



NCR-SARE Minnesota Office  
120 BAE | University of Minnesota | 1390 Eckles Ave | St Paul, MN 55108 | ph: 612-626-3113  
www.sare.org | ncsare@umn.edu

NCR-SARE Farmer Rancher Grant and Youth Educator Grant Office  
Lincoln University | 900 Leslie Blvd, Rm 101 | Jefferson City, MO 65101  
ph: 573-681-5545 or 800-529-1342 | fax: 573-681-5534

## NCR-SARE Farmer Rancher Grant Program 2017 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/ranches. The Farmer Rancher Grant call is released in August and proposals are due in December. A total of approximately \$400,000 is available for this program. Grant recipients have 23 months to complete their projects.

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

**The online submission system will open on August 15, 2016.**

**Proposals are due by 4:00 p.m. CST, Thursday, December 8, 2016.**

If you are unable to use the online system you may submit a proposal by mail or e-mail. Proposals sent by Fax will NOT be accepted. Mail and e-mail submissions must be received by 4 p.m. CST on Thursday, December 8, 2016.

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 2017 Grant Proposal

- Proposal    Budget    Letter of support    Statements of support from Teams/Groups
- Letter from your financial institution (only if your project requires a loan)

#### National Institute of Food and Agriculture (NIFA) - USDA Nondiscrimination Statement

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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 2017 Farmer Rancher Grant Program. Projects must be completed in 23 months. Farmer Rancher Grants provide opportunities for farmers/ranchers to use Sustainable Agriculture practices and their own innovative ideas to solve problems on the farm or ranch, and to share their ideas. There are three types of competitive grants:

1. Individual grants (\$7,500 maximum)
2. Team of Two grants for two farmers/ranchers from separate and distinct operations who are working together (\$15,000 maximum)
3. Group grants for three or more farmers/ranchers from separate and distinct operations who are working together (\$22,500 maximum).

**Sustainable Agriculture** is farming and ranching that is ecologically sound, profitable, and socially responsible. Sustainable Agriculture practices may include but are not limited to:

- Integrated Pest Management (IPM)
- Rotational Grazing (e.g. Management-intensive Grazing & Mob Grazing)
- Soil Erosion Control
- Soil Quality Improvement
- Water Quality Improvement/Wetlands
- Cover Crops
- Crop/Landscape Diversity
- Nutrient Management
- Agroforestry
- Value-Added & Direct Marketing
- Wildlife Preservation
- Beneficial Insects
- Poultry & Small-Scale Livestock Production
- Holistic/Systems Approaches to Farming & Ranching
- Organic Agriculture
- Proactive Weed Control (e.g. Interseeded cover crops, use of crop rotation, planting row crops in warm soils).

**WHAT continued:** Since the start of the Farmer Rancher Grant Program in 1992, over 1,000 grants have been awarded to farmers/ranchers studying topics such as alternative grain crops as animal feed, alternative uses for CRP land, biological weed & pest management, educating/mentoring the next generation of farmers/ranchers, energy alternatives & conservation, health and safety of employees, holistic management, labor issues, livestock & crop production systems, marketing, organic farming, quality of life issues, rotational grazing, soil conservation, waste management, water quality, water conservation, and more.

Farmer/Rancher Grants are for innovative sustainable agriculture research, demonstration, and education projects; they are NOT for everyday farming expenses, other than those directly related to the grant project. For example, purchasing fencing or livestock to expand your herd would not be allowed. Fencing or livestock needed as part of a research project to explore how different cover crops work in rotational grazing would be allowed, but only for the land and animals involved in the research.

- Applicants must identify specific problems and potential solutions to those problems.
- Maximum duration for grant projects is 23 months.
- Projects that involve whole farm systems and/or a youth component are encouraged.
- Livestock projects need to comply with reasonable animal care requirements to insure that animals are properly cared for. See the Livestock Care form on pages 23 - 25.

