

# Grant Focus: Western SARE



Funded by ANA Grant #90NE0007-01-00

# Before we begin:



- Business license
- DUNS number
- SAM/CCR registration

# Create a profile



Pink areas are required

The screenshot shows the Western SARE (WSARE) website's registration page. At the top, there's a banner image of a field with the Western SARE logo on the right. Below the banner is a navigation bar with "Home" and "Apply for a Grant". The main heading is "NEW WSARE APPLICANT".

On the left, there's a bio for Joel Salatin, including a photo and the website www.westernsare.org. The main content area is titled "Personal Contact Information" and includes a "PLEASE NOTE" section. Below this is a "Required fields" section with various input fields, some of which are highlighted in pink to indicate required information. These fields include First Name, Last Name, Email, Phone, Title, Business, Web Site, Address, Address2, City, State (a dropdown menu), Zip, Preferred Password, and Source (a dropdown menu). There are also links for "New User? Register Now" and "Forgot Password?". A "Submit" button is at the bottom of the form.

At the bottom of the page, there are logos for USDA and SARE, contact information for Western Region SARE, and a statement about Western SARE being an equal opportunity institution.

**Home**   **Apply for a Grant**

## NEW WSARE APPLICANT

### Personal Contact Information

**PLEASE NOTE:** The information required below is for a Principal Investigator for any projects associated with grants that may be awarded. If you are not a Principal Investigator (e.g. Administrative Assistant, etc.), the information below still needs to be that of the Principal Investigator for this Grant Application. Most information below is required to assist us in Grant processing. Please type it correctly. Please list a clear and complete mailing address. Correspondence that is returned by the post office or by FedEx due to an incomplete or confusing address may result in project termination for those who may receive project grants. Your email address will be an essential form of communication with the WSARE office.

**Required fields**

First Name:

Last Name:

Email:

Phone:

Title:

Business:

Web Site:

Address:

Address2:

City:

State:

Zip:

Preferred Password:  (for Log In to restricted WSARE areas)

Source:

Other:

