

# Western SARE Competitive Grants Sustainable Agriculture Tours 2009 Request for Applications



If you have questions,  
Please contact us at:

Western SARE  
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Utah State University  
4865 Old Main Hill  
Logan, UT  
84322-4865

(435) 797-2257  
(435) 797-3344 fax  
[wsare@ext.usu.edu](mailto:wsare@ext.usu.edu)  
<http://wsare.usu.edu>

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 Sustainable Agricultural Tours Grant Applications for 2009. With a Sustainable Agricultural Tour Grant, farmers and ranchers will be able to network with other producers, researchers and other sustainable agricultural professionals in seeing and learning about sustainable agricultural production systems. These grants are targeted for producers to attend specific on-farm demonstration and/or educational outreach tours in an area of sustainable agriculture. The maximum allowed per grant application is \$2,000. The goal is to achieve results that can be transferred to producers that can improve income, the environment, communities and quality of life for all citizens. Equally important is an opportunity for producers to expand their knowledge and expertise in sustainable agriculture.

Applications are evaluated by a review panel against the criteria outlined in this request for applications. A Western SARE Administrative Council subcommittee 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 these Sustainable Agricultural Tours are designed to produce the following results:

- Producer-to-producer interactions
- Assist producers in adoption of sustainable agricultural production systems
- Showcase previous and current Western SARE-funded projects

## 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.

## **Sustainable Agriculture Tours**

### Grant Program Details:

- Funds for these applications will be utilized until exhausted.
- A review panel will make final selections (members made up of Western SARE Administrative Council).
- Applicants of funded grant applications are informed after funding decisions are made.

## Criteria for Western SARE Sustainable Agricultural Tour Applications:

Sustainable Agricultural Tour Grants are funded for only one year. These grants are available to Extension Offices, Conservation Districts, RC&D's or other similar non-profit groups with a tax exempt number that work with producers on the local level. The grant applicant's institution and or organization are fiscally responsible for the project. The maximum amount per grant application is \$2,000.

These grants are to provide opportunities for producers to:

- See on-the-ground sustainable agricultural practices and systems
- Interact and network with producers

Past and current Western SARE-funded projects are encouraged to be visited as part of the tour.

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

- What sustainable practices or systems will be visited?
- What producers will be participating?
- Provide an agenda and timeline of activities
- Provide a concise budget, with justification

**Potential Tour Topics:** 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 Tours:** On-farm research trials, demonstrations, farmer or rancher workshop, farmers markets – any venue where producers are face to face with other producers viewing sustainable practices or systems.

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 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 a grant submitter. This is the person responsible for managing the grant and its report. The grant applicant's institution and/or organization are fiscally responsible for the project.

## **Funds may be used for the following purposes:**

- 1. Attending an existing or currently planned event**
  - 2. Developing a tour for producers on sustainable practices and systems**
- Out-of-town travel needed for tours. State purpose, destination, if known, number of travelers and estimated cost per trip. (i.e., Fillmore, UT to attend Extension field day - \$30 per person.).
  - 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.
  - Refreshments at field days, e.g. coffee, cold drinks, fruit, pie, cookies, etc.
  - Tour registrations fees.
  - Vehicle rental.

## **How are projects selected?**

Applications are sent to a group of reviewers that may include agricultural producers, scientists, educators, business leaders and government and non-profit professionals. Their reviews and comments are then utilized for funding decisions. Applications based on these criteria:

- What sustainable practices or systems will be visited?
- What producers will be participating?
- Provide an agenda and timeline of activities
- Provide a concise budget, with justification

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

- **Notification:** The Western SARE Administrative Council subcommittee will select applications for funding. Recipients will be notified within 30 days of receipt of application as to acceptance or rejection of application.
- **Funds:** Western SARE will send payment of awarded funds after verification of acceptance of award letter. 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, signatory official, etc.) in your funded project.
- **Photographs:** Grant recipients are urged to document their tour 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 2.1 megapixels), slides, prints and videos are acceptable.

