

# Western SARE Competitive Grants Professional + Producer 2009 Request for Applications



If you have questions,  
Please contact us at:

Western SARE  
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Host Institution:  
Utah State University

SARE is a USDA competitive grants program that supports agricultural systems that are economically viable, environmentally sound and socially responsible.

Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Micronesia, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming

The Administrative Council of the Western Sustainable Agriculture Research and Education program announces the Request for Professional + Producer Grant applications for 2009. With an Enhanced Professional + Producer Grant, an agricultural or natural resource professional, working with one or more producers, develops an application to conduct research, on-farm demonstration and/or educational outreach in an area of sustainable agriculture. The goal is to achieve results that can be communicated to producers and professionals – information that can improve income, the environment, communities and quality of life for all citizens. Equally important is an opportunity for professionals to expand their knowledge and expertise in sustainable agriculture.

Applications are evaluated by a technical review panel against the criteria outlined in this call and in comparison with other Professional + Producer grant applications. The Western SARE Administrative Council – an advisory board of agricultural producers, scientists, educators and business leaders – will then make final selections of projects to fund. The council typically selects applications diverse in subject matter and geography and that demonstrate outcomes that farmers and ranchers in the region can successfully adopt.

**Important note:** Congress mandates that the SARE grant program depart from “business as usual.” To that end, the Administrative Council requires that producers be involved from start to finish in the planning, design, implementation and educational outreach of any SARE-funded project. Projects should:

- relate ideas to the Western SARE goals
- be creative/distinctive and address the changes that could come from the adoption of the results by other producers
- detail educational outreach plans that deliver this new knowledge to other producers in the Western Region.

## Western SARE Goals

1. Promote good stewardship of the nation’s natural resources by providing site-specific, regional and profitable sustainable farming and ranching methods that strengthen agricultural competitiveness; satisfy human food and fiber needs; maintain and enhance the quality and productivity of soil; conserve soil, water, energy, natural resources and fish and wildlife habitat; and maintain and improve the quality of surface and ground water.
2. Enhance the quality of life of farmers and ranchers and ensure the viability of rural communities, for example, by increasing income and employment, especially profitable self-employment and innovative marketing opportunities in agricultural and rural communities.
3. Protect the health and safety of those involved in food and farm systems by reducing, where feasible and practical, the use of toxic materials in agricultural production, and by optimizing on-farm resources and integrating, where appropriate, biological cycles and controls.
4. Promote crop, livestock and enterprise diversification.
5. Examine the regional, economic, social and environmental implications of adopting sustainable agriculture practices and systems.

## **Professional + Producer Grant Program Deadlines**

- Applications are due by 5 p.m., MST, Dec. 5, 2008
- Technical review panel selects **applications** for grant funding in January 2009
- Western SARE Administrative Council makes final selections in March 2009
- Coordinators of funded grant applications are informed in April 2009
- Funds for selected projects will be disbursed summer 2009.

## Criteria for Western SARE Professional + Producer Grants:

Professional + Producer Grants are funded for up to three years. Minimum of three producers are required to participate in the development, field trial, and outreach of the project. Up to \$50,000 per application is allowed. Each producer must be an independent, separate operation. Any agriculture/natural resource professional in the Western region may apply. These professionals are cooperative extension educators/agents and specialists, USDA-NRCS field staff, agricultural consultants, non-profit staff members or other agricultural professionals assisting producers at the local level.

Successful applications will adhere to the following guidelines, with clear explanations for each:

- Address your projects relevance to each of the 5 Western SARE goals listed in this Request for Applications
- Show how your project is distinctive and creative
- Show how you will provide informational outreach to producers and agricultural professionals (local, state and regional)
- Provide a timeline of activities
- Detail the specific roles of the Producer(s) and their agricultural operations
- Educational products and Outreach plan to producers and agricultural professionals
- Provide a concise budget, with justification that is appropriate to the proposed project

Remember that all Professional + Producer Grant applications compete with one another. A panel of agricultural producers, scientists, educators and business leaders will conduct a criteria-based review of all applications and select those that meet SARE goals with the dollars available. As you develop your application, keep in mind that funded projects clearly define an opportunity or issue in sustainable agricultural systems and propose innovative and specific solutions.

