



2018 Partnership Grant

Application Instructions

**Building knowledge for farmers and creating
partnerships in their communities**

To submit, go to the on-line submission system at <http://www.ciids.org/nesare/pg>

The system will open for submissions beginning on September 7, 2017

Deadline is October 17, 2017, 11:59 PM EST

Staff support to answer questions will be available until 5 p.m. on the due date.

Northeast SARE
University of Vermont
140 Kennedy Drive, Suite 201
South Burlington, VT 05403

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.

—Northeast SARE outcome statement

Notice to applicants

Electronic copies of these application instructions can be downloaded from the Northeast SARE website at www.nesare.org/Grants/Get-a-Grant/Partnership-Grant

You will also find other useful documents there, such as a template for creating the budget justification and narrative and our definition of what a farm is.

For an introduction to the SARE Partnership Grant program, find a PowerPoint presentation at www.nesare.org/Dig-Deeper/Grant-Workshop-PowerPoints-and-Webinars

Proposals must be submitted on line at www.ciids.org/nesare/pg. Write and edit your responses using a word-processing program first, and then copy and paste the final text into the online submission template. There are strict word count limits for each question, and you will not be able to submit if any portion of the proposal exceeds them.

Only one proposal is allowed per person each year, although an organization is allowed to have more than one individual applying with a different project.

Questions?

Call 802/651-8335 or send e-mail to nesare@uvm.edu

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.

Contents

- Overview 4
- Eligibility 4
- Size and duration of awards 4
- Types of projects funded 5
- How SARE funds can be used 5
- How SARE funds cannot be used 5
- Proposal timeline..... 6
- If your project is funded 6
- How to apply 7
- Application instructions..... 7
- Proposal questions and Review criteria..... 8
- Attachment checklist 11
- Appendix A: Sample budgets 12
- Appendix B: Budget detail instructions 15
- Appendix C: More explanations, examples and tips for proposal questions..... 17
- Appendix D: SARE Partnership Grant program project performance indicators 20

Overview

The Northeast Sustainable Agriculture Research and Education (SARE) program seeks proposals from researchers and service providers who work directly with farmers to address issues that affect farming and the farm community. Farmers must be partners in the planning process and the proposal. Funds can be used for research into production, marketing, on-farm demonstrations, and community development efforts that address sustainable agriculture. Sustainable agriculture is understood to be agriculture that is profitable and environmentally sound, and provides a good quality of life for farmers and the wider farm community.

Eligibility

Only one proposal may be submitted from an individual applicant, although more than one individual from an organization may apply. You must work for an organization such as a college or university, extension, agricultural or community nonprofit, NRCS, a legally incorporated business, a municipality or state department of agriculture, or operate a private consulting business such as a crop consultant or veterinarian. Projects must take place within Washington, D.C, West Virginia, Vermont, Rhode Island, Pennsylvania, New York, New Jersey, New Hampshire, Massachusetts, Maryland, Maine, Delaware, or Connecticut. Projects must take place on farms or directly involve farm businesses. A farm is defined as a commercial operation with an established farm income of at least \$1,000 from a crop, nursery, livestock, or aquaculture operation. If you aren't sure if an operation qualifies as a farm, read "[What is a farm?](#)" on the Northeast SARE website, call the Northeast SARE office at 802/651-8335, or send an e-mail inquiry to nesare@uvm.edu. Additional trial replication on a research farm is acceptable.

Cooperating farmers must each submit a letter with this application that describes their experience, confirms their commitment to the project and outlines the duties they will perform. 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.

Size and duration of awards

Partnership Grants are limited to \$15,000. The overall project cost may be more, but the SARE portion as requested though the proposal budget is limited to \$15,000. There is no matching funds requirement. Most projects run one year, but multiyear projects are allowed. Partnership grants are competitive – in 2017, Northeast SARE received 41 Partnership applications and funded 19 for a total of \$280,712.

Types of projects funded

The program emphasis is on practical results that can be transmitted to farmers quickly, the development of farmers as important reservoirs of knowledge, and the strengthening of partnerships among producers and agricultural or community organizations. Reviewers look for projects that are innovative or address a demonstrated need on the part of these audiences, explore key themes in sustainable agriculture, and pursue inquiries that will benefit both the project's cooperating farmers and farmers in the wider community.