## **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 Team of Two project, there must be **two farmer/ rancher participants from separate and distinct operations**. To qualify for a Group project, there must be at least **three farmer/rancher participants from separate and distinct operations**. If your situation is unique, please explain or contact NCR-SARE to discuss your options. Teams and Groups must designate a **farmer/rancher** project coordinator who will submit and sign the proposal, be responsible for reporting, **and assume tax liability associated with the grant, if there is any. Talk with a tax consultant if you have questions.**

Grant recipients may participate in one Individual grant and one Team or Group grant annually. Previous farmer/rancher grant recipients are eligible to apply if reports from previous grant projects are up to date. Proposals from previous grant recipients will be evaluated on a competitive basis with all other proposals.

**WHEN**  
*August, 2016*

**The 2017 Grant Cycle**  
Farmer/Rancher grant call for proposals released

<i>December 8, 2016</i>	Farmer/Rancher grant proposals due
<i>Spring, 2017</i>	Administrative Council recommends Farmer/Rancher grant recipients
<i>Spring, 2017</i>	Budgets are reviewed by University accountants for compliance with USDA guidelines and grant contracts are sent out
<i>Spring 2017</i>	Approximate date of first payment of grant funds (50%)
<i>January 31, 2018</i>	Progress report due. Grant recipients are eligible for a second grant (35%) once their progress reports are approved.
<i>January 31, 2019</i>	Project end date and Deadline for submitting final report. <u>All funds should be spent and grant project completed by this date.</u> Grant recipients are eligible for a final payment (15%) once final reports are approved. <u>Final payment is a reimbursement.</u>

## Proposal Requirements

**TO SUBMIT A GRANT PROPOSAL:** Proposals must be received online at: <http://www.ciids.org/ncsare/fr> or in the NCR-SARE office by mail or e-mail by 4:00 p.m. CST on December 8, 2016. Faxed proposals will NOT be reviewed. If you are unable to use the online system e-mail: [ncsare@umn.edu](mailto:ncsare@umn.edu) or mail proposals to:

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

**CONTENT**—You must submit all three parts (four for Team and Group Grants) to be considered for funding:

- 1. Project Proposal (Livestock projects must also submit an Animal Care form, pages 23 - 25.)**
- 2. Budget with Budget Justification**
- 3. Letter of Support**
- 4. Statements of Support (for Team and Group grants only)**

- 1. Project Proposal** - This consists of general information and questions for you to answer.
  - Limit answers to the word count provided. Mailed proposal should be printed single-sided.
  - Do not 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.
- 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 - 9.

**3. Letter of Support** - Applicants **must** submit one letter of support from a community member (not a family member) who explains why the project is needed and how it will benefit the community. You can submit an optional second letter. Do not submit more than two letters -- additional letters will not be read. Contact references early and make sure they are familiar with your project so they can write a strong letter. The letter should include information that will support the proposal. (For example, if the reference will help you with outreach, ask them to include that in the letter and provide specifics.) Support letters must include the name, address, phone number, and e-mail (if available) of the reference. Ask references 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).

**4. Team or Group Statements of Support** – For Team or Group grants only, include a statement from each Team or Group member where they describe their role in the project (1 to 2 paragraphs each).

## Proposal Evaluation

***CHARACTERISTICS OF SUCCESSFUL PROPOSALS*** – Successful proposals:

- 1. Clearly define a problem** that can be addressed and evaluated within the time and financial limits of the project. (Don't take on too much – these are small grants.)
- 2. Involve cooperators** who assist with project planning, evaluation, and sharing project results. Cooperators may include Extension educators; staff of local, state, or regional non-profit groups, local conservation districts, and the Natural Resources Conservation Service (NRCS); network coordinators; and soil consultants.
- 3. Measure project outcomes** by documenting economic, social, and environmental benefits.
- 4. Emphasize outreach** such as field days, publications, social media, videos, websites, and workshops.
- 5. Address reviewer concerns and explain revisions** (for proposals that are being resubmitted).

***REVIEW PROCESS AND CRITERIA*** - All proposals are reviewed by a committee that includes farmer/rancher members of the NCR-SARE Administrative Council, as well as farmer/rancher representatives, educators, and researchers from throughout the North Central region. Funding recommendations are based on how well proposals meet the following 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. Be specific about the outreach efforts you are planning.

**5. Contribution to the growth of sustainable agriculture.** Your project should build on and add to existing sustainable agriculture knowledge, and help farmers and ranchers in the North Central region produce positive environmental, economic, and social impacts.