**Potential Subject Matter:** marketing, agricultural systems, economics, agroforestry, agronomy, animal science, entomology, horticulture, sustainable pest management, models, natural resources, quality of life, range science, soil science, tropical agriculture, water quality, ecological weed control, organic farming and agricultural based renewable energy.

**Potential Solutions:** On-Farm research trials, demonstrations, farmer or rancher workshop, etc.

It is important that you follow directions. Each year, Western SARE disqualifies applications before review because applicants fail to follow directions. Keep in mind these considerations:

- Your application and all deliberations by the technical review panel regarding its merits will remain confidential.
- While your application and its review will remain confidential, the Western SARE program considers all funded applications and subsequent reports and related information to be in the public domain. (See details of this stipulation in the special notes in Appendix A of this Request for applications.)

### **What is required in the application?**

- All **applications** must have **one professional**. You are a professional if you are a cooperative extension service agent/educator or specialist, USDA-NRCS field staff, agricultural consultant or other professional assisting producers at the local level. The professional, through his or her institution, is fiscally responsible for the project. You may have more professionals assisting with the project but only one will be listed as the Principle Investigator. **Professionals can be paid for their travel expenses. They can be compensated for their services.**
- All applications must have at least **three producers**. You are a producer if:
  - Your primary occupation is farming or ranching
  - You have a farm tax number
  - You derive a substantial part of your income from your farm or ranch and are actively involved in its daily operation, or
  - You are a part-time producer with at least \$1000 documentable annual income from the operation
  - The producers are to act as advisors to the professional
- **Each producer must be an independent, separate operation.**
- All applications must include an **information outreach plan with measurable outcomes**. This plan should show how information from the project will be shared with producers and how they will then use this new information in their operations. This plan should identify who will be reached, when and how, using such communication techniques as field days, fact sheets, brochures, workshops, demonstrations or other methods. The application should also describe what changes are expected in these producers (new skills or practices, increased knowledge or awareness, changed attitudes or opinions, etc.) and ways to measure these changes, such as a before-and-after questionnaire, survey, interview, etc.

### **What expenses will be covered?**

#### **Professional + Producer Grant funds may be used for the following purposes:**

- Mini-Grants to producers to compensate for field research and education activities
- Cost of field sampling, crop analysis and educational surveys.
- Materials and supplies needed for the project.
- Small tools and equipment. Any one piece of equipment costing less than \$5,000. Provide type of equipment (for example, pH meters, balances, scales, etc.), cost and a brief narrative on the intended use of the equipment for project objectives.
- Outreach expenses such as holding a field day, making a brochure, creating a webpage, etc.
- Out-of-town travel needed for the project. State purpose, destination, if known, number of travelers and estimated cost per trip. (i.e., St. Louis, Mo. to attend the National Conference; 2 persons - \$1,000 ea.)
- Local travel (where personal auto is used and reimbursed) needed for project. State purpose and total dollar amount of reimbursement for vehicle use. If any overnight stays are anticipated, include the number of nights and the amount for meals and lodging (i.e., local travel for site visits to farmers in neighboring counties - \$500 for mileage and \$500 for meals and lodging (5 days @ \$100/day) = \$1,000. Maximum mileage deduction depends on institutional policy.

- Hired labor for things that you can't do yourself. State whether flat rate. If not flat rate, show percent of fringe benefits.
- Producers labor for project activities **above and beyond their normal farming activities**.
- Refreshments at field days, e.g. coffee, cold drinks, fruit, pie, cookies, etc. Meals may be paid for if more than half of the participants have traveled more than 50 miles from home.
- Services of Agricultural Professionals are allowed for compensation.