- **Reports:** A final report is required. This is due no later than 30 days after completion of the tour. Project reports are compiled each year and shared with producers, policymakers and leaders at community, state, regional and national levels. Report elements:
  - Agenda of tour or field day with time and dates
    - Names of farms or ranches visited
    - Location
    - Brief description of operation or operations visited
    - Brief description of practices observed
  - Number of producers attending tour?
  - Attendee list with names, addresses, phone numbers, email addresses
  - Questionnaires of all grant participants – Appendix B
  - Digital copy of photographs

## **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 the following:

- Go to <http://wsare.usu.edu/grants/> and upload the editable Adobe Acrobat PDF file application.

### **OR**

- Email the form as an attachment to [wsare@ext.usu.edu](mailto:wsare@ext.usu.edu).

### **AND**

- Mail in 5 copies of the application (with one being the original signature copy).

Hard copies of this Request for Applications are available by contacting the Western SARE office.

If you have questions about the application process or Western SARE, please contact us.

Western Region SARE Program  
Ag Science Bldg. Rm. 305  
4865 Old Main Hill  
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Phone: (435) 797-2257  
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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.

# Application Format

**Application Cover Page:** This is the first page of the application and includes the project title, information about the submitter and requested funding. The signatory authority needs to sign this page.

## **Application Outline**

### **1. What sustainable practices or systems will be visited?**

Briefly detail the sustainable agricultural practices or systems that will be toured and their significance to the producers in this grant.

Western SARE-funded projects to be visited. Please list projects (if any) of those that are/were funded by Western SARE. For information on these projects please visit, [http://www.sare.org/reporting/report\\_viewer.asp](http://www.sare.org/reporting/report_viewer.asp)

### **2. Participating producers**

Indicate the producers that will be participating in this grant.

- Name
- Address
- Phone
- Email
- Type of agricultural operation.

### **3. Please provide an agenda for the actual tour, a timeline of proposed travel and other tour-related activities.**

**Budget Page:** Use the first column to list how the grant funds will be used in the project. In the second column, list the cost of each item to be paid for with the grant. For reference, an Example Budget is provided.

**Budget Narrative/Justification** 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 is provided. Be sure your justification meets the prescribed standards above. If either the budget or justifications are incorrect or insufficient, the application will be rejected.

## **Checklist for submitting Sustainable Tour Grant applications:**

- Make sure all items have been filled out and the cover page & AD 1048 signed
- All producers that will be part of this application have been listed
- Given appropriate budget amounts and detail/justification
- Upload or email PDF
- 5 hard copies mailed to Western SARE

## **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 website offers writing tips 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 be used on all printed or electronic materials produced in conjunction with any project or when referencing a funded project. Field sites should be identified with a prominent Western SARE Logo. 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).

**Applications will be reviewed on a first come first reviewed basis**

## 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

*Appendix B*

**Evaluation Form: Sustainable Agriculture Tours**

**Western Region Sustainable Agriculture Research & Education**

**Name or Title of Tour:**

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**The Sustainable Agriculture Tour**

**Please circle one**

Improved my awareness of the topics covered	Yes	No
Provided new knowledge	Yes	No
Provided new skills	Yes	No
Modified my opinions and/or attitudes	Yes	No

**In the next year I am likely to use some aspect of this tour**

To adopt one or more of the practices shown	Yes	No
Increase the operation's diversifications	Yes	No
Reduce my use of purchased off-farm inputs	Yes	No
Increase my networking with other producers	Yes	No
Incorporate value-added into some aspect of my operation	Yes	No

**How many people do you estimate you will share some aspect of this tour with in the next 12 months? \_\_\_\_\_**



# Sustainable Agriculture Tours Grant

**Project Title:** \_\_\_\_\_  
\_\_\_\_\_

**Funding Request:** \_\_\_\_\_ (not to exceed \$2,000)

**Authorized person with signatory authority:** \_\_\_\_\_  
**If different from grant applicant**

**Grant Applicant (Name & Title):** \_\_\_\_\_

**Name of agency, non-profit or educational institution:** \_\_\_\_\_

**Tax Exempt # of organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Number of producers attending:** \_\_\_\_\_

**Signature of signatory authority:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

**By signing this application and accepting payment if funded, the applicant agrees to accept the following Terms and Conditions:**