Projects with a clear social or quality-of-life benefit are welcome, provided the target of these projects is commercial farmers. Proposals should seek measurable results and show evidence of good design and planning; the best projects begin with a key problem that can be analyzed and put within a research or exploratory frame. Proposals are judged based on the review criteria next to each question on pages 7-9 below.

How SARE funds can be used

You can use the SARE grant to compensate yourself and your project team for time spent on the project, pay for sampling and sample analysis, buy materials and supplies needed for the project, and pay hired labor, per-diem, or consulting fees. Grant funds can also be used for equipment rental, travel, and outreach expenses like the cost of hosting a field day or event, developing printed material, video, and other expenses associated with telling others about the project's results. All grant expenses must be incurred during the contract period, as will be defined before your project begins, and must comply with USDA/NIFA and University of Vermont guidelines for allowable expenses. See Appendix A and B for examples and more information.

How SARE funds cannot be used

The program is not designed to support educational programs for children or non-farmers, food donation efforts, public awareness campaigns about agriculture and nutrition, or community or school gardening initiatives.

Expenses for land purchases, general farm improvements, and the construction or rehabilitation of buildings, greenhouses, laboratories, or any comparable major farm fixture are excluded; in the same vein, SARE funds cannot be used to start or expand a farm enterprise, such as establishing a new herd or perennial plantings.

SARE cannot reimburse for any expenses incurred before the grant award is announced or after the grant contract ends. For example, if you want to be paid for time writing the final report, the final report must be submitted by the contract end date. See Appendix B for more information.

Proposal timeline

Online submission deadline	October 17, 2017
Applicants receive email confirming receipt with link to satisfaction survey	upon submission
Project review	November 2017 to February 2018
Final selection and notification of applicants (earliest allowable start date)	February 26, 2018
Contracts issued	April 2018
Review comments to unfunded proposals.....	April 2018

If your project is funded

Grants are paid on a reimbursement basis. Grants are awarded to the applicant's organization and funds are released by reimbursement after the grantee sends invoices with supporting documentation. SARE will hold back 20 percent of a grant award until a satisfactory final report has been approved.

Reporting requirements. Northeast SARE requires annual progress reports and a comprehensive final report that are published on line for wide access. To understand the types of information you will be asked to report on, look at the performance indicators provided in Appendix D. You will not be required to report on all indicators – just the ones that apply to your project. The final report should include the full, detailed results of experiments, research, and outreach activities that were defined as part of this SARE project, regardless of pending or published journal article submissions.

A note about livestock or human subject experiments. If your project is funded and involves livestock experiments, it will need to be reviewed and approved in writing by your university's Institutional Animal Care and Use Committee before we can issue an award contract. If your project is funded and involves humans as research subjects, your institution may require a Protection of Human Research Subjects review, and SARE will need a completed approval document.

How to apply

Deadline. Proposals must be submitted on line at www.ciids.org/nesare/pg. The application template will **close at 11:59 PM EST on October 17, 2017**. Waiting until the last minute risks not being able to submit because of power failures, websites going down, browser incompatibilities, bad weather, or other unexpected calamities. Submitting early also allows for resubmitting if a mistake is encountered. Staff will be available until 5:00 p.m. on the due date to help with questions and technical issues.

Answer the questions. You will enter your project summary and responses to the questions into the template, saving each section as you go. Avoid symbols, italics, or unusual formatting since these will be lost when you paste the text into the application template. The template will accept symbols directly entered from the keyboard. Note the strict word limits.

Upload required attachments. Before submitting as final, upload the letter(s) from cooperating farmers and organizations, your budget justification/narrative (described in Appendix B), and the application signoff page with the required authorizing signatures from your institution. Incomplete proposals will be disqualified. For a list of other required documents for upload, see the checklist on page 10.

Double check. Preview your proposal, even print out a draft, and correct any mistakes before submitting. You can also save the proposal by selecting “continue without submitting proposal” and return to it later. Select “Yes, submit my proposal” when you are satisfied.

Application instructions

Register. The online application template requires registration via a user name and password – use the “create account” button to create an identity in the system at www.ciids.org/nesare/pg.

Project title (125 characters including spaces). Use a clear, succinct title that captures the essence of the intent of the project. Avoid acronyms, jargon, or unnecessary words. Since search engines pick up on keywords in the title, it should briefly and appropriately describe the primary focus of the project.

Project leader. This should be you, the applicant, and the **organization** you represent which will provide administrative support. Have ready the baseline **contact information** of your project collaborators and farmer cooperators.

