

WYOMING SPECIALTY CROP PROGRAM



Wyoming Department of Agriculture Specialty Crop Block Grant Program – Farm Bill 2015 Concept Proposal Instructions

For 2015, WDA's Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB) has a two-phase application process. The first phase is the development of a Concept Proposal. This step allows applicants to explain the main points of their project without the higher level of detail that is required for the second phase of the application process. Concept Proposals are competitively ranked and scored by a review panel. Projects with the highest combined scores will serve as recommendations to the Director of Agriculture as to which applicants should be asked to complete the second phase of the application process. All projects are subject to the availability of funds. The maximum sub-grant award will be not exceed \$24,500 and requires a 25% cash or inkind match. Project concept proposals must be emailed on or before April 27, 2015 to ted.craig@wyo.gov at the Wyoming Department of Agriculture. **Please note that the form needs to be downloaded to your computer before you fill in the form and save it.**

1. **ORGANIZATION / BUSINESS TYPE** – Select the applicant's organization/ business type.
2. **ORGANIZATION / BUSINESS INFORMATION** – List the organization/business name. Include the Federal Tax Identification Number, Data Universal Number System (DUNS) Number, along with the contact information and the amount of grant funds the entity is requesting. Instructions on how to obtain a DUNS Number can be found at www.whitehouse.gov/omb/grants/duns_num_guide.pdf.
3. **PROJECT COORDINATOR** – Identify the person who will be coordinating the proposed project.
4. **ORGANIZATION HISTORY** – Indicate whether the organization has ever received prior Wyoming Department of Agriculture Specialty Crop Block Grant funds.

5. **AREAS OF FOCUS** – Select a funding area from the choices below.
- a. Agricultural Education and Outreach
 - b. Sustainable Production Practices
 - c. Environmental Crop Research/Conservation
 - d. Enhancement of Food Safety/Food Security
 - e. Trade Enhancements/Innovations
 - f. Nutrition Education and Consumption
 - g. Good Agricultural Practices
 - h. Good Handling Practices
 - i. Good Manufacturing Practices
 - j. Plant Pest and Disease Control
6. **BEGINNING OR SOCIALLY DISADVANTAGED FARMER OR RANCHER** – Indicate whether the applicant is a Beginning Farmer or Rancher or a Socially Disadvantaged Farmer or Rancher. A Beginning Farmer or Rancher means an individual or entity that has not operated a farm or ranch for more than ten years and substantially participates in the operation. A Socially Disadvantaged Farmer or Rancher means a farmer or rancher who is a member of a Socially Disadvantaged Group. A Socially disadvantaged group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age or disability.
7. **PROJECT PURPOSE** – In one or two paragraphs state the purpose of the project. The purpose should include the specific issue, problem, interest or need to be addressed and why the project is important and timely. If the project builds on a previously funded SCBGP or SCBGP FB project, then briefly describe how the projects differ from one another. Provide a brief summary of the results of the completed work on this project the long term quantifiable effects of these results (especially as they impact on the specialty crop industry), and how this year’s funding will supplement or build on previous funding from the SCBGP or SCBGP-FB
8. **ESTIMATED TIMELINE** – Enter the estimated timeline for the proposed project. Projects can start when all contracts are signed and no earlier than October 1, 2015 and can last through August 31, 2018.
9. **POTENTIAL IMPACT** – This section should show how the project potentially impacts the specialty crop industry and/or the public rather than a single organization, institution, or individual. The following questions should be considered: Who are the specialty crop beneficiaries of the project? Estimate many specialty crop beneficiaries will be impacted? How will the specialty crop beneficiaries be impacted by the project? What is the potential economic impact of the project if this information is available?
10. **EXPECTED MEASURABLE OUTCOMES** – Provide at least one distinct, quantifiable, measurable project outcome that solely supports enhancing the competitiveness of eligible specialty crops. If the outcome measures are long-term and occur after the project’s completion, then identify an intermediate outcome that occurs before the end

of the grant period and that is expected to help lead to the fulfillment of long-term outcomes. The measurable outcome should include the following:

GOALS – A goal is what you hope to achieve as a result of conducting the activities and producing the outputs (tangible results that can be seen, touched, handled, or moved about) of the project. Examples of outcome-oriented goals could include a change in knowledge, change in behavior or change in conditions that make a difference for the beneficiaries of the project.

