2020 Farmer Grant Application Instructions

Important Dates
The online system will open for submissions: October 22, 2019
Applications, with authorized signatures, due: December 3, 2019, 5:00 p.m. ET

Applications are submitted online at: projects.sare.org.

Questions?
Visit the Northeast SARE website at: www.northeastsare.org/FarmerGrant.
Contact grant coordinator Carol Delaney at carol.delaney@uvm.edu or 802/651-8335, x 555.

About Northeast SARE
The Northeast Sustainable Agriculture Research and Education (SARE) Program offers competitive grants to farmers, educators, service providers, researchers, and graduate students to address key issues affecting the sustainability of agriculture throughout our region.

The program—including funding decisions—is driven by the Northeast SARE outcome statement:

Agriculture in the Northeast will be diversified and profitable, providing healthful products to its customers; it will be conducted by farmers who manage resources wisely, who are satisfied with their lifestyles, and have a positive influence on their communities and the environment.


Inside
- About the Grant Program ....... 2
- Use of Funds .................... 3
- Grant Timeline .................. 4
- Preparing Your Application .... 4
- Application Checklist .......... 5
- Step-by-Step Instructions ...... 6
- Required Documents .......... 13
- Selected Applications .......... 14
- Resources ......................... 14

Appendices:
A. Example Budget .......... 15
B. Grantee Reporting and Evaluation Expectations... 20

Northeast SARE, one of four regional SARE programs, is hosted by the University of Vermont and is funded by the USDA National Institute of Food and Agriculture. USDA is an equal opportunity provider and employer. Northeast SARE programs are offered to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status.

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About the Northeast SARE Farmer Grant Program

Overview
Northeast SARE offers grants to farmers to explore new sustainable production and marketing practices, often through an experiment, trial or on-farm demonstration. These projects help farmers address issues that affect farming with long-term sustainability in mind. SARE defines sustainable agriculture as agriculture that is profitable, environmentally sound, and provides a good quality of life for farmers and the wider farm community. Competitive proposals offer innovation through techniques that test a new idea or apply a known idea in a new way. Reviewers look to fund projects that are well-designed to meet the objectives and promise the greatest benefit to the farming community.

There are no set restrictions on the topics to address so long as the proposed project is innovative, leading to new information or working relationships to enhance Northeast agriculture. Applicants may experiment with a new crop or production method, develop a machine or tool that does something new, try out a pest control or grazing technique, explore new ways of adding value, test a new way of marketing directly to the public, or address issues related to farm labor and apprentices, such as improving the skills of immigrant workers and those who manage them. Brief descriptions of past Farmer Grant projects are available at: www.northeastsare.org/FarmerGrantExamples.

Eligible Applicants
The grant program is open to all commercial farm business owners and managers in the Northeast region. As an applicant, you may be farming on a large or small scale, organic or conventional, full- or part-time; the program accepts all types and scales of farms. Eligible applicants must run commercial operations with an established annual farm income of at least $1,000 from the harvest and sale of crop, nursery, livestock, greenhouse, or aquaculture products sold on a regular basis. The grant is not intended for gardeners. If you are not sure if you are eligible, please read our document, “What is a farm?” found in the right sidebar at www.northeastsare.org/FarmerGrant or call us 802/651-8335.

Applicants who are hired farm managers (rather than farm owners) are eligible but need to complete a Grant Commitment form available for download at www.northeastsare.org/FarmerGrant. The form requires signatures from the farm owner or authorized representative of the organization. It must be uploaded with the application to verify the farm owner’s or institution’s approval and support for the project.

Managers on farms affiliated with an institution or a nonprofit organization are also eligible to apply if they commercially produce and sell agricultural products. Applications must use the name that appears on the 501(c) (3) of the organization. A completed Grant Commitment Form is required (see above).

Applications are limited to one per farm per year. If you have several different ideas, you will need to choose the one you want to submit for this grant cycle.

Current grant recipients who are behind in their reporting cannot apply. If you have a grant project that has ended or is near completion, finish it and file your final report; if your project is still in progress, make sure you have submitted a recent annual report.

Technical Advisor Role
All projects must enlist a technical advisor. Before writing anything, it’s important to identify a technical advisor and talk your project through with them. The role of the advisor is to provide support where needed to the farmer applicant. For example, the technical advisor may review the proposal to give feedback, help with the design of the study, provide technical information on the topic, help troubleshoot
any problems that arise during the project, and/or help promote the results of the completed study. The technical advisor can be an Extension educator, NRCS or other government staff, university researcher, private consultant, veterinarian, or other technical expert, including another farmer. You may select an advisor from the Northeast or another geographic area if their expertise and willingness to participate is a better fit for your project.

A letter of commitment from your technical advisor is required. The letter should describe their background, expertise and involvement that confirms their level of commitment to the project. The letter must be uploaded to your application.

Although the technical advisor is required, you, the farmer, should be the one actively in charge of the project. If you find that you prefer your technical advisor be in charge of the project, encourage them to apply for a Partnership Grant with you as a cooperating farmer. See the Guide for Farmer Grant Technical Advisors at www.northeastsare.org/FarmerGrant for more information about the roles and responsibilities of technical advisors on Farmer Grant projects.

**Project Duration**
Most projects run for one year, but multiyear projects are accepted. All projects must be completed by November 30, 2023.

**Funding Available**
Farmer Grants are capped at $15,000 even if the overall project cost may be higher. There is no matching funds requirement. Northeast SARE Farmer Grants are competitive. For example, in 2019, the program awarded $382,384 to 31 projects from a pool of 63 applicants. Awards ranged from $2,300 to $15,000.

**Use of Funds**
SARE funding must comply with USDA guidelines and, therefore, there are certain allowable and ineligible expenses for this grant program, listed below.