**Submit**

**USDA**   **SARE**  
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# Choose grant type

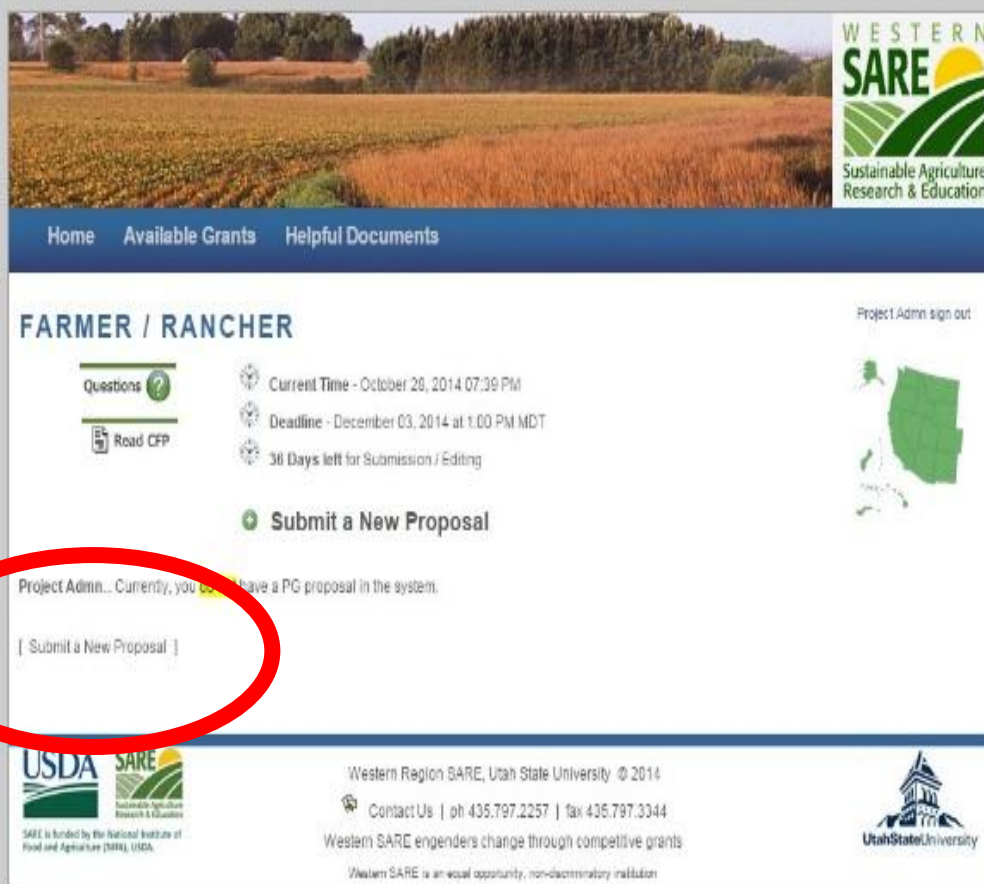


The screenshot shows the Western SARE website with a navigation bar at the top containing "Home", "Available Grants", and "Helpful Documents". The main heading is "AVAILABLE GRANTS". Below this, there are four categories of grants, each with an "Online Proposal" button:

- Research & Education (Full)**: Includes a "Proposal" button.
- Farmer / Rancher**: This section is circled in red. It includes an "Online Proposal" button.
- Professional + Producer**: Includes a "Proposal" button.
- Graduate Student**: Includes a note that the "Application Window is Currently Closed" (Open: 04/15/2014 - 05/14/2014).

At the bottom, there is a "Professional Development Program" section with an "Online Proposal" button. A note at the bottom left states: "NOTE: Adobe PDF files are used on this website. If necessary, install Acrobat Reader from www.adobe.com." The footer includes logos for USDA and SARE, contact information for Western Region SARE at Utah State University, and a statement of equal opportunity.

# Submit a new proposal



The screenshot shows the Western SARE website interface. At the top is a banner image of a field with the Western SARE logo (Sustainable Agriculture Research & Education) on the right. Below the banner is a navigation bar with links: Home, Available Grants, and Helpful Documents. The main content area is titled "FARMER / RANCHER" and includes a "Project Admin sign out" link. On the left, there are links for "Questions", "Read CFP", and a prominent "Submit a New Proposal" button. The "Submit a New Proposal" button is circled in red. To the right of these links, there is a clock showing "Current Time - October 28, 2014 07:39 PM", a "Deadline - December 03, 2014 at 1:00 PM MDT", and a message "36 Days left for Submission / Editing". Below this, there is a map of the Western United States. At the bottom, there is a footer with the USDA and SARE logos, contact information for the Western Region SARE at Utah State University, and a statement about the organization's commitment to equal opportunity.

Home Available Grants Helpful Documents

**FARMER / RANCHER**

Project Admin sign out

Questions ?

Read CFP

Submit a New Proposal

Project Admin... Currently, you do not have a PG proposal in the system.

[ Submit a New Proposal ]

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# Call For Proposal Confirmation page




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Sustainable Agriculture  
Research & Education

Home Available Grants Helpful Documents

**FARMER / RANCHER**

Questions ?

Project Admin sign out



**⚠ WAIT**  
**Have you read  
the CFP ?**


The Call for Proposals (CFP) provides the standards for applying for a grant as well as the criteria upon which your proposal will be evaluated. You need to read it and be aware of the requirements before you begin the online process. It is quite likely that the CFP will answer the questions you may have along the way.

Read the CFP and Appendix A

You should also be familiar with the questions found under the "Helpful Documents" link. By clicking below, you affirm that you have read the CFP and Appendix A and that you are familiar with the content of other documents relevant to your proposal.

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# Proposal Information



The screenshot displays the Western SARE website's "FARMER / RANCHER" proposal form. The header includes the Western SARE logo and navigation links: Home, Available Grants, and Helpful Documents. The form fields include:

- Project Title:** A text input field with a red arrow pointing to it.
- Subject Matter:** A dropdown menu currently showing "Select WSARE Subject Area".
- Project Duration:** A text input field followed by "Years (usually 1-3 years)".
- Previous Year:** A text input field.
- Previous Number:** A text input field.
- Provide a Brief Description of Your Ag Business:** A text area containing the text: "Our project will involve the collection, processing, and manufacturing of coconut husks into coco coir products for use in crop management and soil erosion protection."
- Checkboxes:** A checkbox labeled "By clicking this checkbox, I certify that I am a 'Farmer/Rancher' as defined below:".
- Requirements:** A list of three bullet points: "Your primary occupation is farming or ranching.", "You have a farm/ranch tax number, or,", and "You are a part-time producer with at least \$1,000 documented annual income from the operation."
- Buttons:** A "Send Information and Continue" button at the bottom of the form.