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TARGET – If you are starting up a new project or trying new approaches remember that little or no measurable progress maybe evident in the project startup phase. This delay in seeing measurable results should be reflected in target setting. When setting targets, you should take into account external factors that influence your success. You may have a grand ultimate goal, but you should view annual targets as small steps toward that ultimate goal. Targets should be framed in terms of: a) Absolute level of achievement (ex: feed 150 homeless people); b) Change in level of achievement (ex: feed 150 homeless people, 35 more than last year); or c) Change in relation to the scale of the problem (ex: feed 150 homeless people, approximately 10% of the city's homeless population.)

BENCHMARK – Benchmarks are usually determined by researching past circumstances in the area you are trying to measure. As an alternative, you may use benchmarks established by third parties accepted as the standard setters in your industry. If data does not exist, indicate there is a lack of data.

PERFORMANCE MEASURE – Performance measures are measures/indicators used to observe progress and measure actual results compared to expected results. They are usually expressed in quantifiable terms and should be objective and measurable (numeric values, percentages, scores and indices) although in certain circumstances qualitative measures are appropriate. Typically, outcomes are documented through data or information collection. Provide your PERFORMANCE MONITORING PLAN- How will you monitor your progress toward achieving each GOAL? What are your data sources for monitoring performance? For example, will you conduct surveys or use questionnaires? How will you collect the required data? Be sure to include the frequency of your data collection. Describe how you will share the results of the project with specialty crop growers and other interested specialty crop stakeholders.

For more information on expected measurable outcomes, please see the SCBGP Logic Model <http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5081266>

11. **PRELIMINARY PROJECT WORK PLAN** – List the major tasks of the proposed project. The work plan activities identify how you intend to achieve the goals.
12. **PROJECTED BUDGET** – Complete the budget for the proposed project. If a project is selected to be included in the State Plan, a more detailed budget will be required in the second phase of the application process. **The maximum sub-grant awarded will not exceed \$24,500 and requires a cash or in-kind match of 25% of project cost.**

Personnel – Includes employed personnel. Those employed elsewhere should be listed as subcontractors or consultants in the Contractual cost category. Identify the total for all SCBGP-FB funded personnel.

Fringe Benefits – Provide the rate of fringe benefits for each project participant's salary. Identify the total for all SCBGP-FB funded fringe benefits.

Travel – Calculate the costs for the travel by taking into account destinations, number of trips, days traveling, transportation costs, estimated lodging and meal costs, and estimated mileage rate.

Equipment – This category includes items of property having a useful life of more than one year and an acquisition cost of \$5,000. If the cost is under \$5,000, then include these items under Supplies. If purchasing or renting equipment, include an itemized list of each item along with a brief narrative on the intended use of each equipment item and the cost for all the equipment purchases or rentals. Capital expenditures for general purpose equipment, buildings, and land are unallowable.

Supplies – This includes anything with acquisition cost under \$5,000 and could be anything from office supplies and software to education or field supplies.

Contractual – If contractual work will be involved with carrying out the work of the project, identify the total SCBGP-FB contractual expenses. When determining the total cost for this category, include the fees for the professional services, travel costs, lodging expenses, indirect costs, and any other related contractual expenses.

Other – This category includes fees for conferences or meetings, facility and equipment rental costs, lodging and meal expenses, communication costs, speaker fees, publication costs, and data collection.

Program Income – If program income is earned, it may be used for (1) expanding the project or program; (2) continuing the project or program after the grant or sub grant support ends; and (3) supporting other projects or programs that further the broad objectives of the grant program. Any earned income must be fully reinvested to help sustain and grow the project.

Indirect Charges – **No administrative indirect costs are allowed.**

12. **SUBMISSION DEADLINE** – Project concept proposals must be e-mailed on or before **April 27, 2015**, to ted.craig@wyo.gov at the Wyoming Department of Agriculture.

Eligible Specialty Crops – Specialty crops are defined in law as “fruits and vegetables, tree nuts, dried fruits and horticulture and nursery crops including floriculture.” Specialty crops are plants that are intensively cultivated. There are many plants that are specialty crops when cultivated but are also collected from wild populations. Wild plants are not considered specialty crops even though they may be used for the same purpose as cultivated plants. The tables below list plants commonly considered fruits and tree nuts, vegetables, culinary herbs and spices, medicinal plants, and nursery, floriculture, and horticulture crops. Ineligible commodities are also listed. This list is not intended to be

all inclusive, but rather intended to give examples of the most common specialty crops. It will be updated as USDA gets new questions.