**Professional + Producer Grant funds may NOT be used for the following purposes:**

- Starting or expanding a farm or farm operation.
- Any single piece of equipment costing more than \$5,000. This limit **cannot** be used toward the purchase of a piece of equipment costing more than \$5,000 or to purchase parts for tractors, equipment, irrigation systems, etc.
- Permanent improvements to a farm or ranch, e.g. planting an orchard, buying a herd, installing permanent fencing, building permanent greenhouses or constructing a building.
- Lunches or other full meals at field days or large gatherings if more than half of the participants have traveled less than 50 miles from home.
- Testing of commercial products.

**How are projects selected?**

Eligible applications received by the due date are reviewed in two stages:

**Stage 1:** Applications are sent to a diverse group of reviewers that includes agricultural producers, scientists, educators, business leaders and government and non-profit professionals. Their reviews and comments are forwarded to an evaluation subcommittee.

**Stage 2:** The evaluation subcommittee, which includes the same diversity listed above, meets to discuss and rank the applications based on these criteria:

- Problem Statement (20%)
- Address your project's relevance to **each of the 5 Western SARE goals** (10%)
- Describe the **originality, distinctiveness, creativeness and innovativeness of your proposal** (20%)
- A timeline of activities you plan to do, and who is responsible (10%)
- A **description** of the producers' roles and a current description of how the proposed project will fit into their current sustainable agricultural systems/practices (10%)
- How you will provide **educational products and outreach to other producers and agricultural professionals** (local, state, and regional) (20%)
- A **concise budget with appropriate justification** (10%)

**If I am selected, what's next?**

- **Notification:** The Western SARE Administrative Council will select applications for funding during its 2009 winter/spring meeting. (The council reserves the right to restructure or reduce the budget of any grant application before final approval.) Recipients will be notified summer 2009.
- **Contract:** Grant recipients will sign a contract agreement with Utah State University (USU), the contracting institution for Western SARE. When you sign the contract, you agree to conduct the activities outlined in your application under the policies and

procedures of USU and USDA, including federal mandates (Equal Employment Opportunity, 1048 Debarment form and all associated forms required under federal law).

- **Funds:** Grants are cost reimbursable. USU shall reimburse grant recipients not more often than monthly for allowable costs. All invoices shall be submitted using grant recipients standard invoice, but at a minimum shall include current and cumulative costs. In the event circumstances require alternative payment options please contact WSARE/USU after you receive notice of intent to fund your application. Detailed financial records are required. USU may request receipts to meet General Accounting Office requirements. You must report to Western SARE information changes (address, phone, producer advisor, etc.) in your funded project.
- **Photographs:** Grant recipients are urged to document their project with photographs, which can be useful to them and help us highlight and promote their work on our website and in publications. Digital photographs (at least 1.1 megapixels), slides, prints and videos are acceptable.
- **Reports:** A yearly report is required – interim, progress or final depending on your project status – each year the project is conducted. When the project is completed and the final report is reviewed and accepted by the Western SARE office, the balance of funding will be released and paid. Project reports are compiled each year and shared with producers, interested policymakers and leaders at community, state, regional and national levels.

### **How can I apply for a grant?**

Download the Editable Adobe Acrobat PDF file from <http://wsare.usu.edu/grants/> and fill in the application, then do one of the following:

- Go to <http://wsare.usu.edu/grants> and upload the editable Adobe Acrobat PDF file application
- **OR** email to [wsare@ext.usu.edu](mailto:wsare@ext.usu.edu)
- Mail in signature page to arrive by application deadline

**Application deadline is no later than 5 p.m., MST, Dec. 5, 2008.** Be sure that all producers and other cooperators sign the signature form. Any part of the application that arrives after Dec. 5, 2008, will not be included in the review. If you have questions about the application process or Western SARE, please contact us.

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In compliance with section 504 of the Rehabilitation Act of 1973, as amended, this material can be made available in other formats upon request. Please call (435) 797-2257.