The footer contains the USDA and SARE logos, contact information for Western Region SARE at Utah State University, and a statement of equal opportunity.

# Subject area selection



What best fits your idea?

Select WSARE Subject Area

Select WSARE Subject Area

- Education and Training
- Economics / Marketing
- Community Development
- Quality of Life
- Nat. Resource Mgmt (as related to Sustainable Ag)
- Field / Vegetable Crop Production
- Animal Production (including fish/ insect/ other)
- Sustainable Integrated Pest Management
- Soil Management / Health / Quality
- Energy Conservation / Renewal
- Pasture / Range Management
- Other

# Submit and continue



The screenshot shows the Western SARE website's submission form for Farmers/Ranchers. The header includes the Western SARE logo and navigation links: Home, Available Grants, and Helpful Documents. The main heading is "FARMER / RANCHER". Below this, there are several input fields: "Project Title", "Subject Matter" (a dropdown menu), "Project Duration" (a text box with "Years (usually 1-3 years)" as a hint), "Previous Year", and "Previous Number". A section titled "Provide a Brief Description of Your Ag Business" contains a text box with the example text: "Our project will involve the collection, processing, and manufacturing of coconut husks into coco coir products for use in crop management and soil erosion protection." Below this, there is a checkbox labeled "By clicking this checkbox, I certify that I am a 'Farmer/Rancher' as defined below:" followed by a list of criteria: "Your primary occupation is farming or ranching;", "You have a farm/ranch tax number, or;", and "You are a part-time producer with at least 10% of your income derived from the operation." At the bottom of the form, a green button labeled "Submit Information and Continue" is circled in red. The footer includes the USDA and SARE logos, contact information for Western Region SARE, and a statement about the organization's commitment to change through competitive grants and equal opportunity.

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Sustainable Agriculture  
Research & Education

Home Available Grants Helpful Documents

**FARMER / RANCHER**

Project Admin sign out

Questions ?

Project Title:

Subject Matter:

Project Duration:  Years (usually 1-3 years)

If this project has been submitted before, please note the year and project number of previous submission

Previous Year:

Previous Number:

Provide a Brief Description of Your Ag Business:

Our project will involve the collection, processing, and manufacturing of coconut husks into coco coir products for use in crop management and soil erosion protection.

☐ By clicking this checkbox, I certify that I am a 'Farmer/Rancher' as defined below:

- Your primary occupation is farming or ranching;
- You have a farm/ranch tax number, or;
- You are a part-time producer with at least 10% of your income derived from the operation.

[Submit Information and Continue](#)

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# Submit and continue



The screenshot displays the Western SARE website interface. At the top, a banner image of a field is shown next to the "WESTERN SARE" logo and the text "Sustainable Agriculture Research & Education". Below the banner is a navigation bar with links for "Home", "Available Grants", and "Helpful Documents". A yellow callout box with the text "Click here to continue" points to a link labeled "FARMER / RANCHER". The main content area shows a "Project Admin sign out" link and a map of the Western United States. A red arrow points to a green traffic light icon with the text "Step 1 Completed Successfully" above it and "Continue..." below it. The footer contains the "USDA SARE" logo, contact information for Western Region SARE at Utah State University, and a statement about the institution's commitment to equal opportunity.

Home Available Grants Helpful Documents

Click here to continue

FARMER / RANCHER

Questions ?

Step 1 Completed Successfully

Continue...