Begin with a project summary (250 words). Here you have up to 250 words to outline the project content. This summary should briefly describe the issue, the objective(s), the key components of your study’s plan of work, and your outreach strategy. You may want to compose this after you have written the rest of proposal. This is the first thing reviewers see, so take some time to make it compelling.

Specific application questions. Immediately below are the questions and their corresponding review criteria with brief descriptions to help you to write your proposal. For those who would like more explanation on what SARE is looking for, please refer to Appendix C.

Proposal questions and Review criteria

Proposal questions	Review criteria
<p>1. What is the problem and why is it important? 500 words. Describe the problem or opportunity and explain how addressing it will affect sustainability in the region. Use this section to explain the need and significance, drawing on your experience, and describe the current support or interest in the topic from farmers and other practitioners. Describe the general impacts that could result from this study locally and regionally.</p>	<p>1. Link to sustainable agriculture, need, significance, and identified interest. All projects should develop new information or explore approaches that address a key theme of sustainable agriculture. Reviewers want to see that farmers, farm groups, or experts in the field have voiced interest or need for this type of information and how it will help them.</p>
<p>2. What is your project's objective(s)? 200 words. State your project's objective(s). Add to that what improvement or impact you foresee if the project is successful making it clear how other farmers will benefit from the results.</p>	<p>2. Clear objectives. The proposal should state the overall project objectives it seeks to achieve that will lead to useful information for farmers.</p>
<p>3. How does your project build on what has been done before? 750 words. Explain how this solution takes a new approach or implements an underused idea or practice. Describe previous research or projects relevant to it (from both SARE and other sources), and explain how your project is different and how it builds on what is currently known. Describe the specific local and, if applicable, regional impact, such as type and number of farms or acres or yield of crops or numbers of livestock or dollars saved, etc., that could result from addressing this topic.</p>	<p>3. New information and an understanding of related work. The proposal should include a review of previous efforts to address similar problems and describe clearly how the proposed project would build on that work and not merely replicate well-established sustainable practices.</p>

Proposal questions	Review criteria
<p>4. What citations have you referenced? <i>No word limit.</i> Provide a list of citations referenced in your proposal. There is no word count, but only list relevant references. Usually only three to six references are needed.</p>	<p>4. Relevant work cited. The proposal should document claims made and the previous work upon which this project builds with credible references to back up the premise of the study.</p>
<p>5. What are your project methods and timetable? <i>1500 words.</i> Describe what you will do, how you will do it, and a timeline of the tasks. Describe what you will measure, what procedures will be used and how you will sample, and where and when the tests will be done. Provide sufficient detail that someone else could repeat your experiment. Research methods should be rigorous and yield statistically valid results when possible. Social and quality-of-life projects should use surveys or other tools to capture results. Provide the plot plan or study design as a diagram, table, or chart as an attachment.</p>	<p>5. Sound methods and measurable results with a clear, workable timetable. The proposal should describe what will be done to achieve the objective or answer the question and how measurable results will be interpreted. The timetable should be realistic and include descriptions of who will do what, when they will do it, and how long it will take.</p>
<p>6. How will you disseminate your project results? <i>300 words.</i> Describe how, in specific terms, you will share the results of your project with farmers who can use the information, as well as with relevant organizations. List only what you can reasonably accomplish within your project’s timeline and share what audience and what numbers will be reached, especially for social media.</p>	<p>6. Effective outreach. The proposal should specify how others – specifically farmers and relevant agricultural consultants and organizations – will learn about the project and results. Outreach is key to long-term impact, and the proposal should include a simple but appropriately wide-ranging plan for sharing project conclusions.</p>
<p>7. What are your qualifications? <i>250 words.</i> Describe your own qualifications to carry out this work and, if applicable, your organization’s experience with projects like this one, and specify any organizational contribution in labor, money or facilities such as a laboratory, greenhouse, livestock, or field. Include expertise, management skills, and outreach capabilities.</p>	<p>7. Credible leadership. Proposals should describe – both for the project leader and the organization – the technical, professional and organizational capacity to manage the project and communicate effectively with its audiences and project participants.</p>