**All applications must follow this proposed Format Outline or they will be rejected.**

**Application Cover Page:** This is the first page of the application and includes the project title, information about the principle investigator, producers and other cooperators, requested funding and whether the application was previously submitted.

## **Application Outline**

### **1. Problem Statement**

Write a brief concise statement of the problem being addressed in this application. Include the context in which the problem exists and the impacts it is having now.

### **2. Address your project's relevance to each of the 5 Western SARE goals**

Indicate how the project and its potential outcomes are relevant to each of the five Western SARE goals listed on page 1 of the Request for Applications

### **3. Describe the originality, distinctiveness, creativeness and innovativeness of your application.**

Provide evidence for the originality, distinctiveness, creativeness and innovativeness of this study and its future contribution to the body of knowledge related to sustainable agriculture, its practices and its adoption.

### **4. What you plan to do, a timeline of activities, and who is responsible.**

Include a timetable for the start and completion of each phase of the project. Indicate who will be responsible for each item in the timetable. Your outreach activities along with educational products should be included in the timeline.

### **5. A description of the producers' roles and how the proposed project will fit into their current sustainable agricultural systems/practices.**

Identify each producer and/or other cooperators who have agreed to contribute to the project. Clearly indicate what roles each will conduct in the project. Three producers are required to take part in the problem identification, research planning, on-farm demonstrating and research along with educational outreach in collaboration with this project.

### **6. How you will provide educational outreach to other producers (local, state, and regional).**

All projects must include a plan to disseminate the results to an agricultural producers and agricultural professionals (Extension County Offices and NRCS Field Office, etc.) Describe how the results of this research and your education products will be delivered.

**Signature Page:** Gather the signatures of all project participants on this page.

**Budget Page:** Use the first column to list how the grant funds will be used in the project, such as personnel, supplies needed, rental costs, equipment purchases, etc. Equipment expenses will be reimbursed at the current rental/lease rate. In the second column, list the cost of each item to be purchased or paid for with the grant. For reference, an Example Budget follows the Budget Page.

**Budget Narrative/Justification** – 1 page (front and back if needed): Provide additional budget details and justification. You should follow the Required Budgetary Details found at <http://wsare.usu.edu/grants/docs/BudgetDetail.pdf> when organizing your budget Narrative/Justification. For reference, an Example Budget Narrative/Justification follows the Example Budget.

**Animal Welfare Assurance Statement:** If your project includes warm-blooded vertebrate animals in the study, you must have the statement signed by you and an IACUC (Institutional Animal Care and Use Committee) representative or attending veterinarian. If your project does not include warm-blooded vertebrate animals please include the form but write “not applicable” in the signature area.

**Agricultural Professional Resume:** The Ag. Professional must provide a one-page (front only) resume. Producers are not required to submit a resume.

**Checklist for submitting Professional + Producer Grant applications:**

- Upload the editable Adobe Acrobat PDF file application by the deadline
- Be sure to have all signatures of the producer(s) and other cooperators hard copy mailed and **received in** the Western SARE office by the deadline
- All application materials must be **received in** the Western SARE office no later than the deadline

**Deadline: 5 p.m. MST, December 5, 2008**

**Resources**

Information on sustainable agriculture can be found at the National SARE website, [www.sare.org](http://www.sare.org) (the database of SARE projects can be searched under “Project Reports”) and at the Western SARE website, <http://wsare.usu.edu>. The Western SARE Web site offers a list of for writing applications on the Home Page and the Apply for a Grant Page.

Another source of information on sustainable agriculture is the Alternative Farming Systems Information Center (AFSIC), funded in part by SARE. AFSIC specializes in locating, collecting and providing information about alternative crop, livestock and production systems. Information specialists can answer questions, provide access to materials, provide references to individuals or organizations identify researchers and research projects within USDA and furnish free bibliographies and reference briefs. Contact AFSIC at (301) 504-6559 or [afsic@nal.usda.edu](mailto:afsic@nal.usda.edu).