Project Admin sign out

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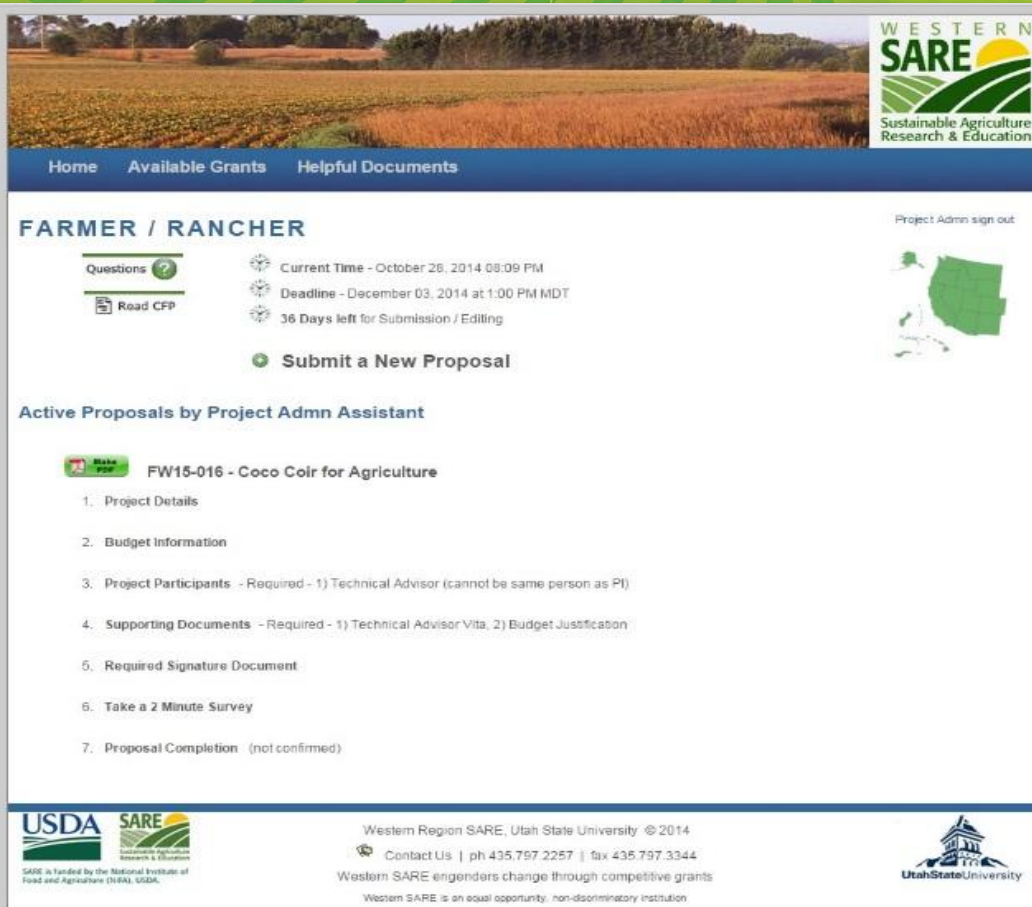
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# Proposal segments



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Home Available Grants Helpful Documents

## FARMER / RANCHER

Questions Read CFP

Current Time - October 28, 2014 08:09 PM  
Deadline - December 03, 2014 at 1:00 PM MDT  
36 Days left for Submission / Editing

**Submit a New Proposal**

Project Admin sign out

### Active Proposals by Project Admin Assistant

**FW15-016 - Coco Coir for Agriculture**

1. Project Details
2. Budget Information
3. Project Participants - Required - 1) Technical Advisor (cannot be same person as PI)
4. Supporting Documents - Required - 1) Technical Advisor Vita, 2) Budget Justification
5. Required Signature Document
6. Take a 2 Minute Survey
7. Proposal Completion (not confirmed)

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# Summary: 900 words max



## Summary

Give the researchable and educational outreach components of your proposal.

A text input area for writing the summary. The top of the input area has a light green header bar containing a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, and link (X). The main area is a large white rectangle with a thin black border, currently empty except for a cursor at the top left.

Word Count - 0 / 900

# List of Objectives: 450 words max



## List of Objectives

Provide a numerical list of the achievable objectives of your project.

**B** U

Word Count - 0 / 450

# Relevance: 450 words max



## Relevance to Sustainable Agriculture

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

**B** U

Word Count - 0 / 450

# Benefits and Impact: 450 words max



## Benefits and Impacts to Agriculture

Describe the potential benefits and impacts of your project and its findings on other producers or agriculture in general.

A text input area for writing the response. The top of the input area has a light green header bar containing a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, and a red X icon. The main body of the input area is a large, empty white rectangle.

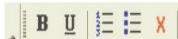
Word Count - 0 / 450

# Educational Outreach: 450 words max



## Educational Outreach Plan

Create a yearly plan for outreach to other producers.



Word Count - 0 / 450

# Educational Materials: 450 words max



## Educational Materials to be Produced

Provide a list of the educational materials you plan to produce and use in the outreach plan listed above.

A text input area with a rich text editor toolbar at the top. The toolbar includes icons for bold (B), italic (I), underline (U), bulleted list, numbered list, and a red 'X' icon. The main area is a large, empty white rectangle for text entry.