### Funds may be used for expenses specific to the project:
- **Labor**, including your time and the time your employees or others work directly on the project;
- **Materials** specific to the project;
- **Services**, like soil testing and consulting;
- **Travel, postage, printing** and other expenses necessary for project outreach; and
- **Equipment rental** or sharing the cost of unusual equipment specifically needed for the project.

### Funds may NOT be used for:
- **Capital costs**, including the purchase of land, buildings, livestock, machinery, orchards, greenhouses, and other major farm improvements, fixtures and expansion expenses;
- **Normal operating expenses**. Do not ask for specific overhead costs in the form of utility bills, general maintenance, general supplies, or any other expenses that would be there in the absence of the project.
- **Incentive offers** and promotional items, including items of clothing, swag, giveaways, subsidies, raffles, and gift cards;
- **Purchase of motorized vehicles** and general use equipment;
- **Cell phone** charges, even if you use your cell phone in the course of the project;
- **Food** expenses unless necessary for the continuity of a training event or project meeting; and
- **Expenses outside the grant period**. SARE cannot pay for expenses incurred before the award start date or after the end date on the grant contract.

Additionally, it is expected that costs for copiers, cameras, computers, video equipment, and other items that have a wide range of uses beyond the boundaries of the project be provided by the applicant. To be considered as a direct cost, the item must be clearly essential to the project. Call us if you have questions.
Conflict of Interest
Members of the Northeast SARE Administrative Council are not permitted to apply for or receive funding from SARE grants. Members of grant review teams are not permitted to discuss or vote on applications that involve institutions for which they work, organizations for which they serve as board members or advisors, former graduate student advisees, or close personal friends.

Public Domain
While applications and reviews will remain confidential, Northeast SARE considers funded projects, subsequent reports, and related information to be in the public domain. If SARE funds are used to develop an exclusive or proprietary process, procedure or technique, these become public information available online in our reporting system.

Acknowledging SARE
All funded projects are required to acknowledge Northeast SARE as the funding source in all project publications and outreach materials.

Grant Timeline
Online system opens for submissions........................................................... October 22, 2019
Application deadline ............................................................. December 3, 2019, 5 p.m. ET
Review panel ranks applications.......................................................... December 2019 to January 2020
Northeast SARE Administrative Council makes final selections ................. February 2020
Awards announced / Start date for awarded projects ............................ February 24, 2020

Preparing Your Application

Advanced Planning
Plan to prepare your application well in advance of the deadline. Successful grantees report that it generally takes 20 to 40 hours to develop an application. Work on the budget ahead of time and verify amounts as you go. Also, you should account for the time it takes to receive the signed commitment letter from your technical advisor and preparation of other required documents uploaded to the application.

Recommend Crafting Responses Offline
We highly recommend you prepare your application offline, completing your responses per the instructions that follow and then copying and pasting your responses into the online system. To that end, we have posted a Word document of the proposal questions, see: www.northeastsare.org/FarmerGrant.

Text Limits, Formatting, and Writing Suggestions
Keep your writing clear and simple. Avoid jargon and write for a mixed audience that includes farmers, researchers, extension staff, and other agricultural service providers. You can assume that grant reviewers have solid agricultural knowledge, but may not necessarily have deep expertise in your subject area.

There are word limits for most sections of the application. Again, it is highly advisable to develop the proposal content offline, ensuring it is accurate and complies with the word limits. Depending on the word processor used, your word count may differ than the online submission system and additional editing may be necessary after pasting into the online system.

Ask your technical advisor or someone else to review the draft of your application. A fresh set of eyes can help you identify sections that may be unclear, correct errors, and strengthen areas that may need help.
Application Outline/ Checklist

Components of the application and their word limits appear below, listed in the order they appear in the online application system. Use the outline as a checklist to ensure the application is complete before submitting.

- Project Title (150 characters, including spaces, max)
- Project Description (160 characters, including spaces, max)

General Information
- Project start date
- Project end date
- State
- Primary Commodities
- Primary Practices
- Benefits and Impacts

Verification and Commitment
- Confirm that you represent a farm business and your role as an operator of this farm

The next three questions only apply to farm employee applicants:
- Grant Commitment Form (upload)
- Institutional Official Information
- FDP Clearinghouse

Proposal Summary and Applicant Information
- Proposal Summary (250-word max)
- Resources, Experience, Skills and Capacity (300-word max)
- Identify and Describe Technical Advisor
- Identify and Describe Other Key Cooperator(s) (if applicable)
- Letters of Commitment from Technical Advisor and other Key Cooperator(s) (upload)

Statement of Need
- Problem and Solution (750-word max)
- Previous Work (750-word max)
- Citation List (500-word max)

Plan of Work
- Objectives (200-word max)
- Materials and Methods (1000-word max)
- Other Relevant Research Information (upload)
- Timeline (500-word max)
- Outreach (250-word max)

Budget
- Budget Justification and Narrative (upload)
- Budget Summary

Livestock Care
- Does this project involve livestock? (vertebrate animals only)

The remaining questions only apply to livestock projects (no word limits in these questions):
- Kind of Animals
- Number of Animals
- Source of Animals
- Stocking Density
- Housing/Shelter
- Cleaning of Housing/Shelter
- Feeding and Water
- Nutritional Needs
- Health Management
- Procedures
- Other People Handling/Caring for Animals
- Post Project Animal Outcome
- Transportation
- Animal Slaughter
- Human Consumption
- Veterinarian

Application deadline has passed. Use as example only.
Navigating the Online Submission System

Applications are now submitted online at: projects.sare.org.