**Special Note:** With all Western SARE funded projects it is required that proper citation of Western SARE should be used on all printed or electronic materials produced in conjunction with any project or when referencing a funded project. Logos and word mark materials are available from Western SARE by contacting the office at (435-797-2257) or [wsare@ext.usu.edu](mailto:wsare@ext.usu.edu).

## **Appendix A**

# **Special Notes Regarding Western SARE and USDA Policies and Requirements**

All SARE grant recipients must read and subscribe to the spirit and letter of the policies, requirements and restrictions listed in the following special notes:

1. The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternate means of communication of program information (Braille, large print, audio tape, etc.) should contact the Western SARE program by phone at (435) 797-2257 or email at [wsare@ext.usu.edu](mailto:wsare@ext.usu.edu).

2. The Western SARE program considers all funded applications and subsequent reports and related information to be in the public domain. A prime directive from Congress in the SARE enabling legislation ensures that results from all studies be provided to producers and other interested parties in a timely and effective manner. Successful applicants (and their institutions) must agree to grant to Utah State University, the host institution, an irrevocable royalty-free, nonexclusive right and license to use, reproduce, make derivative works, display, publish and perform any copyrights or copyrighted materials (including any computer software and its documentation and/or databases) developed under Subcontract for the purpose of education and research or to the extent required to meet USU's obligations under its Prime Award. All reports related to funded projects will be made available to all interested parties in printed, electronic or other means of communication without discrimination. Names, addresses, telephone numbers and email addresses of investigators (from funded projects) may be provided to interested news entities, producers or organizations for subsequent inquiries.

3. The Western SARE Administrative Council will give considerable weight to reporting records (length of time that reports are overdue, etc.) of previous recipients of SARE contracts or grants when evaluating projects for any future Western SARE funding. Grant recipients are encouraged to submit reports in a timely manner, as this will affect Administrative Council decisions.

The Sustainable Agriculture Research and Education program (SARE) is funded through the USDA Cooperative State Research, Education and Extension Service (CSREES) under Chapter 1 of Title XVI of the Food, Agriculture, Conservation, and Trade Act of 1990 and extended by the 1995 Farm Bill reauthorization. The purpose of the subtitle is to encourage research with education and on-farm demonstration projects designed to increase the producer knowledge base and assist in the adoption of sustainable practices on the land. Ideally, projects will integrate research, education and on-farm demonstrations within whole-farm sustainable agricultural systems involving plants and animals, demonstrating tangible outcomes and addressing Western SARE goals.



## Example Budget

Round to nearest dollar

<b>Example Budget</b>	<b>Funds Requested</b>
<b>Personnel</b>	
Example: Tim Jones, hired farm worker	\$640.00
Example: Sally Smith, hired herder	\$700.00
<b>Materials and supplies</b>	
Example: Alfalfa Seed for green manure/cover crop plots	\$90.00
Example: Insect traps for monitoring	\$813.00
<b>Travel</b>	
Example: This will be for the TA to visit the plots and assist in data collection and field day	\$1,000
<b>Printing and publications</b>	
Example: Flyers for farm field day.	\$400.00
<b>Other direct costs</b>	
Example: Green manure/cover crop tissue samples.	\$350.00
Example: Refreshments at Field Day.	\$150.00
Example: pH meter for soil testing after animals have pastured plots.	\$4,999
<b>Miscellaneous</b>	
Example: Signage for farm field day, estimated materials	\$50.00
<b>Total</b>	<b>\$9,192.00</b>

**Budget Narrative/Justification – one page (front and back if needed)**  
**This Example is based upon the Example Budget uses above**

**Personnel:**

Tim Jones will be hired to assist in additional work that will be above the normal operations of the farm. His duties will include hand weeding and watering hand harvesting and threshing and time spent on equipment maintenance from additional use. He will be paid \$8/hour for 80 hours flat rate. Total \$640.00

Sally Smith will be hired to herd the goats during the project. She will be responsible to see that they are watered and assist in changing pastures. She will be paid \$10/hour for 70 hours flat rate. Total \$700.00

**Materials and Supplies:**

Seed: “Nitro” alfalfa will be used to seed for our green manure/cover crop demonstration. Seeding will be at 30 pounds per acre. Ninety pounds of seed will be needed @ \$1.00/pound.

