NORTH CENTRAL
SARE
Sustainable Agriculture
Research & Education

NCR-SARE Minnesota Office
University of Minnesota | 1390 Eckles Ave | Ste 120 | St Paul, MN 55108 | ph.: 612-626-3113
www.northcentral.sare.org | ncrsare@umn.edu

NCR-SARE Farmer Rancher Grant and Youth Educator Grant Office
Lincoln University | 900 Leslie Blvd, Rm 101 | Jefferson City, MO 65101
ph.: 573-681-5545 | fax: 573-681-5534

NCR-SARE Farmer Rancher Sustainable Agriculture Grants
2022 Call for Proposals

Purpose: Farmer Rancher Grants provide opportunities for farmers/ranchers to use Sustainable Agriculture practices to solve problems on the farm or ranch, and to share their ideas, innovations, and results with others. Approximately $720,000 is available for this program. Grant recipients have 23 months to complete their projects. There are two types of competitive grants:
1. Individual grants ($15,000 maximum)
2. Team grants for two or more farmers/ranchers from separate and distinct operations who are working together ($30,000 maximum).

TO SUBMIT A PROPOSAL: go to **https://projects.sare.org/**. The online submission system will open in August 2021. **Proposals must be received online or in the NCR-SARE office by mail or e-mail by 4:00 p.m. CST on December 2, 2021.** Faxed proposals will NOT be reviewed. If you are unable to use the online system e-mail: ncrsare@umn.edu or mail proposals to:

NCR-SARE Farmer Rancher Grant Program
120 Biosystems & Ag Eng Bldg, University of Minnesota
1390 Eckles Ave, St Paul MN 55108

This call for proposals is available on the North Central SARE web site at https://northcentral.sare.org/. If you need a printed application, call 612-626-3113.

Checklist of Items Needed to Submit a 2022 Grant Proposal

☐ **Proposal** ☐ **Budget** ☐ **Letter of support**
☐ **Confirmation of Commitment from Teams**
☐ **Letter from your financial institution (only if your project requires a loan)**

The SARE Program

SARE's Mission is to advance – to the whole of American agriculture – innovations that improve profitability, stewardship, and quality of life by investing in groundbreaking research and education.

Origin & Funding: SARE was created in the Food, Agriculture, Conservation, and Trade Act of 1990 (1990 Farm Bill, Title 16, Subtitle B). It is funded through the United States Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA). The SARE program works primarily through competitive grant programs administered by four regions: North Central, Northeast, South, and West.

North Central Region-Sustainable Agriculture Research and Education (NCR-SARE)
NCR-SARE's mission is to strengthen communities, increase farmer/rancher profitability, and improve the environment by supporting research and education.

The 12 states of North Central Region-SARE include: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

NCR-SARE Farmer/Rancher Grant Program

WHAT: Farmer Rancher Grants provide opportunities for farmers/ranchers to use Sustainable Agriculture practices to solve problems on the farm or ranch, and to share their ideas, innovations, and results with others. The program values learning by doing and reporting on what worked, what didn't, and what farmers/ranchers would recommend for others. Funds are NOT for everyday farming expenses, other than those directly related to the grant project (see Budget instructions and examples on pages 5-6).

- Projects that involve whole farm systems, a youth component, and/or historically underserved farmers/ranchers are encouraged.
- Projects involving industrial hemp must comply with applicable state and USDA regulations. See: https://nifa.usda.gov/industrial-hemp
- Livestock projects need to comply with reasonable animal care requirements to insure that animals are properly cared for. See the Livestock Care form on pages 22 - 24.

Sustainable Agriculture is farming and ranching that is ecologically sound, profitable, and socially responsible. Since the start of the program in 1992, over 1,300 grants have been awarded to fund sustainable agriculture practices and explore topics including (but not limited to):

- Agroforestry
- Alternative Grains as Animal Feed
- Beneficial Insects, Pollinator Habitat
- Cover Crops
- Crop/Landscape Diversity
- Educating/Mentoring the Next Generation of Farmers/Ranchers
- Farmland Access
- Food Sovereignty
- Holistic Farming & Ranching
- Integrated Pest Management (IPM)
- Labor Needs and Issues
- Organic Agriculture
- Poultry, Small-Scale Livestock
- Proactive Weed Management
- Quality of Life Issues for Farm Families and Communities
- Renewable Energy
- Rotational /Regenerative Grazing
- Soil Health
- Value-Added & Direct Marketing
- Water Quality Improvement/Wetlands