Proposal questions	Review criteria
<p>8. Who are the project’s cooperating farmers and key collaborators? 500 words. For the cooperating farmer and other collaborators and their organizations, give a brief description of their farming or related experience and their roles in the project, including how one or all were involved in the planning stage. In describing their farming experience, you should provide specifics such as the total acres farmed (rented and owned), livestock numbers, number of years in business, markets and last year’s gross sales. Upload letters from cooperating farmers and project collaborators that confirm their commitment to the project.</p>	<p>8. Appropriate partnerships. All proposals must have at least one cooperating farmer; some projects have other collaborators. These stakeholders should have the skills and interests needed to be effective project partners. Letters of support from cooperating farmers and collaborators are required, describing their skills, background, and interest, their role and why they think this study will be useful.</p>
<p>9. What is your budget?</p> <p>Budget justification and narrative detail. No word limit. Upload a detailed budget as a proposal attachment in spreadsheet format, not as a .pdf. Use the SARE Excel worksheet template found in the “for applicants” box at www.nesare.org/Grants/Get-a-Grant/Partnership-Grant. Categories are provided in the template (personnel, materials and supplies, travel, printing and publications, and other direct costs) as shown in the sample budget (Appendix A). Each expense – listed as a person, thing, or service – in the budget must include a narrative explanation, clarifying why each requested item is needed or how it will be used, and showing the calculations based on unit times quantity for each.</p> <p>Budget summary. In the online submission system, only insert the budget subtotal for each of the broad categories of expenses listed above. See sample budget summary in Appendix A.</p>	<p>9. Sensible budget. The budget should show how money will be spent and that all budget items are allowable and reasonable. Reviewers need to understand what expense items are needed and why. They will evaluate whether the funding is appropriate to the scale, scope, and expected results of the project.</p>
<p>Project categories. Before the final submission page, you will be asked to identify the topic and commodity that your project addresses.</p> <p>Demographics. In addition, you will be asked for some confidential demographic information about you. You’ll have the option of selecting “choose not to reply” to these questions.</p>	<p>Topic and commodity are used to help assign reviewers.</p> <p>Demographic information is not applicable to the review process and not shared with reviewers nor linked to a proposal.</p>

Attachment checklist

Supported formats are .pdf, .doc, .docx, .xls, .xlsx.

Application sign-off sheet. Use the template provided under “Helpful resources” in the submission system or find the template on our website in the “for applicants” box at www.nesare.org/Grants/Get-a-Grant/Partnership-Grant. Complete the information, sign it, and obtain signatures from your institution’s authorized official. Name it “sign-off sheet” and upload it as an attachment to the proposal. These signatures are required in order for the proposal to move forward in the review process, so be sure to bring this to your institution’s grants office or your organization’s fiscal office well before the submission deadline.

Required attachments to upload. Failure to upload any of the required documents will result in disqualification. Attachments must be directly related to the proposed work. Do not attach extraneous materials such as brochures, resumes, or general letters of support.

- letters from cooperating farmers and key collaborators (preferably in one pdf document)
- budget justification Excel sheet (in Excel spreadsheet format, not a pdf or image file)
- the application sign-off sheet

Attachments required in specific situations

- Plot plans or diagrams for experimental design are essential for review
- If your proposal involves prototypes, new tools, or comparable inventions, you must also upload any drawings, diagrams, schematics, photos, or other illustrations to convince reviewers that the concept is feasible and practical. Do not supply only a web URL.
- Sample surveys to verify results if your project plans to achieve changes in human learning or behavior
- Proof of concept, such as a pro-forma enterprise analysis, for feasibility studies

Appendix A: Sample budgets

Budget justification/narrative (to be included as attachment)