The application site will be open for submissions from October 22 until the deadline, 5:00 p.m. ET on Tuesday, December 3, 2019. It is highly advisable that you avoid waiting until the last minute to submit your application in case of power failures, websites going down, browser incompatibilities, bad weather, and other unexpected calamities. Submitting early also allows for resubmitting if a mistake is encountered. Staff will be available until 5:00 p.m. ET on the due date to help with questions and technical issues. Applications submitted after 5:00 p.m. ET on December 3 will not be accepted.

Northeast SARE has recently migrated its online grant submissions to projects.sare.org, SARE’s national grant management system. If you have previously received SARE grants and submitted reports, you are already registered as a user and should use this account to submit your proposal (you may need to reset your password). New users should select “Create an account” entering a username (your email address) and password.

Note that if you log in before the submission open date (October 22) you will not be able to create or to submit a proposal. After the open date, log in with username and password and then select “Start a new grant proposal.” You will need to click on the Northeast region “+” to expand the list and then scroll down and select “2020 Northeast Farmer Grant”. Then choose “Begin a New Grant Proposal”.

Click on each section on the left to open and submit responses to the questions. Detailed guidance for each section is provided in this document. Enter responses by clicking on “Edit Answer” for each question. Be sure to click “Save” after each entry; you must save each question individually; clicking “save” for one question does not save responses entered in other questions.

At any time during your preparation of the application online, you may preview a draft of the application by clicking “View Draft” in the Proposal Overview screen. From the View Draft screen, you can share your application with your technical advisor or other cooperators by selecting “Link to Share” found at the top of the draft page.

When all proposal questions are answered to your satisfaction and you have uploaded all required attachments, got to the Proposal Overview page and click the “Submit Proposal” button at the bottom. Prior to the deadline, you may “unsubmit” to revise the proposal. If you choose to unsubmit, don’t forget to submit it again when you are done editing, otherwise it will not go forward to review. Each time you submit or unsubmit, you will receive an email confirmation.

Step-by-Step Instructions for Entering Application

The online proposal application is divided into sections that contain multiple questions to answer. Instructions for all questions follow. Aside from the General Information section and the Proposal Summary, questions within proposal sections have associated review criteria. These criteria must be adequately addressed for an application to be funded.

**Project Title.** When you first enter the application, the system will prompt you to enter a project title. Use a clear, succinct title that captures the essence of the project’s intent. Avoid acronyms, jargon and unnecessary words. The title is limited to 150 characters, including spaces; your title will be cut off past 150 characters.

**Description.** Please enter a short description about the project that anyone in the general public could understand. The purpose of this description is for easy access by anyone using popular search engines. It is limited to 160 characters, including spaces, with a character counter feature as a guide.
General Information
This section asks for the following information.

**Project start date.** Choose a start date from the calendar pop-up. Projects should not start before February 24, 2020. Note: SARE cannot pay for expenses incurred before the project start date.

**Project end date.** Choose an end date from the calendar pop-up. All projects must be completed no later than November 30, 2023.

**State.** Select the state where the farm is located and the majority of work will be carried out.

**Primary Commodities.** Please select from the list only the top production commodities being addressed or investigated by the project. You do not need to select every commodity that may potentially be affected.

**Primary Practices.** Please choose from the list only the top production practices being addressed or investigated by the project. You need not select every practice that may potentially be affected.

**Benefits and Impacts.** Of the choices listed, how will your project have the most benefit and impact? Select up to two areas of benefit and impact.

Verification and Commitment
**Confirm that you represent a farm business and your role as an operator of this farm.** Read the eligibility information and select your response. Farm employees may apply but are required to complete and upload a Grant Commitment form in the next question.

The remaining questions in this section only apply to applicants who work as a hired farm manager or other farm employee for an institution, organization or a private farm owner. If you, as the applicant, are a hired farm manager or other employee, please complete the following three questions. Applicants who are farm owners should skip to the next section.

**Grant Commitment Form.** Submit a Grant Commitment form verifying approval by the farm owner or institution/organization. Download the form from [www.northeastsare.org/FarmerGrant](http://www.northeastsare.org/FarmerGrant).

You, as the project leader, must sign as the applicant. The owner of the farm, an authorized official of the applicant institutional grants office, or fiscal agent for the organization must sign. Upload a pdf or image copy of the fully officiated Grant Commitment form to the online submission system.

**Institutional Official Information.** If the institution is a nonprofit and is serving as the fiscal agent for the project, provide the name and contact information of the institutional official (usually someone in the grants office or who is otherwise in charge of grants for organizations).

**FDP Clearinghouse.** This question is required of applicants at farms that are owned by nonprofit institutions. As indicated on the Grant Commitment Form, is this institution registered in the Federal Demonstration Partnership (FDP) Expanded Clearinghouse? Please check the response provided on the Sign-Off Sheet as “No” if not, or as “Yes, the institution profile can be found at: [https://fdpclearinghouse.org/organizations](https://fdpclearinghouse.org/organizations).
Proposal Summary and Applicant Information

This section includes a summary of your project and describes your team including you and your farm business, your technical advisor and any additional key collaborators.

Proposal Summary (250 words). This is a standalone summary of the project. It should briefly describe the issue, the objective(s), key components of your study’s plan of work, and outreach strategy. Since the summary is the first thing reviewers will see, take some time to make it clear and compelling. You may want to compose the summary after you have written the rest of your proposal.

What resources, experience, skills and capacity do you bring to the project? (300 words). Describe your farm business and farming experience to give reviewers a picture of your capabilities and insight into the problem to be addressed. Specifically, let reviewers know how long you’ve been involved in agriculture and the background of your farm business, providing a description of your production enterprises (e.g., acres, livestock numbers, etc.) and types of market outlets (wholesale, retail, farm stand, CSA), whether you farm full- or part-time, gross sales, and other key information about the enterprise. If farm resources will be dedicated to this project, describe them here. For example, you may already own an essential piece of specialized equipment or may have received other funding to cover related expenses not funded by SARE.