WHO & WHERE: Any farmer/rancher or team of farmers/ranchers who farm or operate a ranch in the North Central region may apply. **DEFINITION: A farmer/rancher is someone who raises crops or livestock, especially as a business.** Applicants may be just beginning the transition to a more sustainable operation or may already be using sustainable practices and want to implement additional changes. (Grants to applicants under 21 need to be signed by a parent or guardian.) Non-Government Organizations (NGOs) should apply for Partnership Grants for projects working with farmers and ranchers. See: https://northcentral.sare.org/grants/apply-for-a-grant/partnership-grant/.

Team projects must have at least **two farmer/rancher participants from separate and distinct operations.** If your situation is unique, please explain or contact NCR-SARE to discuss your options. Teams must designate a **farmer/rancher** project coordinator who will submit and sign the proposal, be responsible for reporting, **and assume tax liability associated with the grant, if there is any.**

Grant recipients may participate in one Individual grant and one Team grant annually. Previous farmer/rancher grant recipients are eligible to apply if reports from previous grants are up to date. Proposals will be evaluated on a competitive basis with all other proposals.

We have a strong commitment to diversity. Proposals that involve farmers or ranchers or youth from historically-underserved* populations are encouraged.
*USDA defines historically-underserved audiences to include socially-disadvantaged producers, limited-resource producers, beginning farmers/ranchers, and veterans. They further define socially-disadvantaged farmers and ranchers as belonging to the following groups: American Indians or Alaskan Natives, Asians, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics, and women.

2022 Grant Cycle and Payment Schedule

August 2021:	Farmer/Rancher grant call for proposals released
December 2, 2021:	Farmer/Rancher grant proposals due
Spring, 2022:	Grant recipients announced, project contract signed, first payment (50%) awarded. *Typically, this is between April 1 and May 1 (depends in part on how quickly grantees return a signed contract).*
January 31, 2023:	Progress report due. Second grant payment (35%) released once progress report and budget are approved.
January 31, 2024:	Project end date and Deadline for submitting final report. *All funds should be spent and grant project completed by this date.* Final payment (15%) released once final report is approved. *Final payment is a reimbursement.*

Characteristics of Successful Proposals

1. Clearly define a problem that can be addressed and evaluated within the time and financial limits of the project. (Don't take on too much – these are small grants.)
2. Involve cooperators who assist with project planning, evaluation, and sharing project results. Cooperators may include Extension educators; staff of local, state, or regional non-profit groups, local conservation districts, the Natural Resources Conservation Service (NRCS); network coordinators; soil consultants, and social scientists.
3. Measure project outcomes by documenting economic, social, and environmental benefits.
4. Emphasize outreach such as field days/workshops, publications, social media, videos, websites.
5. Demonstrate a good fit with SARE's mission and are adoptable by other farmers/ranchers.
6. Address reviewer concerns and explain revisions (for proposals that are being resubmitted).

Proposal Requirements

1. Project Proposal (required)
2. Budget with Item description and Justification (required)
3. Letter of Support (1 is required but you may submit up to 2)
4. Confirmation of Commitment (required for Team grants only)
5. Livestock Care Plan (required for projects involving livestock, see pages 19 - 21.)

1. Project Proposal – Fill in general information and answer all questions within word count limits.
- Mailed proposals should be printed single-sided.
- **Do not list personal websites/social media profiles.** To make the process fair to all applicants, reviewers will base evaluations only on information contained in the proposal. Focus on explaining project ideas and how they advance sustainable agriculture.
- Proposals that are typed should use a font no smaller than 12-point, similar to the text in this call for proposals. Handwritten proposals in dark ink are also acceptable if they are legible.

2. Budget - Along with the amount of each item, briefly explain how each item will be used in your project. Review the Budget Instructions and Example Budget on pgs. 7 - 8.

3. Letter of Support - Applicants must submit one letter of support from someone who can:
- speak to your experience and ability to carry out the project and
- explain why the project is needed and how it will benefit the community

You can submit an optional second letter. Do not submit more than two letters. Contact supporters early and make sure they are familiar with your project so they can write a strong letter. The letter should include information that will support the proposal. (For example, if the supporter will help you with outreach, ask them to include that in the letter and provide specifics.) Reach out to your SARE state coordinator for advice on crafting strong letters of support. Support letters must include the contact information of the supporter. Examples of people who might write a support letter include Extension educator, banker, co-op, or grocery manager, implement dealer, or staff from: farm organizations, Farm Service Agency (FSA), local soil and water conservation district offices, the Natural Resources Conservation Service (NRCS), or non-profit organizations.