1. Work shall be carried out in accordance with the RFA and Application.
2. Acceptance of payment hereby represents that applicant is an Independent Contractor.
3. A final report shall be submitted to WSARE office.
4. Applicant agrees to accept all liability and taxes for activities carried out as an Independent Contractor. (Retirement, Medical Insurance benefits, FICA, withholding taxes, life and liability insurance, workers compensation, DBA insurance, bonding costs where applicable and income taxes).
5. Applicant certifies that by having signed the form AD-1048 that he/she is not debarred, suspended, proposed for debarment, declared ineligible by a federal department or agency under 7 CFR Part 3017, Section 3017.50, implemented under Executive Order 12549 (please refer to: <http://trswb.tamu.edu/Forms/FA/USDA/pc/USDA1048.DOC>).
6. Applicant agrees to adhere to the current USDA General Terms and Conditions – A (dated February 2005)Articles
7. Applicant agrees to adhere to the USDA General Provisions 7 CFR Part 3015, 7 CFR Part 3017, 7 CFR Part 3018, and 7 CFR Part 3019, incorporated by reference (please refer to: <http://www.access.gpo.gov/cgi-bin/cfrassemble.cgi?title=200007>).
8. Termination of this Agreement can be made by either party by giving 10 days notice, in writing, to the other party.

**A. Briefly detail the sustainable agricultural practices or systems that will be toured and their significance to the producers in this grant. List more if needed.**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

**B. List any Western SARE-funded projects to be visited**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

**Participating producers: (Duplicate this page as needed)**

**Producer**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Agricultural Operation: \_\_\_\_\_

**Producer**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Agricultural Operation: \_\_\_\_\_

**Producer**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Agricultural Operation: \_\_\_\_\_

**Tour agenda, timeline of travel and other tour-related activities:**

## Example Budget

Round to nearest dollar

<u>Example Budget</u>	<u>Funds Requested</u>
<b>Travel:</b>	
<b>Example:</b> This will be for the 15 farmers to visit 3 Western SARE Farmer/Rancher Grant recipients on-farm demonstration projects  <b>Registrations:</b> None	<b>\$2,000</b>
<b>Total</b>	<b>\$2,000</b>

### Budget Narrative/Justification

This is based upon the Example Budget uses above

#### **Travel:**

Travel for our Sustainable Agriculture Working Group to visit 3 Western SARE Farmer/Rancher Grant recipients dealing with feeding, fencing and rotational grazing techniques. This includes a round trip to the 3 farms, a total of 1,124 miles. Mileage is computed from starting at St. George, Utah and stops at:

- Gunnison, Utah
- Manti, Utah
- Logan, Utah

Then back to St. George, Utah. A total of 1,124 miles @ \$0.445/mile = \$500. Meals and lodging for the producers is estimated at \$1,500 (2 days @ \$50/day for 15 producers). Total cost for travel is \$2,000.

**Total Cost \$2,000.00**

**Budget Page**

**Project Title:** \_\_\_\_\_

**Round to nearest dollar**

<b><u>Example Budget</u></b>	<b><u>Funds Requested</u></b>
<b>Travel:</b>	
<b>Registrations:</b>	
<b>Total</b>	

**Budget Narrative/Justifications:**

**U.S. DEPARTMENT OF AGRICULTURE**

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**Certification Regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion - Lower Tier Covered Transactions**

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**This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.**
  
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.**

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**Organization Name**

**PR/Award Number or Project Name**

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**Name(s) and Title(s) of Authorized Representative(s)**

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**Signature(s)**

**Date**

**Form AD-1048 (1/92)**

## Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Form AD-1048 (1/92)**

U. S. GPO: 1996-757-776/201 07