Insect Traps: 125 insect traps will be needed for the 3 mile section for monitoring beneficial insects visiting the trap crops. They are \$6.50 each. Total \$831.00

**Travel:**

Travel for our Technical Advisor to come to the plots and assist in data collection and the field days associated with the project. This includes 5 round trips to the farm, a total of 1124 miles. 1124 miles @ \$0.445/mile = \$500. Meals and lodging for the TA is estimated at \$500 at \$100/day for 5 days during the project. Total cost for travel is \$1,000.

**Printing and Publications:**

Printing at local copy store for a 5-page (front and back) (black and white) handout of our project and data for years one and two. This would be for 2000 copies @ \$0.20 per page. Total cost \$400.00.

**Other Direct Costs:**

1. We will need 10 tissue samples from our alfalfa green manure/cover crop to determine feed analysis for the goats. Ten tissue samples @ \$35.00 each, these will be sent to the state university for analysis. Total cost is \$350.00.
2. Coffee and doughnuts will be served at the field day scheduled for July 4 at our farm. Most of the people in attendance will be from the small town over 50 miles away. We are calculating \$3.00 per persons and an estimated 50 farmer in attendance. \$3.00 times 50 farmers is \$150.
3. A Soil-Meter Nitrate tester is required to sample daily in the plots where the goats are rotated. Manure build-up at the soil level is being tested for potential nitrate leaching. Cost is \$4999 with (shipping/handling). There are no testers in the county.

**Miscellaneous:**

This is for signage for our farm field day. Since we are located on a route difficult to find we will be placing sign markers at junctions of each road off of State Route 13 to assist people in finding our farm. We are looking at purchasing 24” by 24” corrugated plastic signs from a local real-estate agent and converting them with big arrows. Estimated cost is \$50.00, 5 signs @ about \$10.00 each.

**Total Cost \$9192.00**

## Signature Page

All project participants: professional and producers must sign this application.

\_\_\_\_\_  
**Signature of Professional (Principle Investigator)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Producer #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Producer #2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Producer #3

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of other Producer or Cooperator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of other Producer or Cooperator

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Date

\_\_\_\_\_  
Signature of other Producer or Cooperator

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Date

\_\_\_\_\_  
Signature of other Producer or Cooperator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of other Producer or Cooperator

\_\_\_\_\_  
Date

## Animal Welfare Assurance Statement

The subcontractor acknowledges that USU, and thus Western SARE, is a governmental entity and is thus subject to USDA-CSREES IACUC (Institutional Animal Care and Use Committee) guidelines for all warm-blooded vertebrate animal research projects. This includes, but is not limited to: beef, swine, poultry, etc. The subcontractor acknowledges that it is his/her responsibility to ensure that a bona fide research organization, with a USDA-acknowledged IACUC organization and policies, review and oversee the animal welfare issues of the project. Otherwise, the subcontractor guarantees that a **qualified veterinarian** will visit the project and certify that the project complies with the research animal welfare guidelines prepared by the FASS (Federation of Animal Science Societies), which can be found at: [http://www.fass.org/care\\_guide.htm?dept\\_id=5001&sku=FASS-CUAAA](http://www.fass.org/care_guide.htm?dept_id=5001&sku=FASS-CUAAA). This will help speed the approval process.

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Signed: Professional/Principled Investigator)

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Signed: IACUC Representative or Qualified Veterinarian)

**Note:**  
**If this does not apply please**  
**put NA in the blanks.**