4. Team Confirmation of Commitment – For Team online proposals, the team members will be sent an email asking them to confirm their participation and role. For hard copy applications, include a brief statement from each Team member describing their role in the project.

5. Livestock Care Plan – Complete this form only if your project involves livestock (vertebrate animals such as cows, fish, pigs, sheep). Bees and other insects and shrimp are not considered livestock.

Proposal Evaluation

REVIEW PROCESS AND CRITERIA: All proposals are reviewed by a committee that includes farmer/rancher members of the NCR-SARE Administrative Council, as well as farmers/ranchers from throughout the North Central region. Funding recommendations are based on how well proposals meet the following six criteria. The weight of each criteria is shown in parentheses.

1. Project leader or Team (10%)
- Does the project leader or team have the skills, background, and experience to successfully carry out the project?

2. Project Design (30%)
- Is there a well-thought-out, detailed plan to solve a problem on the farm or ranch using sustainable agriculture practices?
- For education and demonstration projects, is there a well-thought-out, detailed plan to provide potential solutions for other farmers/ranchers through information sharing?
- Are there clear objectives with specific and appropriate activities, materials, and methods?
- Is there an appropriate timeline?

3. Contribution to the growth of sustainable agriculture (15%)
- Does the project build on and add to existing sustainable agriculture knowledge?
- Does the project have the potential to help farmers and ranchers in the North Central region produce positive environmental, economic, and social impacts?

4**. Outreach** (20%). All projects must share their results with others.
- Are there plans to share project information and results with other farmers/ranchers?
- Are there specific plans to cooperate with other farmers/ranchers and with organizations through which information can be shared? Some options for information sharing include workshops, field days, publications, written materials, social media, a web page, radio, television, making a video, presenting a poster, or giving a talk at a conference or other event.

5. Evaluation (15%)
- Is there an effective plan to measure benefits and impacts of the project?
- What will be measured and how will it be measured to determine if there are environmental, economic, and/or social (family/community) benefits from your project?

6. Appropriate budget (10%).
- Are grant funds used for project expenses only?
- Do budget justifications explain how items will be used in the project?

WHAT TO EXPECT (contract, reports, taxes, payments) **-** If your proposal is funded and you accept the grant, you agree to the following:
- Return signed contract to the NCR-SARE office.
- During the project, you may receive an on-site visit from NCR-SARE representatives.
- Grant recipients must submit a progress report and progress report budget by January 31, 2023.
- At the end of the project, on or before January 31, 2024, grant recipients **must** submit: 1) final report; 2) final budget showing how funds were spent.
- Concerning the budget, grant recipients: 1) will only be reimbursed for actual expenses incurred after the initial funding date; 2) must submit a final report and a final budget documenting the project expenditures before SARE will release final payment; 3) will have a 1099 form automatically filed with the IRS with each payment for tax reporting purposes; and 4) must retain receipts for project expenditures for a period of three years.
- Funds will be disbursed as follows: Grant recipients receive 50% of the grant to start their project. They receive an additional 35% after submitting a satisfactory progress report, and they receive the remaining 15% upon completion of the project. *The final payment is a reimbursement.*

Budget Instructions

Grant funds are for research, demonstration, and education project expenses, not day-to-day farming expenses or business startup costs. For your budget, show the amount of grant funds you intend to spend on each item Use accurate figures, rounded to the nearest dollar, and include a brief explanation of how each item listed in your budget relates to your project. For example: Weighing produce for yield comparison. 6 hrs. x $20/hr. = $120.

Matching funds are not required. Do not show a match. If outside funds are necessary to carry out your project, mention that you have outside resources so reviewers can evaluate your work plan, but don't list the amount.

Personnel Costs. List any farmer/rancher labor and hired labor for project participants except service providers who should be listed under *Other Direct Costs.* Include a realistic estimate of the amount of labor and the cost for each participant being paid with grant funds. If participants are not being paid with grant funds, include them but enter $0 for the grant funds request.

Materials and Supplies. Use for items you plan to purchase to carry out the project. Explain how they will be used to support the project.