Identify technical advisor. Select “Add a cooperator” to enter the name and contact information for your project’s technical advisor. Use the “Additional info” field to describe their role in the project.

Other Cooperators. If other key individuals are integral to the study, select “Add a cooperator” and complete the name and contact information for each. In the “Additional info” field, describe who they are, their expertise, the resources they bring, and explain their role(s). Only include people that have lead roles; do not include people hired to execute tasks.

Letters of commitment from key individuals upload. Each technical advisor and key individual (other than the applicant) must provide a letter of commitment. The letters should indicate that each person understands their role, what they will bring to the effort, and is ready and willing to participate. Letters should be written by the individual team members, not the project leader.

Please combine all letters into one PDF attachment.

Do NOT upload any letters of general support from individuals not involved in your project, curricula vitae, or sample promotional materials about you or your farm.

Review criteria:
The application adequately describes the applicant’s experience, time and commitment they will bring to the project to ensure they have the knowledge and skills needed to see the work through to conclusion. The farm’s infrastructure and production activities and the depth of resources will support the project.

Review criteria:
The application adequately describes the technical advisor and, if applicable, other key people involved, how these team members will support the project and the expertise, skill, and time commitment they will offer.

Review criteria:
Signed letters of commitment from the technical advisor (and other key individuals), stating their roles and commitment, are uploaded to the application.
Statement of Need
The three questions in this section define the problem and/or opportunity, your idea for a solution, the current state of understanding based on past research, and citations to support past work.

**Problem and Solution (750 words).** What is the problem or opportunity, why is it important, and what is your proposed solution? State the problem, issue or opportunity and explain why it matters. Convey how addressing this problem will improve the sustainability of farmers, like yourself (for example, the Rhode Island Seafood Marketing Collaborative or maple sugar producers in the Northeast; adding known numbers of farms in these groups is helpful.)

If possible, state how and when farmers, farm groups, or other experts in the field have expressed interest or need for this type of investigation. Then, state your proposed solution or approach and how it addresses the above need and what the impact will be if successful as related to the key themes of sustainable agriculture.

**What efforts have been made by others to solve the problem or take advantage of this opportunity? (750 words).** Describe the current knowledge and practice on this topic to show that your study is not repeating what is already understood. If the practice is known but has not been applied in the Northeast region, explain why the testing of the application in your region is justified for adaptation there.

**Citation list (500 words).** Cite one to four studies or articles to demonstrate your knowledge of current research (while you can include SARE studies, it is best not to rely solely on the SARE reporting database). Also, provide a list of citations referenced anywhere in your application in this section.

**Review criteria:**
The applicant has adequately demonstrated a clear need for the project. The proposed project and solution makes a direct link to at least one of the following key sustainable agriculture themes:
- reduction of environmental and health risks in agriculture;
- improved productivity, reduction of costs and/or increase of net farm income;
- conservation of soil, improvement of water quality, and protection of natural resources;
- enhancement of employment in farm communities; and
- improvement of quality of life for farmers, their employees, and the farming community.

**Application deadline has passed. Use as example only.**
Plan of Work
In this section, state the project objective(s), materials and methods, other relevant research information, project timeline, and outreach plan.

**What is/are your project’s objective(s)? (200 words).** State your project’s objective(s) starting with the phrase, “This project seeks to...” or “The question we will answer is...”. Be specific on what you will compare, study, or accomplish and what information you hope to uncover or demonstrate and how it will be useful to other farmers. Include what improvement you foresee happening if the project is successful.

**Materials and methods (1000 words).** What are your project’s planned methods and measurements? Describe what you will do and how you will do it. Be very specific in describing the treatments, sampling, testing, surveying, etc. you will use. For example, if you plan to compare weed pressure between a control and a treatment, describe how you will count and identify weeds, weigh weeds, and measure weeding time, how often and at what stage of crop growth. Just saying you will compare the amount of weed growth is not sufficient. As another example, if you plan to compare the impact of an organized employee communication system on job satisfaction, specify the survey questions you will ask workers and how/when you will implement the survey. Just saying you will notice employee changes lacks the detail necessary for a successful proposal.

While statistical analysis is not required for this grant program, if you do plan to use a statistical model, state the design.

**Other relevant research information (upload).** In this section, you will upload materials that clarify your proposal to reviewers such as a plot or sampling plan, experiment diagram, prototype image or drawing, survey questions, proof of concept for economic analysis, and other supporting research documentation as needed. Inserting URLs of websites into the methods section are ill-advised since reviewers may not have time to investigate all of them; as an alternative, refer to them and place them in your citation list.

Documents are required for certain situations. See the list below to see if they apply to your specific proposal.

- If you are conducting field trials or on-farm demonstrations, attached plot plans or diagrams for experimental design (hand-drawn is acceptable).
- If you are proposing an invention or prototype, attach diagrams, sketches or explanatory images.
- If your project proposes a feasibility or economic viability study, attach a proof of concept or pro-forma budget.
- If your project will measure changes in human learning or behavior, include sample surveys.

**Review criteria:**
The application clearly states the project objectives the project will achieve that will lead to useful information for farmers or improvements that will make farms more sustainable.