<i>Funding Categories / Item Name</i>	<i>Narrative justification of expense</i>	<i>Unit</i>	<i>Quantity</i>	<i>\$ per unit</i>	<i>Quantity x \$</i>
PERSONNEL					
<i>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</i>					
Salaries and wages.					
<i>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.</i>					
Project leader(s)					
Yao Chiang, associate director, Home Research Center, Jackson College	Coordinate activity with the participating farm to oversee the experiment and outreach effort	FTE	0.02	\$ 47,580.00	\$ 951.60
					\$ -
Student wages (tuition remission unallowable).					
Cherelle Rampersad, student assistant	summer labor; setting out treatments, collecting the insect counts and samples, entering data into computer database, measuring harvest yields	hr.	165	\$ 10.50	\$ 1,732.50
Support staff.					
					\$ -
Other hired labor.					
					\$ -
Subtotal: Salaries and wages (rounded to the nearest dollar)					\$ 2,684
Fringe benefits.					
<i>If applicable, provide the fringe rate that will be applied to wages above and the total for each wage line or category. (Academic institutions that include tuition remission in their fringe rate must remove the tuition remission portion of the rate.)</i>					
Fringe on PI labor at 45%		%	.45	\$ 951.60	\$ 428.22
Fringe on student labor at 22%		%	.22	\$ 1,732.50	\$ 381.15
Subtotal: Fringe benefits (rounded to the nearest dollar)					\$ 809
PERSONNEL TOTAL (salaries, hourly labor, and fringe benefits)					\$3,493
NON-PERSONNEL					
		Unit	Quantity	\$ per unit	Quantity x \$ =
Materials and supplies.					
<i>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.</i>					
Seed	for planting treatment plots	lb.	120	\$ 3.69	\$ 442.80
Insect traps	for monitoring	ea.	125	\$ 4.49	\$ 561.25
Plastic mulch	for field plot planting	acre	2	\$ 350.00	\$ 700.00
Sample bags, one ream of 500 #6	for field samples	ream	1	\$ 39.50	\$ 39.50
Zip-lock bags	for field samples	box	5	\$ 4.89	\$ 24.45
Subtotal: Materials and supplies (rounded to the nearest dollar)					\$ 1,768
Travel.					
<i>Provide detail as to the destination, purpose of the travel, who is traveling, number of travelers. For mileage reimbursement provide miles x rate (not more than federal rate). For lodging provide rate x number of nights. For travel meals, provide per diem or allowance used.</i>					
Mileage	Nine round trips from campus to cooperating farm by project leader (20.4 mi)	mi.	184	\$ 0.535	\$ 98.44
Mileage	One round trip from campus to Experiment Station by project leader	mi.	26	\$ 0.535	\$ 13.91
Subtotal: Travel (rounded to the nearest dollar)					\$ 112

Sample budget justification/narrative, continued

Publications/printing.					
<i>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."</i>					
Printed color guidebook	For outreach in winter workshop training programs, to be duplicated at Princeton Printing. Cost estimate from printer for 24 page booklets.	each	100	\$ 8.95	\$ 895.00
Subtotal: Publications (rounded to the nearest dollar)					\$ 895
Other Direct Costs		Unit	Quantity	\$ per unit	Quantity x \$ =
Communications. Mailings, postage, conference calls. Cell phone charges are not allowable.					
					\$ -
Photocopying. In-house photocopying.					
Flyers	for field day	each	100	\$ 0.05	\$ 5.00
Information packets	for field day, 12 pages each packet, 50 attendees	page	600	\$ 0.05	\$ 30.00
Speaker / trainer fees. Include name, fee, and description of the services they are providing.					
Pierre Boivert, retired extension entomologist	four half-days assisting with training farmer and staff on major dates for data collection, measurements, and interpretation	half-day	4	\$ 125.00	\$ 500.00
Consultants.					
<i>Name of those receiving stipends or payments for services and their organization or farm, statement of work or description of what will be done to earn the payment, and breakdown of number of days or hours of service, rate of pay, etc. Add attachment if needed to define the scope of work.</i>					
Insect specialist/consultant	For insect IPM work in study to determine threshold	hr.	30	\$ 35.00	\$ 1,050.00
Services. For non-contracted services rendered for the project. Provide details (fees or hired payments, purpose and quantities).					
LabTech, LLC	Lab analyses of forage samples	each	98	\$ 12.00	\$ 1,176.00
LabTech, LLC	Tissue analyses	each	4	\$ 125.00	\$ 500.00
LabTech, LLC	PSNT tests	each	32	\$ 4.50	\$ 144.00
Conferences/meetings/workshops. Note that costs for project personnel to get to conferences should be included					
Signage	Directions, date, time for field day event	each	2	\$ 27.00	\$ 54.00
Trainee support (participant support costs).					
<i>A subsidy payment to or on behalf of those who receive training, usually for registration fees, lodging, meals, and associated travel.</i>					
<i>(N.B.: Payments for services rendered should be listed above in speaker / trainer fees or consultant payments.)</i>					
					\$ -
Off-site office rental. Only allowable if necessary for a project specific purpose.					
					\$ -
Purchase of equipment (or the cost of fabrication of equipment).					
					\$ -
Rental of equipment or land-use					
					\$ -
Other / miscellaneous. These costs must always be identified in order to be allowed.					
Antonello De Campo	cooperating farmer for test field prep, laying mulch, planting, and maintenance	days	2	\$ 240.00	\$ 480.00
Sum of Other Direct Costs before subcontracts/subawards (rounded to the nearest dollar)					\$ 3,939
Subcontracts/Subawards.					
<i>List the institution, organization or farm. Provide project leader's name and amount of subaward. For each subaward, attach a proposed plan of work and include a spreadsheet of budget detail justification/narrative.</i>					
					Total from separate spreadsheet:
					Sum of all subcontracts \$ -