**6. Appropriateness of the budget.** The grants must be used for project expenses only, not for startup costs or basic farming expenses, except those directly related to the project.

**WHAT TO EXPECT** - If your proposal is funded and you accept the grant, you agree to the following 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 January 31, 2018.
- At the end of the project, grant recipients **must** submit: 1) final report; 2) final budget showing how funds were spent; and 3) photos, when possible, of project activities.
- Concerning the budget, grant recipients: 1) will only be reimbursed for actual expenses incurred after the initial funding date; 2) must submit a final report and a final budget documenting the project expenditures before SARE will release final payment; 3) will have a 1099 form automatically filed with the IRS with each payment for tax reporting purposes; and 4) must retain receipts for project expenditures for a period of three years.
- Funds will be disbursed as follows: Grant recipients receive 50% of the grant to start their project. They receive an additional 35% after submitting a satisfactory progress report, and they receive the remaining 15% upon completion of the project. The final payment is a reimbursement.

## Budget Tips

Grant reviewers pay close attention to the budget. Use accurate figures, rounded to the nearest dollar, and include a brief explanation/budget justification of how each item listed in your budget relates to your project.

- **Matching funds are not required.** Do not show a match. If outside funds are necessary to carry out your project, mention that you have outside resources so reviewers can evaluate your work plan, but don't list the amount.
- **Personnel Costs.** Use this category for farmer/rancher labor and hired labor. In the budget justification, include the name and contact information for each project participant and explain how they will contribute to the grant project. Provide an estimate of the amount of labor and the cost for each participant being paid with grant funds. Personnel costs can make up most, or all, of the budget but if they do, explain why so reviewers understand why personnel costs (and not supplies, outreach, etc.) are essential to carry

out your project. Include everyone who will participate even if they will not receive grant funds. If the participants are not being paid with grant funds, include their name, contact information, and role, and list \$0 for the grant funds request.

- **Other Direct Costs.** Use for consultants and service providers. Also use this category for communications, photocopying, conferences-meetings-workshops, speaker/trainer fees, honoraria/stipends, equipment rental, land-use charges, and fabrication of equipment.
- **Budget Item Request.** Show the amount of grant funds you intend to spend on each item. Grant recipients are paid for actual project expenses.
- **50% Rule.** Grant funds can be used to pay for up to 50% of the cost of equipment, livestock, permanent fencing materials, and perennial seeds and plants that are essential for completion of the project. Equipment is defined as items 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.
- **Unallowable Expenses.** Grant funds cannot be used for construction and remodeling of buildings, or to buy motorized vehicles, but these items may be leased or rented with grant funds, if they are needed for the project.
- **Calculating Costs.** Use realistic cost estimates – not guesses. Make sure all expenses are project expenses. Grant funds are for research, demonstration, and education projects only, not day-to-day farming expenses or business startup. Labor, land, equipment, and supplies should be calculated on an annual cost-equivalent basis. (For example, operator labor per year at \$20 per hour; \$75/acre cash rent equivalent; \$10/acre rental of tillage equipment, etc.). Costs vary widely across the North Central region. Use costs that are accurate for your area. If costs are high in your area, provide an explanation of this for reviewers. For travel in a passenger vehicle that you own, use a mileage rate of \$.575 per mile; this mileage rate is intended to cover ownership and operating costs.
- **Investigate Cost-Sharing.** Many of the practices used in sustainable agriculture may be eligible for cost-sharing from other federal or state government agencies or local soil and water conservation districts, local businesses, private non-profit groups, etc. Please contact these agencies to check on the availability of funds that may be used to supplement your grant.
- **Other funding sources.** If you need start up funds check other options such as Slow Money at: <https://slowmoney.org/> or the USDA Value Added Producer Grants at: <http://www.rd.usda.gov/programs-services/value-added-producer-grants>

## Example Budget

This budget shows examples of line items from different projects. Text in the budget only can be smaller than 12-point type but must be at least 10-point. Read the BUDGET TIPS and



EXAMPLE BUDGET on pages 6-9 before you complete your budget. Choose the budget categories that apply to your project: *Personnel; Materials and Supplies; Travel; Other Direct Costs; Equipment, Permanent fencing, Perennial seed, or Livestock.*

