and government and nonprofit professionals. Their reviews and comments are forwarded to an evaluation subcommittee.

Stage 2: The evaluation subcommittee, which includes the same diversity listed above, meets to discuss and rank the proposals based on these criteria:

• Summary	10%
• List of Objectives	10%
• Relevance to Sustainable Agriculture	5%
• Benefits and Impacts to Agriculture	10%
• Educational Outreach plan	20%
• Educational Materials to be Produced	20%
• Producer Adoption	20%
• Budget & Justification	5%
	Total 100%

Up/Down criteria reviewers will also consider:

- | | |
|---|----------|
| • Does this project deal with a critical need in Sustainable Agriculture? | Yes - No |
| • Is there evidence that producers were involved in the development of this proposal? | Yes - No |
| • Does this proposal represent an innovative approach or idea? | Yes - No |
| • Do you believe the outcomes and products will be useful to producers? | Yes - No |
| • Are the objectives tangible, and attainable? | Yes - No |

Selected Proposals

If the Western SARE Administrative Council selects your project for funding, you may expect the following:

- **Notification:** The Western SARE Administrative Council will select proposals for funding during its 2016 winter/spring meeting. (The Council reserves the right to restructure or reduce the budget of any grant proposal before final approval.) Recipients will be notified April 2016.

- **Contract:** Grant recipients will receive a Purchasing Agreement from Utah State University (USU), the contracting institution for Western SARE. This agreement is the award notice for this grant. The agreement contains the Terms and Conditions of the grant. Acceptance of the initial payment is the recipient's acceptance of the terms and conditions of the grant.
- **Funds:** Western SARE sends a payment of 25% of awarded funds when the recipient signs a letter of initiation and returns the appropriate tax forms and any additional budget detail that may be requested. The remaining 75% will be provided on a quarterly payment schedule based upon the total length of the proposal. A 25% of total payment is available on a quarterly basis. When the grant is completed and a final report is submitted and approved by Western SARE the final 25% will be allowed for payment. Detailed financial records are required. USU may request receipts to meet General Accounting Office requirements. You must report to Western SARE information changes (address, phone, technical advisor, etc.) in your funded project. **There are no advances after the 1st payment.** All proposals from Micronesia (Yap, Chuuk, Pohnpei, Kosrae, Marshall Islands and Palau) are required to have the College of Micronesia (at Pohnpei) as their fiscal agent in the disbursement of funds.
- **Photographs:** Grant recipients are required to document their project with photographs, which can be useful to them and help us highlight and promote their work on our website and in publications. Digital photographs and videos are preferred.
- **Reports:** A yearly report is required – interim, progress or final depending on your project status – each year the project is conducted. When the project is completed and the final report is reviewed and accepted by the Western SARE office, the balance of funding will be released and paid. Project reports are compiled each year and shared with producers, interested policymakers and leaders at community, state, regional and national levels. All educational materials and products must be constructed in an electronic format. This format will be required in your reports. Our goal is to have **all** your information available on the Western SARE website once your project's final report is approved. A yearly summary of the results from that years outreach participant surveys (Appendix E) are also required.
- **Site visits:** Western SARE Staff and Administrative Council members will schedule a site visit with the PI and participants as soon as practical for outreach and compliance assistance.

How to Apply:

To apply, please visit: wsaregrants.usu.edu

See the “Helpful Documents” tab at the grant submission site: wsaregrants.usu.edu. Appendixes A-G can be found here. If you have further questions after consulting this site, please contact our office by phone at 435-797-2257 or email wsare@usu.edu

In compliance with section 504 of the Rehabilitation Act of 1973, as amended, this material can be made available in other formats upon request.

Deadline: 1 p.m. MST, December 2, 2015

Checklist for submitting Farmer/Rancher Research & Education Grant proposals:

- There are **4 documents that should be attached to the written proposal:**
 - The Technical Advisor Vita (1 page)
 - The Signature Page
 - The Animal Welfare Statement (if applicable)
 - A Budget Justification

- Be sure to get all signatures from the relevant parties. You should print the signature page(s). Then, you should get them signed, scanned (as a PDF file), and uploaded into the “Supporting Documents” section of your online grant application by the deadline (this is in lieu of mailing the original signature page). If you are unable to upload the signature page, hard copies may be mailed into the Western SARE office—however they should be in the Western SARE office by the deadline.

Resources:

Information on past projects including summaries, highlights and reports can be found at westernsare.org/projects. We encourage you to visit this website to learn more about sustainable agriculture and the Western SARE program. The grant application website, wsaregrants.usu.edu, offers writing tips on the Grants page.

Another source of information on sustainable agriculture is the Alternative Farming Systems Information Center (AFSIC), funded in part by SARE. AFSIC specializes in locating, collecting and providing information about alternative crop, livestock and production systems. Information specialists can answer questions, provide access to materials, provide references to individuals or organizations identify researchers and research projects within USDA and furnish free bibliographies and reference briefs. Contact AFSIC at (301) 504-6559 or afsic@nal.usda.edu.