Sample budget justification/narrative, continued

Subtotal: Other direct costs (rounded to the nearest dollar)		\$ 3,939
NON-PERSONNEL TOTAL		\$ 6,714
TOTAL DIRECT COSTS		\$10,207
Indirect costs. Complete the check-off below. Indirect should not exceed the allowed cap, so round down when necessary.	<i>Indirect costs, federally negotiated rate higher than 10%; accepting 10% of total request, calculated as .1111 of total direct costs</i>	\$ 1,134.00
TOTAL SARE REQUEST		\$ 11,341
Acknowledge that indirect has been offered through the application instructions by checking off (✓) one of the boxes below.		
Indirect is requested, based on the de minimus rate (our organization has never had a federally negotiated indirect cost rate).		
Indirect is requested, based on having a federally negotiated indirect cost rate (subject to USDA/NIFA cap of 10% federal funds).		x
		No indirect is requested.
Applicants are informed that they may be eligible to claim indirect cost recovery as follows:		
An organization or private business not having a federally negotiated rate for indirect costs, and never having had one previously, may claim up to 10% of modified total direct costs (MTDC) as de minimus to cover overhead.*		
An organization having a current federally negotiated rate for indirect costs may request indirect up to the USDA/NIFA cap for this program, which is 10% of the total SARE request.**		
You may choose to not receive indirect funds. Or if your organization previously had a federally negotiated rate but it is no longer in effect, your organization is not eligible for indirect funds.***		
* De minimus. USDA/NIFA allows organizations and private businesses that have never had a federally negotiated rate agreement to use a de minimus 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 (regardless of the period of performance of the subawards under the award), and also excludes trainee/participant support costs, long-term rentals, and equipment purchases.		
** Current negotiated rate. For institutions having a current federally negotiated rate, to calculate the cap (10% of total funds), divide total direct costs by nine and round down (or multiply direct costs by 11.11%).		
*** Ineligible for indirect. If your organization's previously negotiated rate is no longer in effect, your organization is not eligible to receive indirect costs. Organizations with previously negotiated indirect cost rates may not use de minimus.		

Sample budget summary

(subtotals from budget spreadsheet, to be entered into the online application system)

Personnel total.....	3,493
Materials and supplies total	1,768
Travel total.....	112
Printing and publications total	895
Other direct costs total.....	3,939
Indirect costs* (limited to 10% of overall federal funds).....	1,134
<hr/>	
Total grant funds requested (rounded to nearest dollar)	11,341

* Or this indirect may be up to 10 percent of direct costs at the *de minimus* rate, if your organization never had a federally negotiated rate.

Appendix B: Budget detail instructions

You must upload the budget justification in a spreadsheet format (not as a .pdf or other image file). Submit only one consolidated budget for all expenses over the life of the project, even if it is a multiyear project.

Be sure to provide a narrative description of the purpose of travel, labor, and items purchased; enlarge row height or column width as needed on the spreadsheet. Describe each expense and show how it was arrived at by giving a unit cost times some quantity. For example, if under materials you are proposing to buy spiral-bound notebooks, your budget line should list the item, specify why they are needed, how many are needed, and the cost per unit (“Notebooks for field day trainings, 150 @\$3 each = \$450”).

For travel, include who is traveling, where they are going, the purpose of the trip, and the distance per trip (“Four farmers, car travel to trainings, travel from their farms to the research station, once a month for three months for twelve 60-mile average round trips @ 0.54/mile = \$388.80”).

Show personnel costs – your time or the time of other employees – as an hourly rate times anticipated time needed to complete the project, or, if salaried, the percentage of their time (FTE) and their salary rate. Provide the same detail (normally in hours) for consultants, which can include cooperating farmers or project collaborators. Use your timeline section to help you estimate the hours worked.