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

- Under Personnel, list everyone who is participating in your project except consultants and service providers who should be listed under Other Direct Costs. Include a realistic estimate of the amount of labor and the cost for each participant being paid with grant funds. If participants are not being paid with grant funds, include them but enter \$0 for the grant request.
- For travel costs, use a mileage rate of \$.54 per mile.
- 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

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

#### Budget Page B

<b>Travel (use \$.54/mile for travel reimbursement)</b>	
Abe Lee, Visit 3 farms	272
David Hay, Pick up Teff grass seed	77
<b>Other Direct Costs (use for communications, photocopying, consultants, services conferences-meetings-workshops, speaker/trainer fees, honoraria/stipends, office rental, land-use charges, and fabrication of equipment.)</b>	
John Adams, Extension specialist	48
Land lease, 2 acres	170
Lease no-till drill	125
Adapt leaf vacuum	360
Tami Black, consultant	750
Printing	498

Honorarium for speaker	250
Lunch for field day attendees	405
<b>Subtotal Page B</b>	2955

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>
Woven wire hog fence and gate	544	272
24 native shrubs	635	318
25 chickens	90	45
<b>Subtotal pg C</b>		635

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

### **Example Budget Narrative and Justification**

Provide a brief narrative description to explain the role each person plays in the project and the purpose of travel and items purchased. The justification also shows how you arrived at the proposed expenses, and is usually expressed as some per-unit cost times some number of units. Use rounded numbers. For example: 23 hrs. @ \$20/hr. = \$460 or 89 miles @ \$.54/mile = \$48.06, rounded to \$48.00. Reviewers look for real-world budgets that match the activities in your proposal.

#### **Personnel**

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

David Hay, 22 Green Way, City, State 88877, 123-444-8888, no email. Neighbor and cooperating farmer. Take crop samples of barley and plant hazelnuts in pasture. 23 hrs @ \$20/hr = \$460

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

Ward & Wanda Green, son & daughter, 111 Greenland Way, City, State 88877, 123-444-5555, email@email.com. Help plant beneficial insect borders, scout for beneficial insects, photograph insects, input data into computer, prepare PowerPoint presentation, 45 hrs @ \$10/hr = \$450

Ruby Farmer, graduate student, 32 Pear Place, City, State 24422, 456-789-2222, email@email.net. Conduct surveys to determine public interest in new direct marketing techniques. Compile results 53 hrs x \$12/hr = \$636

### **Materials and Supplies**

Flexible water pipe for portable solar-powered multi-species pasture watering system, 200 feet of 1.25 inch flexible water pipe x .98 per foot = \$196

Cover crop seed to prepare area for alternative grain crop planting, 2 acres buckwheat seed x 70 lbs/acre x .73/lb = \$102.20 rounded to \$102

### **Travel** (use \$.54/mile for travel reimbursement)

Abe Lee, visit 3 farms to learn holistic planning techniques, 504 miles x .54/mile = \$272.16 rounded to \$272

David Hay. Pick up Teff grass seed for pasture planting, 142 miles x .54/mile = \$76.68 rounded to \$77

**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 \$.54/mile = \$48.06 rounded to \$48

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

Lease of a no-till drill to plant wildflower seed including coneflower, goldenrod on 5 acres. \$9/acre out of county (minimum \$125) = \$125

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

Tami Black, Consultant, 12888 County Rd 4333, City, State 11122, 444-123-2222, email@email.net. Assist with set up of mob grazing demonstration and record keeping system. 30 hours x \$25/hr = \$750.

Print field day handouts, workshop posters (45 color binders of 20 pgs each @ \$8.59/ binder = \$386.55 rounded to \$387 plus 3 posters x \$36.99 = \$110.97 rounded to \$111)      \$387 + \$111

= \$498

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

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

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

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

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

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

## **Help with Grant Writing and Information Sources**

For assistance in preparing your proposal, contact your NCR-SARE State Coordinator (see the list on pg 11 or see: <http://www.northcentralsare.org/State-Programs>). You may also want to contact the NCR-SARE office, the national SARE office, a sister organizations of SARE: ATTRA, your Extension office, Natural Resources Conservation Service (NRCS), Resource Conservation and Development (RC&D), local soil and water conservation district, or local sustainable agriculture group.

