

Strategic Agricultural Initiative
Proposals for Cooperative Agreement
2004 Proposal Format

Proposals must be typewritten, double-spaced in 12 point or larger print using 8.5 X 11 inch paper with minimum 1-inch lateral and vertical margins. **The page limit for the narrative section, including selection criteria, is eight (8) pages.** Pages must be numbered in order starting with the proposal narrative and continuing through appendices. One signed hardcopy and an electronic copy are required. Please submit the electronic copy either via email (preferred) or on a 3.5" disk, "IBM" compatible, readable in Microsoft Word or Word Perfect WP6/7/8 for Windows.

Cover Page

Please use cover page format provided.

Proposal Narrative (maximum 8 pages)

- I. Program Title - A brief description of the project.
- II. Program Summary/Abstract - abstract should be a stand alone description, not to exceed 200 words.
- III. Objectives - A numbered list of concisely written project objectives - in most cases, each objective can be stated in a single sentence. For each objective, discuss the potential outcome in terms of environmental, human health, pesticide risk and/or use reduction or pollution prevention.
- IV. Plan of Work - Briefly describe how you would implement the reduced risk program. This should include
 - A. Project activities & deliverables. Include performance measures for project evaluation and outreach as appropriate.
 - B. Target Audience. Describe what entities would be eligible for funding under your small grants program and how you will reach this community.
 - C. Responsibilities . Describe the responsibilities you will assume if awarded the cooperative agreement and the role EPA regional staff would assume in your project.
 - D. Agreement timeline.
 - E. Key personnel. List all personnel having a major role in the proposal. Provide name, organizational affiliation and a description of the role each will play in the project. Include curriculum vitae for key personnel in appendices.
 - F. Budget. Provide a narrative paragraph to describe the project costs in each fiscal year of the agreement. Include information on other funding sources, if appropriate. Provide detailed budget table or spreadsheet in appendices

- using format provided.
- G. Selection Criteria Applicants must address each of the ten selection criteria provided below. Responses should be limited to three paragraphs (300 words or less) per criterion. Additional documentation, i.e reports on previous work, media reports, and so forth, may be requested by the EPA to aid the selection process.
1. Knowledge of Integrated Pest Management
 2. Influencing behavioral change
 3. Environmental measures
 4. Adaptive management
 5. Geographic coverage
 6. Commodity and stakeholder diversity
 7. Prior experience
 8. Efficiency
 9. Distribution and publicity for projects
 10. Administrative assistance

Proposal Appendices

These appendices must be included in the grant proposal. Limited additional appendices are permitted to show evidence of applicant's suitability in administering a pesticide risk reduction program.

1. Curriculum vitae for key personnel. Maximum of four pages.
2. Budget table or spreadsheet. Include an itemized budget for each year of the cooperative agreement (example budget shows a three year agreement). Budget categories should include cost estimates for personnel and benefits, travel, equipment, supplies, contractual, other (details needed), Total Direct, Indirect cost rate and charges, Yearly Total Costs, and Total Project Costs. A short budget narrative should be included, linking the cost of the objectives with the funding. The description of each category may be removed from submitted forms.

**R5 Strategic Agricultural Initiative
Budget for Cooperative Agreement**

Budget Category	Description of Category	SAI Funds Requested FY2004	SAI Funds Requested FY2005	SAI Funds Requested FY2006	Total SAI Funds Requested
Salaries & Benefits	List each individual's position, salary and benefits, and the percentage of each individual's annual salary and benefits to be covered				
Travel	Travel must be project related - give a brief explanation				
Equipment	Describe each item and why it is needed				
Supplies/ Materials	Provide examples of types of supplies/materials for which funding is requested. Supplies should include expendable items only				
Contractual Services	Provide a description of each service being contracted with a justification for the requested level of funding				

Printing/ Outreach	Provide description of printing or promotional materials				
Other	List other direct project expenses (e.g., postage, long distance phone charges)				
Total Direct Costs					
Indirect Costs (If any)	This applies to entities that have negotiated indirect overhead costs with EPA.				
Yearly Total Costs					
Total Project Costs					

Please be as specific as possible in describing what will be accomplished under each category.

We recognize that minor adjustments to the budget may need to be made on the final application for successful applicants.

EPA Region 5
Strategic Agricultural Initiative
Proposal for Cooperative Agreement FY04

COVER PAGE

PROJECT TITLE:

PROGRAM COORDINATOR:

Organization:

Address:

Telephone:

Email:

Fax:

COOPERATIVE AGREEMENT DURATION:

TOTAL BUDGET REQUEST:

Fiscal Year (not to exceed to FY2008)	EPA Funds Requested
FY2004	
Total Funding Requested (not to exceed \$1,000,000)	

We have followed all instructions, including specifications required for content, format, etc.

Program Coordinator/Principal Investigator

Date