**Review criteria:**
The methods described will provide the evidence needed to meet project objectives; sufficient detail has been included to leave little/no questions on what will be measured, how, where, and when. There is indication of thoughtful planning and consultation with the technical advisor and collaborators. Planned methods will give results that could establish a trend; if a statistical design is planned, it is the correct one and includes sufficient sample numbers to provide reliable results.
Timeline (500 words). Outline the project activities in a chronological timeline that states the steps you will take, including planned outreach activities. Starting with the project start date, specify in a month/year format (e.g., April 2020) when key activities and events happen. Include how long each step will take and who will do them. Keep in mind that SARE funds will not cover any work or expenses incurred prior to February 24, 2020 and that the timeline should align with your budget justification spreadsheet in terms of personnel paid, testing, etc.

Outreach (250 words). What is the outreach plan for the project? Describe the methods that other farmers and agricultural service providers or other key audiences will learn about your results. List specific planned events, media efforts, social media channels (estimated number reached, etc.) and the scope (e.g., number of subscribers) and/or region (e.g., aquaculturists in the Eastern Shore of Maryland.) Outreach may take place anytime during the project but the final results and lessons learned must be publicized in some way before your project has concluded to reach farmers who will benefit. Include specifics.

Budget
The two items required in this section—Budget Justification and Narrative and Budget Summary—establish the specifics of the request for funding. The funding needed is defined by the project budget, an expense plan that provides your best estimate for the expenses you expect to encounter. Itemize all expected expenses and calculate their costs as precisely as possible to show reviewers what funds are needed to carry out your project, and why they are needed.

A budget lacking sufficient detail, containing grossly over or underestimated expenses, or including unallowable expenses can decrease the chances for funding.

See Appendix A for a sample budget justification and narrative and budget summary.

Budget Justification and Narrative. Download and complete the Northeast SARE Budget Justification and Narrative Template (Excel spreadsheet) provided in the “For Applicants” resources at: www.northeastsare.org/FarmerGrant.

Use only the funding categories provided in the template (i.e., personnel, materials and supplies, travel, publications/printing, and other direct costs), adding rows or expanding row heights or column widths as needed to accommodate your narrative and justification.

For all items, give brief, clear descriptions of their purposes. Justify each expense with narrative description. Show how the requested amount was determined by itemizing the quantity and per-unit cost of each expense.

Since the budget submitted is what reviewers will approve and requests for changes after submission may not be approved, take the time to calculate your expenses for this project. Only include funds requested from SARE in this budget justification.

When complete, upload the Excel template (do not convert to a pdf format) to the online application system.
**Budget Summary.** Enter the summed subtotals for each major budget category from the completed Budget Justification and Narrative template into the Budget Summary in the online submission system.

Select the appropriate funding category and enter the total from the template: personnel, materials and supplies, travel, printing and publication costs, other direct costs, and indirect costs. (Individual line item expenses do not need to be entered in the budget summary.)

For each “Item Description,” type “Subtotal from budget justification and narrative template”.

You may leave the “Details/Justification” section blank as that information has been provided in the completed Budget Justification and Narrative template.

**Livestock Care**

*All applicants must answer the first question about the involvement of livestock in the proposed study. If you select “no”, save your response and ignore the rest of the questions in this section. If you select “yes,” then you must fill out the rest of the questions in this section.*

**Does this project involve livestock (vertebrate animals only)?** Requires a yes or no response.

If you answer “yes” then please respond to the following questions as they help Northeast SARE verify that this project’s handling of livestock complies with the Animal Welfare Act, as is required by USDA/NIFA for research projects.

**Kind of Animals.** What kind of animals will be involved in your project? (no word limit)

**Number of Animals.** Please indicate how many of each animal will be involved in your project. (no word limit)

**Source of Animals.** The source (name and location) from which you plan to obtain animals for your project. If you already own the animals and they are already at the project site, where did you obtain them and how long have you had them? (no word limit)

**Stocking Density.** What is stocking density (space per animal)? Please provide a response for all forms of housing (pens, feedlots, pastures, etc.) that will be used in this project. (no word limit)

**Housing/Shelter.** Describe the housing or shelter available for the animals in normal and inclement weather. (no word limit)

**Cleaning of Housing/Shelter.** For the period of the study, how is the housing/shelter cleaned? How often? (no word limit)

**Feeding and Water.** Describe how feed and water is provided, how often it is provided, and how often the feed and water containers are checked and cleaned. (no word limit)

**Nutritional Needs.** Describe how the nutritional needs of the animals in this project will be met. (no word limit)

**Health Management.** 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. (no word limit)

**Procedures.** 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? (no word limit)
Other People Caring/Handling Animals. 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. (no word limit)

Post Project Animal Outcome. 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. (no word limit)

Transportation. If animals are transported off-site, please describe how they will be transported. (no word limit)

Animal Slaughter. 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. (no word limit)

Human Consumption. 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. (no word limit)

Veterinarian. Identify the veterinarian (name, address, and contact information) who will provide routine and emergency care of the animals used in this project. (no word limit)

Required Documents
Applications with missing or incomplete required documents will not advance to grant review so be sure they are attached to your application.

Attachments must be directly related to the proposed project work. Do not attach extraneous materials such as brochures or resumes. Do not attach letters of general support from people who are not direct participants. Before submitting the proposal, be sure to upload the following documents. Failure to upload any of the required documents will result in disqualification of your proposal.

Required Documents to Upload for ALL Applications
Upload in Proposal Summary and Applicant Information section:
• Signed letter of commitment from your technical advisor and any other farmers or key collaborators/consultants involved in your project. Their letter(s) will describe their role, agricultural or pertinent experience/expertise, and their comments on the need, potential for success and impact of the project (as a.pdf file).

Upload in Budget section:
• Budget justification and narrative template (as an .xls or .xlsx file).

Documents Required to Upload in Specific Situations
Upload in Verification and Commitment section:
• If a hired farm manager or other farm employee—either at a privately owned farm or at an organization/institution—is the project applicant, please fill out the Grant Commitment form verifying approval of the farm owner or institution/organization.