Food expenses are typically not allowed unless clearly justified as light refreshments or working lunches necessary for the continuity of a training or meeting. International travel is discouraged and, if proposed, must be integral to the project’s success and described in your budget justification. There are certain restrictions on costs and carriers, and you can learn more about them by contacting SARE staff.

Tuition remission is not funded by SARE, and any tuition remission portion of fringe rates should be removed from the fringe rates used for personnel costs in the SARE budget.

Items of clothing – hats, tee-shirts, aprons, etc. – cannot be purchased with SARE funds, nor will gift certificates, giveaways, subsidies, incentive payments, or branded promotional material. While project-specific phone costs backed by itemized phone records are covered, cell phone expenses are excluded.

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 crop that is new 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 or 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. SARE funds are not meant to subsidize farm expansions.

Equipment. Your organization should already have essential office supplies 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 essential to the project. SARE funds cannot be used to pay general overhead expenses such as utility bills, general maintenance, general office supplies, ongoing operating costs, or other expenses that would be there in the absence of the project. General-use items like these are part of your institutional overhead and are covered by the allowance for indirect costs.

Indirect Costs. If your institution has a currently active federally negotiated indirect cost rate, you can request 10% of the overall award as indirect and may calculate this by dividing the project's direct costs by nine, or estimate as 11.11 percent of direct costs. If your institution's rate is less than this calculation, you must use the lesser amount, or if your institution has never had a federally negotiated rate, you may request a *de minimus* rate of 10 percent of direct costs. *De minimus* is also offered to private businesses who don't have a federally negotiated indirect rate.

Appendix C: More explanations, examples and tips for proposal questions

1. What is the problem and why is it important

There must be a demonstrated need on the part of farmers or the wider agricultural community for the proposal question. Proposal ideas can address a variety of topics, including alternative crops or animals, practices that make use of biological cycles for improved soil, plant, and pest management; marketing; adding value; grazing; tool or technology development; agroforestry; aquaculture; urban farming; farm management; labor; succession planning; financial planning; the social impacts of technology; land use; health and safety; and quality of life. These are only sample topics – the scope of the program is broad. To see projects funded in previous years, go to www.nesare.org/Grants/Sample-Grants/Partnership-Grants.

Key themes of sustainability:

- ❖ **the reduction of environmental and health risks in agriculture**
- ❖ **the prevention of agricultural pollution**
- ❖ **improved productivity, the reduction of costs, and the increase of net farm income**
- ❖ **the conservation of soil, the improvement of water quality, and the protection of natural resources**
- ❖ **the enhancement of employment in agriculture**
- ❖ **the improvement of quality of life for farmers, their employees, and the farm community**

2. What is your project's objective(s)?

An example of an objective is “To determine if barrier strip-cropping will decrease the percentage of bird damage and increase sunflower seed yield per acre as compared to a control.” Note the statement will describe an increase, decrease, or change in something in units or a quantitative or qualitative descriptor. The objective(s) should be related to one of the key themes of sustainable agriculture listed above. It would be useful to add the foreseen impact the results of the study if it were successful. For example, one could say, “Just a 10% decrease in seed losses would increase the value harvest per acre by \$50/acre, on average” or “Controlling avian pests in this way will allow farmers to stop broadcasting loud deterrent sounds which will improve neighbor relations.” When you are finished your study, you will know if you reached your objective.

In rare cases, a project seeks to teach a new skill or change behavior of farmers (this is not required nor expected in this grant program). In this situation, the expected outcome or change should be stated here, a verification tool will be part of the methods section, and a draft of that tool will be attached to the proposal in the attachments section.

3. How does your project build on what has been done before?

Reviewers look for evidence that you are familiar with past work or research and that what you are doing will provide new information and that will help other farmers. While the SARE database of reports is one resource, reviewers expect you to continue beyond this and you can find more informational resources website at <http://www.nesare.org/Dig-Deeper/Sustainable-agriculture-links>. Some popular sources are [National Agricultural Library](#) and their [Alternative Farming Systems Information Center](#), [Organic Farming Research Foundation](#), and [Appropriate Technology Transfer for Rural Areas](#).

4. Citation list

Provide a list of citations referenced in the literature review and elsewhere in your proposal in this section. There is no word count, but only list relevant references (reviewers are expecting to see about 3-6). Here is a sample citation list:

Anderson, Joan. *Sheep Herd Health Management*. 2004. Sustainable Agriculture Network. Includes a discussion the efficacy of alternative wormers and the managed reduction of antibiotic use.