- Contact NCR-SARE for information on Farmer Rancher Grants and the SARE program:  
 Joan Benjamin 573-681-5545 or 800-529-1342  
 NCR-SARE Associate Regional Coordinator [benjaminj@lincolnu.edu](mailto:benjaminj@lincolnu.edu)  
 Lincoln University <http://www.northcentralsare.org/>  
 900 Leslie Blvd, Room 101  
 Jefferson City, MO 65101
- 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.
- Contact the national Sustainable Agriculture Research and Education (SARE) Outreach office for information on SARE publications and resources:  
 Andy Clark, Outreach Coordinator 301-405-2689  
 SARE Outreach [coordinator@sare.org](mailto:coordinator@sare.org)  
 1122 Patapsco Bldg [www.sare.org](http://www.sare.org)

University of Maryland  
College Park, MD 20742-6715

- The National Sustainable Agriculture Information Service (ATTRA) was developed and is managed by the National Center for Appropriate Technology (NCAT). ATTRA has information on sustainable agricultural topics. If you contact ATTRA via e-mail, please describe your role in sustainable agriculture. By mail or fax, please include "ATTRA Information Request" near the top of the correspondence. (Preferred method of contact is telephone.)

ATTRA- National Sustainable Agriculture Information Service

800-346-9140 (English)

P.O. Box 3838

800-411-3222

(Butte, MT 59702

<https://attra.ncat.org/>

**NCR-SARE  
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## 2017 Farmer Rancher Grant Proposal

On the following pages you will see all of the questions you will be asked on the Online Submission website. Read through this call for proposals, complete a draft proposal in a word processing document, edit it to meet the word limits, then cut and paste into the online system using the link: <http://www.ciids.org/ncsare/fr>

For additional information about preparing a proposal, you can view a presentation at: <http://www.northcentralsare.org/Grants/Write-a-Successful-Grant/Grant-Program-Presentations>

If you are unable to use the online system, complete your proposal using a computer or typewriter, or print legibly in dark ink and mail to NCR-SARE. Do not exceed word limits.

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

Your Race:

- American Indian or Native Alaskan
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- More than one race
- Undetermined
- Prefer not to answer

Your Age:

- 18 and younger
- 19-25
- 26-34
- 35-50 years old
- 51 years or older
- Prefer not to answer

Are you of Hispanic, Latino or Spanish origin?

- Yes
- No
- Prefer not to answer

Your Gender:

- Female
- Male
- Other
- Prefer not to answer

Are you a military veteran?

- Yes
- No
- Prefer not to answer

**Choose a Topic.** To help us sort proposals for review select one **Systems Category** and one **Crop or Enterprise Category** that best represents your project. This is for SARE use only and will not affect your proposal review.

### SYSTEMS CATEGORY

- |  |  |
|--|--|
| <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

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

**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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**Farmer/Rancher:**

(This person serves as Project Coordinator. If funded, the grant contract will be in this farmer/rancher's name.)

**Farm Business Name:**

**Address:**

**City, State Zip Code:**

**County:**

**Phone:**

**E-Mail:**

- **Is the applicant a Farmer/Rancher? Yes \_\_\_\_\_ No \_\_\_\_\_**  
(You must be a farmer or rancher to apply. A farmer/rancher is someone who raises crops or livestock, especially as a business. Beginning farmers/ranchers are eligible to apply. Non-Government Organizations [NGOs] should apply for Partnership Grants for projects working with farmers and ranchers. For details see:  
<http://www.northcentralsare.org/Grants/Our-Grant-Programs/Partnership-Grant-Program> )
- **Is this an Individual \_\_\_\_\_, Team of Two (2 farmers/ranchers) \_\_\_\_\_, or Group (3 or more farmers/ranchers) \_\_\_\_\_ Project?**
- **Project Duration. If funded, you have up to two years to complete your project. Do you expect your project to take one-year \_\_\_\_\_ or two years \_\_\_\_\_?**  
(This information helps reviewers evaluate the feasibility of your project.)
- **Grant Funds Requested: \$ \_\_\_\_\_** (Do not exceed \$7,500 for Individual grants, \$15,000 for Team of Two grants, or \$22,500 for Group grants. The amount should match your budget total.)
- **Have you submitted this, or a similar proposal, to NCR-SARE before? Yes \_\_\_\_\_ No \_\_\_\_\_**
- **Have you previously received a SARE Farmer/Rancher Grant? Yes \_\_\_\_\_ No \_\_\_\_\_**
  - If you received a SARE grant(s) in the past or have a current grant, list the project number(s) on a separate page along with a brief summary of your results or progress (for current projects). Use 150 words (1/4 page) or less for each grant summary.
  - If the project was not completed, explain why not in the summary.
- **Does this project involve livestock? Yes \_\_\_\_\_ No \_\_\_\_\_.** If yes, fill out the Livestock Care form on pages 23 - 25.