Word Count - 0 / 450

# Producer Adoption: 450 words max



## Producer Adoption

Explain how you will measure reactions to, and adoption of, the findings of your project in the producer community.


A text input area with a rich text editor toolbar at the top. The toolbar includes icons for bold (B), italic (I), underline (U), bulleted list, numbered list, and a red X icon. Below the toolbar is a large, empty white rectangular box for text entry.

Word Count: 0 / 450

Save Information and Continue

# Budget






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[Home](#) [Available Grants](#) [Helpful Documents](#)

## USDA-NIFA BUDGET FORM

[Questions ?](#) [Project Admin sign out](#)





The proposed budget has space for budgets for 3 years. Not all projects extend beyond one year. Use whatever space is necessary.

**NOTE: Do NOT use commas or \$ in budget table**

Budget Table	Year 1	Year 2	Year 3
<b>Projected Salary Expenses</b>			
Personnel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Other Projected Expenses</b>			
Materials and Supplies	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Travel (domestic)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Printing and Publication Costs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Computer Costs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
All Other Direct Costs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Totals</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**NOTE: Do NOT use commas or \$ in budget table**

Save Budget Updates and Continue



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# Project Participants




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## ADD PROJECT PARTICIPANTS

[Questions](#) 

[Project Admin sign out](#)



**Note:** Project participants will receive an email notification (if a legitimate email address is provided) and asked to confirm their participation in this project. They are required to respond affirmatively and the PI should receive notice of this acceptance via email or as noted by a checkmark next to the participant name on the main proposal page. The PI is responsible to see that all participants respond. If they do not, funding may be delayed.

**Required fields** are noted accordingly.

**First Name:**

**Last Name:**

**Type:**

**Organization:**

**Address:**

**Address2:**

**City:**

**State:**



**Zip:**

**Email:**


**Phone:**

**Brief Description of Role in Project:**

**Brief Description of Agricultural Operation (if a Farmer/Rancher):**


 

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# Supporting Documents





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[Home](#) [Available Grants](#) [Helpful Documents](#)

## SUPPORTING DOCUMENTS


[Questions ?](#)



Title:

Select your Supporting document file:

**Acceptable file formats:** DOC, DOCX, PDF, JPG

Project Admin sign out






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# Survey



## Post Survey

**Please answer the following questions:**

N/A means "not applicable"

1. How clear and useful was the Call for Proposal (CFP)?

☐ Not Clear ☐ Needs Improvement ☐ Good ☐ Excellent

2. Rate your experience with the online submission process.

☐ Not Good ☐ Needs Improvement ☐ Good ☐ Excellent

3. How clear were the submission time tables?

☐ Not Clear ☐ Needs Improvement ☐ Good ☐ Excellent

4. Rate any necessary interactions with the Western SARE staff.

☐ Not Good ☐ Needs Improvement ☐ Good ☐ Excellent ☐ N/A

5. Compared to other proposal websites (grants.gov, etc), we are...

☐ Much Worse ☐ Worse ☐ Better ☐ Much Better ☐ N/A

6. My overall experience with my Western SARE application was...


☐ Not Good ☐ Needs Improvement ☐ Good ☐ Excellent

**Optional Information** (we hope you will provide)

**What was the best part of this online process?**

# Proposal completion






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Home Available Grants Helpful Documents

## PROPOSAL COMPLETION

Questions ?

Project Admin sign out



**Project: Coco Coir for Agriculture**

- Project Details: appears **unfinished**
- Project Budget: may be complete
- Project Participants: appears **unfinished**
- Project Documents: appears **unfinished**
- Survey: appears **unfinished**

I, Project Admin Assistant, certify that I have thoroughly reviewed my online proposal information and find it to be:



- complete and accurate according to the requirements of the CFP
- ready for review by the WSARE proposal review committee

I am aware that I may return to this web site and edit this application until the submission deadline on December 03, 2014 has passed.

So certified on October 28, 2014

My Proposal Is Complete

Still Needs Some Work




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# A few helpful tips



- Pre-grant application steps
  - Business license (EIN)
  - Tax exempt status
  - Department of Agriculture status
- Qualifications
- Pertinent documentation
- Grant award restrictions
  - What you can use funds for
- Reporting requirements
  - What each organization needs to know

# Questions? Comments?



Farm to Table Guam

671.647.0100

[www.farmtotableguam.org](http://www.farmtotableguam.org)

**Thank you!**