List of Plants Commonly Considered Fruits and Tree Nuts

Almond	Grape (including raisin)
Apple	Guava
Apricot	Kiwi
Avocado	Litchi
Banana	Macadamia
Blackberry	Mango
Blueberry	Nectarine
Breadfruit	Olive
Cacao	Papaya
Cashew	Passion fruit
Citrus	Peach
Cherimoya	Pear
Cherry	Pecan
Chestnut (for nuts)	Persimmon
Coconut	Pineapple
Coffee	Pistachio
Cranberry	Plum (including prune)
Currant	Pomegranate
Date	Quince
Feijou	Raspberry
Fig	Strawberry
Filbert (hazelnut)	Suriname cherry
Gooseberry	Walnut

List of Plants Commonly Considered Vegetables

Artichoke	Mustard and other greens
Asparagus	Okra
Bean Snap or green Lima Dry, edible	Pea Garden, English or edible pod
Beet, table	Onion
Broccoli (including broccoli raab)	Opuntia
Brussels sprouts	Parsley
Cabbage (including Chinese)	Parsnip
Carrot	Pepper
Cauliflower	Potato
Celeriac	Pumpkin
Celery	Radish (all types)

Chive	Rhubarb
Collards (including kale)	Rutabaga
Cucumber	Salsify
Edamame	Spinach
Eggplant	Squash (summer and winter)
Endive	Sweet corn
Garlic	Sweet potato
Horseradish	Swiss chard
Kohlrabi	Taro
Leek	Tomato (including tomatillo)
Lettuce	Turnip
Melon (all types)	Watermelon
Mushroom (cultivated)	

List of Plants Commonly Considered Culinary Herbs & Spices

Ajwain	Clary	Malabathrum
Allspice	Cloves	Marjoram
Angelica	Comfrey	Mint (all types)
Anise	Common rue	Nutmeg
Annatto	Coriander	Oregano
Artemisia (all types)	Cress	Orris root
Asafetida	Cumin	Paprika
Basil (all types)	Curry	Parsley
Bay (cultivated)	Dill	Pepper
Bladder wrack	Fennel	Rocket (arugula)
Bolivian coriander	Fenugreek	Rosemary
Borage	Filé (gumbo, cultivated)	Rue
Calendula	Fingerroot	Saffron
Chamomile	French sorrel	Sage (all types)
Candle nut	Galangal	Savory (all types)
Caper	Ginger	Tarragon
Caraway	Hops	Thyme
Cardamom	Horehound	Turmeric
Cassia	Hyssop	Vanilla
Catnip	Lavender	Wasabi
Chervil	Lemon balm	Water cress
Chicory	Lemon thyme	
Cicely	Lovage	
Cilantro	Mace	
Cinnamon	Mahlab	

List of Plants Commonly Considered Medicinal Herbs

Artemissia	Liquorice
Arum	Marshmallow
Astragalus	Mullein
Boldo	Passion flower
Cananga	Patchouli
Comfrey	Pennyroyal
Coneflower	Pokeweed
Ephedra	St. John's wort
Fenugreek	Senna
Feverfew	Skullcap
Foxglove	Sonchus
Ginko biloba	Sorrel
Ginseng	Stevia
Goat's rue	Tansy
Goldenseal	Urtica
Gypsywort	Witch hazel
Horehound	Wood betony
Horsetail	Wormwood
Lavender	Yarrow
Yerba buena	

List of Commonly Considered Nursery, Floriculture, and Horticulture Crops

Note: Under the Specialty Crop Block Grant Program–Farm Bill (SCBGP-FB), turf grass sod and seed eligible.

Christmas Trees
Cut Flowers
Honey
Hops
Maple Syrup
Tea Leaves

List of Ineligible Commodities

Alfalfa	Peanuts
Barley	Primrose
Borage	Quinoa
Buckwheat	Rapeseed oil
Canola Oil	Range grasses
Clover	Rice
Cotton	Rye
Cottonseed oil	Safflower oil
Dairy products	Shellfish (marine or freshwater)
Eggs	Sorghum
Field corn	Soybean oil
Fish (marine or freshwater)	Soybeans

Flaxseed	Sugar beets
Hay	Sugarcane
Livestock products	Sunflower oil
Millet	Tobacco
Mustard seed oil	Tofu
Oats	Wheat
Peanut oil	Wild Rice