Upload in Plan of Work section:
• If you are conducting field trials or on-farm demonstrations, attached plot plans or diagrams for experimental design (hand-drawn is acceptable).
• If you are proposing an invention or prototype, attach diagrams, sketches or explanatory images.
• If your project proposes a feasibility or economic viability study, attach a proof of concept or pro-forma budget.
• If your project will measure changes in human learning or behavior, include sample surveys.
Applications Selected for Funding

If the Northeast SARE Administrative Council selects your project for funding, you may expect the following.

Notification
The Northeast SARE Administrative Council will select and approve applications for funding in late February 2020. SARE staff will notify applicants of the status of their applications by February 24, 2020.

Contracting and disbursement of funds
Farmers or farm owners of projects selected for funding will sign a contract called a “service agreement” to access the funds approved for the project. Before a contract is issued, Northeast SARE will send information detailing the next steps, including any proposal or budget revisions that need to be made. Funds are released on a reimbursement basis. As such, you need to have the financial capacity to pay project expenses up front and be reimbursed for invoices submitted on a net 30-day term. SARE will hold the last 20 percent of the total award until the project work, including outreach, have been completed and the final project report has been received and approved.

For more information, please refer to, “Managing Your Northeast SARE Farmer Grant,” at: www.northeastsare.org/ManageFarmerGrant.

Required reporting
Northeast SARE requires annual progress reports and a comprehensive final report for all projects. All reports will be submitted in our online system using our reporting template. Reports should describe the progress made on the research project, detail the findings observed, and document any outputs and impacts. All outreach and educational activities should be reported as well as any measured changes in knowledge or awareness, attitudes and opinions, and/or the adoption of new practices. Publications, photos, and other documentation should be added to the report as attachments to help document and promote the project.

Progress reports are due each January 15 for the previous calendar year activity and final reports are due within 30 days of the project’s end date. The final report should include full, detailed results of the project and outreach activities conducted

Northeast SARE asks that farmer grant recipient provide contact information for at least two years after the project has ended to allow for follow-up and response to inquiries about the project (see Appendix B for types of information SARE collects post-project).

Acknowledging SARE
Grantees are required to acknowledge Northeast SARE as the funding source in all project publications and outreach materials.

Resources
The following resources may help you as plan and write your application.

- Refer to the SARE bulletin, “How to Conduct Research on Your Farm or Ranch,” at: www.sare.org/Learning-Center/Bulletins/How-to-Conduct-Research-on-Your-Farm-or-Ranch.
- See the “Guide for Technical Advisors” at: www.northeastsare.org/FarmerGrant.
- Visit SARE’s national reporting site to learn about funded projects: projects.sare.org/search-projects/.
- The Alternative Farming Systems Information Center (AFSIC) at the National Agricultural Library specializes in identifying resources about sustainable food systems and practices: www.nal.usda.gov/afsic. Information specialists can share resources and search techniques relevant to your proposal.
Appendix A: Examples and Additional Guidance for Completing Budget Section

Budget information

The information below walks through an example of the Budget Justification and Narrative Template and Budget Summary. It gives further explanation of select budget categories as well.

Personnel

Under “personnel,” show the cost of your time or the time of employees dedicated to the project as an hourly rate times the anticipated time needed to complete the project. Note: If you are paying a consultant or providing payments to people who are not your employees, these expenses should be put under “other direct costs.”

Non-Personnel Expenses

See “Use of Funds” (page 3) for a general list of allowable and ineligible expenses. Make sure to provide specifics on use, quantities and per unit costs.

Non-personnel expense categories include: materials and supplies, travel, publications/printing, and other direct costs (communications, photocopying, speaker/trainer fees, consultants, services, conferences/meetings/workshops, trainee support, off-site office rental, purchase of equipment, rental of equipment or land-use charges, and other/miscellaneous). Under each category, name each expense, provide narrative justifications of the expense, and provide information on units, quantities, and per unit costs.

<table>
<thead>
<tr>
<th>Funding Categories / Item Name</th>
<th>Narrative justification of expense</th>
<th>Unit</th>
<th>Quantity</th>
<th>$ per unit</th>
<th>Quantity x $ =</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
<td>Only people employed by the recipient organization or farm should be listed in this category. Those employed elsewhere should be listed under “Other direct costs,” or, if individuals are to be paid by another institution via a subaward to that institution, they should be included in a separately detailed subcontract budget and the subcontract total should be listed below under “Subcontracts” in “Other direct costs.”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and wages.</td>
<td>Provide narrative detail of each person’s role in the project or the services they are providing through their work on the project. Show full-time equivalency as a percentage and salary for each year, or provide hourly wage times number of hours, to equal total $ requested.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project leader(s).</td>
<td>Maria Sanchez manage grant, data collection and analysis, do outreach and reporting</td>
<td>hrs</td>
<td>120</td>
<td>$ 28.50</td>
<td>$ 3,420.00</td>
</tr>
<tr>
<td>Student wages.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support staff.</td>
<td>Bashir Ibrahim, employee plant and manage experiment within crops, set up trial plot</td>
<td>hrs</td>
<td>120</td>
<td>$ 12.00</td>
<td>$ 1,440.00</td>
</tr>
<tr>
<td>Other hired labor.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal: Salaries and wages</td>
<td>(rounded to the nearest dollar)</td>
<td></td>
<td></td>
<td></td>
<td>$ 4,860</td>
</tr>
<tr>
<td>Fringe benefits.</td>
<td>If applicable, provide the fringe rate that will be applied to wages above and the total for each wage line or category.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SS, Medicare, FUTA - employer’s match portion</td>
<td>percent</td>
<td>0.0825</td>
<td>$ 1,440.00</td>
<td>$ 118.80</td>
<td></td>
</tr>
<tr>
<td>Subtotal: Fringe benefits</td>
<td>(rounded to the nearest dollar)</td>
<td></td>
<td></td>
<td></td>
<td>$ 119</td>
</tr>
<tr>
<td>PERSONNEL TOTAL (salaries, hourly labor, and fringe benefits)</td>
<td>$ 4,979</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Application deadline has passed. Use as example only.
Materials and Supplies. As an example, if you are proposing to buy cover crop seed, the budget should specify how much and cost per unit (“Cover crop seed for 10 acres, 12 lbs. per acre = 120 lbs. @ $4 per pound = $480.”), and a brief description of how it will be used.