This institution is an equal opportunity provider and employer

Example Budget - Round to nearest dollar

Example Budget	Funds Requested
Personnel (Items over \$500 must be listed separately)	\$1,340
Materials and supplies (Items over \$500 must be listed separately)	\$903
Travel (Items over \$500 must be listed separately)	\$1,000
Printing and publications (Items over \$500 must be listed separately)	\$400
Other direct costs (Items over \$500 must be listed separately)	\$5,499
<u>Total</u>	<u>\$9,142</u>

Budget Narrative/Justification

This Example is based upon the Example Budget used above

Personnel:

Tim Jones will be hired to assist in additional work that will be above the normal operations of the farm. His duties will include hand weeding and watering, hand harvesting and threshing, and time spent on equipment maintenance from additional use. He will be paid \$8/hour for 80 hours flat rate. Total \$640.00

Sally Smith will be hired to herd the goats during the project. She will be responsible to see that they are watered and assist in changing pastures. She will be paid \$10/hour for 70 hours flat rate. Total \$700.00

$$**$640.00 + $700.00 = $1,340.00**$$

Materials and Supplies:

Seed: "Nitro" alfalfa will be used to seed for our green manure/cover crop demonstration. Seeding will be at 30 pounds per acre. Ninety pounds of seed will be needed @ \$1.00/pound. Total \$90.00

Insect Traps: 125 insect traps will be needed for the three mile section for monitoring beneficial insects visiting the trap crops. They are \$6.50 each. Total \$812.50

$$**$90.00 + $812.50 = $902.50**$$

Travel:

Travel for our Technical Advisor to come to the plots and assist in data collection and the field days associated with the project. This includes five round trips to the farm, a total of 1,124

miles. 1,124 miles @ \$0.445/mile = \$500. Meals and lodging for the TA is estimated at \$500 at \$100/day for five days during the project.

Total cost for travel is \$1,000.

Printing and Publications:

Example: Printing at a local copy store for a five-page (front and back) (black and white) handout of our project and data for years one and two. This would be for 2,000 copies @ \$0.20 per page.

Total cost \$400.00.

Direct Costs:

1. We will need 10 tissue samples from our alfalfa green manure/cover crop to determine feed analysis for the goats. Ten tissue samples @ \$35.00 each, these will be sent to the state university for analysis. Total cost is \$350.00.
2. Coffee and doughnuts will be served at the field day scheduled for July 4 at our farm. Most of the people in attendance will be from the small town over 50 miles away. We are calculating \$3.00 per person and an estimated 50 farmers in attendance. \$3.00 times 50 farmers is \$150.
3. A Soil-Meter Nitrate tester is required to sample daily in the plots where the goats are rotated. Manure build-up at the soil level is being tested for potential nitrate leaching. Cost is \$4,999 with (shipping/handling).

\$350.00 + \$150.00 + \$4,999.00 = \$5,499.00

Total Cost \$9192.00

Signature Page
(Farmer/Rancher Grants)

**SCAN AND UPLOAD INTO “SUPPORTING DOCUMENTS” SECTION OF GRANT
SUBMISSION**

Two signatures are required for most Western SARE proposals. The first signature belongs to the Principal Investigator (PI). USDA defines a PI as one who has the authority to write and submit a proposal and carry out its contractual provisions. The PI is responsible for all expenditures and achieving the stated research and education objectives of the proposal. Farmer/Rancher Research & Education Proposals require the signature of the Producer who is the Principal Investigator. By signing this document you verify you are a producer as defined in page 3 of this Call for Proposals. Falsification of this producer requirement will cause immediate termination of consideration or contract and be turned over to USDA for further administrative action.

***Special Note for second signature:** This applies **only** to proposals from Micronesia (Yap, Chuuk, Pohnpei, Kosrae, Marshall Islands and Palau). All proposals are required to have the College of Micronesia (at Pohnpei) as their fiscal agent in the disbursement of funds and will sign proposals from those areas. Please see Appendix H in the Helpful Document

The second signature belongs to the person who has the authority to enter into contractual agreements as the Authorized Organizational Representative (the AOR, as defined by USDA). These individuals are for the specific institution involved (universities, colleges, non-profits, Non-Governmental Organizations (NGO’s), other research/educational institutions, etc.). This is usually the Director of the sponsored programs office or equivalent at colleges and universities, etc.

Title of proposal: _____

Farmer/Rancher (Principal Investigator) – Print Name _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: (____) (_____) **Email:** _____

Signature _____ **Date** _____

<p>_____ Signature of Sponsored Programs Office (or equivalent) *See Special Note for second signature above</p>	<p>_____ Date</p>
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Animal Welfare Assurance Statement
SCAN AND UPLOAD INTO “SUPPORTING DOCUMENTS” SECTION OF GRANT
SUBMISSION IF APPLICABLE

The subcontractor acknowledges that USU, and thus Western SARE, is a governmental entity and is thus subject to USDA-CSREES IACUC (Institutional Animal Care and Use Committee) guidelines for all warm-blooded vertebrate animal research projects. This includes, but is not limited to: beef, swine, poultry, etc. The subcontractor acknowledges that it is his/her responsibility to ensure that a bona fide research organization, with a USDA-acknowledged IACUC organization and policies, review and oversee the animal welfare issues of the project. Otherwise, the subcontractor guarantees that a **qualified veterinarian** will visit the project and certify that the project complies with the research animal welfare guidelines prepared by the FASS (Federation of Animal Science Societies), which can be found at: <http://www.fass.org/page.asp?pageID=216>.

Signature: Producer (Principal Investigator)

Date

Signature: IACUC Representative or Qualified Veterinarian

Date