**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 Team of Two or Group proposal, provide names and a brief description of the farms/ranches of the other participants. (For Team of Two projects, both participants must be farmers or ranchers. For Group projects, at least three members of the group must be farmers or ranchers. Once the farmer/rancher requirement is met, feel free to add participants who are not farmers or ranchers.)

**2) PROBLEM** (300 words/ 1/2 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 community and the North Central region.

**3) SOLUTION** (300 words/ 1/2 page). Describe the innovative research, demonstration, or education project you propose. Explain the sustainable agriculture solutions you will test to solve the problem. Focus on the piece of the project you can reasonably complete during the 23 months of the grant. If results will take more than 23 months, include what you hope to accomplish short term (during the grant) and long term.

**4) TIMELINE** (300 words/ 1/2 page). Provide a timeline for your project and include dates. List the activities you will complete and when. Be as detailed as you can.

**5) OUTREACH** (300 words/ 1/2 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.

**6) PREVIOUS RESEARCH REVIEW** (600 words/ 1 page). Briefly summarize research that has been done on this topic by others – include SARE and non-SARE research in your review. Focus on how you will build on this research and what makes your project innovative and different from what has already been done. See the resources listed on pages 10 and 11 of 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. Call 1-800-346-9140 or see: <https://attra.ncat.org>
- Search the Internet for previous solutions to the problem you are trying to solve.

**7) IMPACT** (300 words/ 1/2 page). Explain how your project will make a meaningful contribution to sustainable agriculture. Summarize how your approach or solution will affect other farmers/ranchers and the community economically, ecologically, and socially. How likely is your project to produce useful results that others can reproduce or adapt? Is your solution practical financially for other farmers/ranchers who don't have a grant?

**8) MEASURING RESULTS** (300 words/ 1/2 page) Reviewers will assess how likely your project is to produce useful and reproducible results. Solutions may not work out the way you expect, but SARE considers it a success if you gather usable results and share that information with others so they can build on it. Describe what you will measure to determine environmental, economic, and social (family/community) benefits. Tell us your techniques for collecting data and evaluating the results. Reviewers need to know the project will have valid, measurable results. For example: yield changes, increased income, more diversity, environmental or lifestyle improvements. (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:

**BUDGET pages A & B** - Read the BUDGET TIPS and EXAMPLE BUDGET on pages 6-9 of the Call for Proposals before you complete your budget. Choose the budget categories that apply to your project. Choose from the following categories: *Personnel; Materials and Supplies; Travel; Other Direct Costs; Equipment, Permanent fencing, Perennial 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. 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 \$0.54.
- 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**

<b>Budget Category -- Budget item Description</b>	<b>Budget Item Request</b>
<b>Personnel</b>	
<b>Materials and Supplies</b>	
<b>Subtotal Page A</b>	

**Budget Page B**

<b>Travel (use \$.54/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>	





## Budget Narrative and Justification

List the role each person plays in the project and briefly explain how travel and items you plan to purchase relate to the project. The justification should also show how you arrived at the proposed expenses, and is usually expressed as some per-unit cost times some number of units. For example: 23 hrs. @ \$20/hr. = \$460 or 89 miles @ \$.54/mile = \$48.06 rounded to \$48. Reviewers look for real-world budgets that match the activities in your proposal.

### **Personnel**

### **Materials and Supplies**

**Travel** (use \$.54/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.