<table>
<thead>
<tr>
<th>NON-PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Materials and Supplies.</strong> Indicate each item with quantity and estimated cost. Include narrative justification on how the item fits the project, its direct need and why not otherwise available through the organization. Items must be project-specific and able to be tracked as being used for the project. General-use items such as office supplies are not allowable unless the items can be tracked and itemized for a project-specific purpose.</td>
</tr>
<tr>
<td><strong>Clover/grass seed for study</strong></td>
</tr>
<tr>
<td><strong>Insect traps</strong></td>
</tr>
<tr>
<td><strong>Subtotal: Materials and supplies (rounded to the nearest dollar)</strong></td>
</tr>
</tbody>
</table>

Travel. Include only personnel who, where, and the purpose and distance of each trip (“Mary Sanchez, project leader, car travel to experiment station for insect identification training; one 62-mile round trip @ 0.54/mile = $33.48”). Travel expenses for technical advisors, consultants and other collaborators are listed in sections under “Other Direct Costs”.

<table>
<thead>
<tr>
<th>Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For travel of employees/personnel only: list consultant travel under consultants and list conference attendee travel under trainee support</strong></td>
</tr>
<tr>
<td><strong>Maria Sanchez, farmer project leader</strong></td>
</tr>
<tr>
<td><strong>Maria Sanchez, farmer project leader and Bashir Ibrahim, employee</strong></td>
</tr>
<tr>
<td><strong>Maria Sanchez, farmer project leader</strong></td>
</tr>
<tr>
<td><strong>Maria Sanchez, farmer project leader</strong></td>
</tr>
<tr>
<td><strong>Subtotal: Travel (rounded to the nearest dollar)</strong></td>
</tr>
</tbody>
</table>

Publications/Printing. Include relevant outreach expenses, like the cost of commercial printing of workshop flyers. Note that photocopies belong under “Other Direct Costs”.

<table>
<thead>
<tr>
<th>Publications/Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Publishing of an article in a scientific or technical journal or other type of field/program related publication or for commercial printing of brochures and program materials. Photocopying costs should be included under “Other direct costs.”</strong></td>
</tr>
<tr>
<td><strong>Ready Copy, LLC</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Subtotal: Publications (rounded to the nearest dollar)</strong></td>
</tr>
</tbody>
</table>

Other Direct Costs
This budget category includes: communications, photocopying, speaker/trainer fees, consultants, services, conferences/meetings/workshops, trainee support, off-site office rental, purchase of equipment, rental of equipment or land-use charges, and other/miscellaneous. See examples below for communications, photocopying and consultants.

Farmer Grants typically don’t include conferences, trainee support, and off-site office rental; if you are considering these expense categories, contact the Northeast SARE office for further clarification.
Equipment. Equipment refers to tangible, nonexpendable property having a useful life beyond the project period. Farmer Grant applicants are expected to possess the equipment needed for normal farming operations such as tractors, tillage implements, and product handling equipment. Applicants are also expected to have essential equipment such as copiers, cameras, computers, video equipment, and other items that could have a wide range of uses beyond the boundaries of the project, so any requests for these items must be clearly justified and the equipment must be essential and directly related to the project activities.

Any requests for funds to rent or purchase equipment should describe why the equipment is not part of a farm’s normal inventory and why it is essential to the project. When possible, equipment should be rented, but if the equipment is relatively inexpensive or not available for rent, an applicant can propose to buy the equipment and request that SARE share the cost based on the time it will actually be used for the project. The allowed expense would be calculated as the purchase price divided by expected useful life times the number of years used on the project. Choose a useful life that is appropriate for the equipment and how it will be used. Equipment purchase costs are entered in the budget under “other direct costs,” along with any delivery or shipping costs.
The following are some examples of allowable equipment expenses:

- If a $6,000 scale (plus a shipping fee of $200) is needed to weigh cattle being raised under different feed regimens and one is not available for rent (www.cattlescales.com, Model AP600), and it will be used over two years in the project with a useful life of 10 years, the allowable SARE portion of the purchase price would be $6,200/10 years = $620 per year. $620 times two years = $1,240. This is the allowable expense charged to SARE; the $4,960 balance would be paid by the farm.

- A dewatering screw press is needed to remove moisture from the byproduct brewer’s grains for a one-year feed study (http://www.vincentcorp.com, model Issue #215). The purchase price (including shipping) is $5,200 /10-year useful life = $520/yr. times one year of project use = $520; this last number is the allowed expense that could be charged to the grant.

- A microscope is needed to identify insects for a two-year study. It has a useful life of 10 years (www.microscopes.com, model GW168, The Microscope Store.). If the purchase price (including shipping) is $1,600, $320 of the purchase may be charged to the grant ($1,600/10 yr. = $160/year times two years = $320).

- Ten electric netting rolls are needed to keep sheep in a hops yard. The netting has a useful life of three years. The equipment is Electro Net 35, 164-foot length each (www.premier1supplies.com). $112 times 10 rolls = $1120 plus $50 shipping/ three years = $390. Since this is a one-year study, $390 may be charged to the grant.