Brown, Edgar. *A Producer's Guide to Whole-Herd Management*. 1998. Etherbooks. A holistic approach that encourages placing livestock in the context of overall farm management.

Chester, Anne. *Breeding for Natural Resistance*. 2001. NRAES 8888. A bulletin on breed characteristics and management strategy.

5. What are your project methods and timetable?

Explain your techniques for gathering data, what data you will collect, and how you will determine what the results mean. Be clear how the methods will provide results that substantiate the hypothesis or objective of your study. Be detailed: Simply mentioning a proposed milk, soil, or foliar test is too vague. For example, if you are going to take milk samples for measuring somatic cell count, express how, what time of day, how often, the lab analysis method (e.g. Fossomatic counter or direct microscope method), and by what company. If you are proposing a taste test for different varieties, how will you train the testers and what is the range of scales of flavor and preference you will use to grade the fruit or vegetable. Then, explain the standard like "anything above a 3 in flavor is considered acceptable."

At the end, presented under headings of month or dates and year, list the steps you will take to complete the project and how long each step will take. Specify who (including farmers) will carry out each step and when each step will be completed. The timeline is useful to you and the reviewers to show you have a reasonable time period to do the tasks and the human resources to do it. Be specific as to who is doing what and add in estimated hours, if you can, since this helps justify the budget requested.

6. How will you disseminate your project results?

It is best to avoid general ideas; specific actions are the most meaningful. Explain the roles of cooperators in outreach, what media you will use, and who your target audience will be. If you are creating a product like a publication or video, describe its content and how people will access it. What bothers reviewers is reading something like “We will give talks at winter conference workshops in the region,” versus “The farmer and I will apply to speak at the 2019 Meat Conference to take place in New Hampshire where there were 500 attendees in number in 2017.” The number of attendees is not necessary but a nice added touch.

Also, list only what you can actually accomplish; it is unwise to promise everything as the reviewers will question that it might be overly ambitious for the time period allotted.

7. What are your qualifications?

If the actual budget exceeds the SARE cap of \$15,000, it is good to describe here the amount of your organization’s contribution, whether in dollars or hours or other valuation. Do not enter this extra amount in the budget justification spreadsheet.

8. Who are the project’s cooperating farmers and key collaborators?

For the farmer’s role in the project, you could state the level of involvement, whether that be passive (providing field space for a trial) or active (leading a training event). While signed form letters suffice, they are considered much weaker than an original letter or email. Failure to upload these letters can result in proposal disqualification.

9. Budget information.

Do not provide any extra dollar or labor contributions outside of the budget. Only enter the amount requested from SARE up to \$15,000. You may mention in-kind contributions in your response for Question 7 about your qualifications. Reviewers often check that personnel costs match the activity in the timeline section of the proposal.

In the online budget summary, do not list each item, only the major category subtotals. Make sure the category subtotals and overall total request matches what you’ve provided in your spreadsheet detail.

Appendix D: SARE Partnership Grant program project performance indicators

Logic model category	Performance indicators <i>(When you report, you will receive prompts for these indicators, but are expected to report only where you have information to report.)</i>	Who Collects / When Reported	
		Grantee collects/ reports by end of project	SARE collects/ post project (from grantee and/or farmer partner(s))
Participants	Number of farmers participating in research	✓	
	Number of farmers reached through outreach	✓	
	Number of agricultural service providers reached through outreach	✓	
Outputs: – activities – information – products	Research activities conducted	✓	
	Research results of the project	✓	
	Number and type of outreach activities conducted to share project results	✓	
	Number of journal articles in press or published <i>(if produced)</i>	✓	✓G, F
	Number and types of other, non-refereed outreach publications <i>(if produced)</i>	✓	✓G, F
Learning outcomes	Number of farmers directly involved in project who report changes in KASA (knowledge, attitudes, skills, awareness)	✓	✓G, F
Action outcomes	Number of farmers directly involved in project who use information learned to adopt a practice, approach, technology <i>(including what is adopted)</i>	✓	✓G, F
	New collaborations as a result of project <i>(by grantee and/or farmers)</i>	✓	✓G, F
	SARE grant leveraged another grant <i>(by grantee and/or farmers)</i>	✓	✓G, F
	Number of citations of project results		✓G, F
Condition outcomes	Economic, environmental, social benefit(s) for farmers/ranchers from making changes on farm/ranch		✓G, F