- Insect screening is needed as a control method vs. spray for a two-year study. Assuming the screening has a five-year useful life, Insect Mesh .0394” x .0335”, 13 feet X 328 feet (www.americannettings.com). $612 plus $28 shipping = $640/5 yr. = $128/year. For this two-year project, $256 may be charged to the grant.

<table>
<thead>
<tr>
<th>Purchase of equipment (or the cost of fabrication of equipment)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment tool or material, such as microscope, dissection tool, netting, etc.</td>
<td></td>
</tr>
<tr>
<td>Equipment tool or material, such as microscope, dissection tool, netting, etc.</td>
<td></td>
</tr>
</tbody>
</table>

**Perennials and livestock.** Perennial crops or livestock are generally unallowable expenses for the purposes of establishing a commercial enterprise. However, if you are conducting a variety trial or testing a new a crop unknown to your region and the amount is clearly what would be sufficient for plot trials and not to establish commercial production, the purchase of perennial plants is allowable. The purchase of bees for research is also allowable when the numbers are in accord with creating a common basis for treatment comparison. The introduction of smaller, shorter-lived animal species as a treatment of a study can be an allowable expense if the cost is low, an example being the use of ducks or chickens as pest or weed control. Feed during the study period is allowed and housing fencing investments are treated as equipment expenses, as described above in the previous section. If the livestock are a normal part of your farm operation, only request the cost of the livestock if they are in addition to the numbers you usually carry and the study involves a loss of income risk. SARE funds are not meant to subsidize farm expansions.
Indirect Costs
For-profit businesses like commercial farms (as well as veterinary services, private consultants, farm service and product suppliers) will receive vendor service agreements as a contract from the Northeast SARE host institution, The University of Vermont and State Agricultural College. **Vendor service agreements cannot include indirect costs**, though any overhead expenses that can be directly attributable to the grant project may be included in the direct costs of the budget.

Farms associated with non-profit organizations should contact the Northeast SARE office for details on allowed indirect costs. Applications from farms on nonprofit institutions/organizations receive funds through a subaward agreement that flows down through UVM from USDA/NIFA, together with federal regulations and compliance requirements.

---

<table>
<thead>
<tr>
<th>Funding Categories / Item</th>
<th>Narrative Justification of Expense</th>
<th>Unit</th>
<th>Quantity $ per unit</th>
<th>Quantity x $ =</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect costs. Complete the check-off below as to the basis for the amount being requested. Enter total indirect request amount on this line. Farms and other private businesses should leave the indirect cost amount blank or enter $0 (see below).</td>
<td></td>
<td></td>
<td></td>
<td>$11,171</td>
</tr>
</tbody>
</table>

**TOTAL DIRECT COSTS**

<table>
<thead>
<tr>
<th>Acknowledge that indirect has been offered through the application instructions by checking (X) in the appropriate box on the left below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
</tr>
</tbody>
</table>

**Notice of availability of indirect cost recovery.**

**Non-profit organizations and academic institutions may be eligible to claim indirect cost recovery as follows:**

- **Organization having a current federally negotiated rate** for indirect costs may request indirect up to the USDA/NIFA cap for this program, which currently is 10% of the total SARE request. To calculate the cap, divide total direct costs by nine or multiply direct costs by 11.11%. The allowed indirect is the lesser of the cap or the negotiated rate.

- **Organizations that have never had a federally negotiated rate agreement** may use a de minimis rate of 10% of modified total direct costs (MTDC). MTDC includes all direct costs except for subaward amounts above $25,000 for each subaward organization, and also excludes trainee/participant support costs, long-term rentals, and equipment purchases.

---

**Example of Budget Summary:**

Here, subtotals from the budget justification and narrative template are entered into the online application.

- **Personnel total** ................................................................. $4,979
- **Materials and supplies total** ............................................... $970
- **Travel total** ........................................................................ $733
- **Printing and publications total** ............................................. $75
- **Other direct costs total** ......................................................... $4,414
- **Total grant funds requested (rounded to nearest dollar)** ..................... $11,171

---

*Application deadline has passed. Use as example only.*
## Appendix B: SARE Farmer Grantee Reporting and SARE Post-Project Evaluation

### Logic Model Category

<table>
<thead>
<tr>
<th>Performance Indicators</th>
<th>Who Collects/When Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Participants</strong></td>
<td></td>
</tr>
<tr>
<td>Number of farmers...</td>
<td>✓</td>
</tr>
<tr>
<td>Number farmers...</td>
<td>✓</td>
</tr>
<tr>
<td>Number of agricultural...</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Outputs:</strong></td>
<td></td>
</tr>
<tr>
<td>– Activities</td>
<td></td>
</tr>
<tr>
<td>– Information</td>
<td></td>
</tr>
<tr>
<td>– Products</td>
<td></td>
</tr>
<tr>
<td>Research activities...</td>
<td>✓</td>
</tr>
<tr>
<td>Research results...</td>
<td>✓</td>
</tr>
<tr>
<td>Number and type...</td>
<td>✓</td>
</tr>
<tr>
<td>Number and types...</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Learning Outcomes</strong></td>
<td></td>
</tr>
<tr>
<td>Number of farmers...</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Action Outcomes</strong></td>
<td></td>
</tr>
<tr>
<td>Number of farmers...</td>
<td>✓</td>
</tr>
<tr>
<td>New collaborations...</td>
<td>✓</td>
</tr>
<tr>
<td>SARE grant leveraged...</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Condition Outcomes</strong></td>
<td></td>
</tr>
<tr>
<td>Economic, environmental, social...</td>
<td>✓</td>
</tr>
</tbody>
</table>