Travel. Use a mileage rate of $0.56 which covers ownership/operating costs.

Other Direct Costs. Use for consultants and service providers. Also use this category for communications, photocopying, conferences-meetings-workshops, speaker/trainer fees, fee for service/stipends, equipment rental, land-use charges, fabrication of equipment, and food and drink expenses. **Note:** Refreshments at field days or group meals for events are allowable if they maintain the continuity of the meeting (there must be programming before and after the meal). Breakfast meals are generally not allowable because no continuity of the meeting exists.

Equipment, Permanent fencing, Perennial seeds and plants, or Livestock: Grant funds can only be used for up to 50% of the cost of these items. Include the total cost in the Details/Justification column but enter 50% or less of the total cost in the Amount column. **Equipment** is defined as items that cost $5000 or more and have a useful life of greater than 1 year. If a project includes making or adapting equipment, all parts as well as labor for equipment construction are considered part of the equipment expenses.

Calculating Costs. Labor, land, equipment, and supplies should be calculated on an annual cost-equivalent basis. (For example, operator labor per year at $20 per hour; $75/acre cash rent equivalent; $10/acre rental of tillage equipment, etc.). Costs vary widely across the North Central region. Use costs that are accurate for your area. If costs are high in your area, provide an explanation.

UNALLOWABLE EXPENSES. Grant funds **cannot** be used for planning, construction, repair, or remodeling of buildings, or to buy motorized vehicles. These items may be leased or rented with grant funds if they are needed for the project. Grant funds **cannot** be used for permanent installations (e.g., wells or buried irrigation lines).

Investigate Cost-Sharing. Many of the practices used in sustainable agriculture may be eligible for cost-sharing from other federal or state government agencies or local soil and water conservation districts, local businesses, private non-profit groups, etc. Additionally, the online resource for federal programs, Grassroots Guide to Federal Farm and Food Programs, offers good concise information about basic requirements for programs and grants available.

Example Budget

The budget that follows shows examples of line items from different projects. Choose the budget categories that apply to your project and list expense amounts.

Use the Details/Justification column to show how you came up with the proposed expenses (show your math). This is usually expressed as some per-unit cost times some number of units. Use rounded numbers. For example: 23 hrs. @ $20/hr. = $460, or 89 miles @ $.56/mile = $49.84, rounded to $50.00. Reviewers look for real-world budgets that match the activities in your proposal.

If you are not asking for the full amount of an item, include a note in the justification explaining that you are only asking for part of the cost.

EXAMPLE

Budget Category	Item Description	Details/Justification	Amount
Personnel	Estelle Koski, Farmer, and project coordinator. Set up blueberry trials, organize field day workshops for new growers.	52 hrs. @ $20/hr. = $1040	1040
Personnel	Ruby Farmer, graduate student. Conduct surveys to determine public interest in new direct marketing techniques. Compile results.	73 hrs. x $15/hr. = $1095	1095
Materials and Supplies	Flexible water pipe for portable solar-powered pasture watering system	200 feet of 1.25-inch flexible water pipe x .98 per foot = 196	196
Materials and Supplies	Cover crop soil builder seed mix (15 species) to prepare area for alternative grain crop planting	10 acres x 65 lbs./acre x 1.47/lb. = $955.50 rounded to $956	956
Travel	Abe Lee, cooperating farmer. Travel to 3 farms in different parts of the region to learn holistic planning techniques	734 miles x .56/mile = $411.04 rounded to $411	411
Travel	David Hay, farmer. Pick up Teff grass seed for pasture planting,	142 miles x .56/mile = $79.52 rounded to $80	80
Other Direct Costs	Lease 2 acres of land from neighbor to provide buffer for organic amaranth planting.	2 acres x $85 per acre = $170	170
Other Direct Costs	Lunch for day-long farmer training with financial expert speakers/consultants before and after lunch.	20 participants x $15/ meal = $495	300
Equipment, Permanent fencing, Perennial seeds and plants, or Livestock	Woven wire fence to contain orchard hogs; permanent boundary fence needed since orchard is by highway	3 330-foot-rolls woven wire fence @ $179 each = $537 + 123 t-posts @ $5.22 each =$642 + 1 gate @ $150 = $1329 total cost x 50% = $664.50 rounded to $665	665
Equipment, Permanent fencing, Perennial seeds and plants, or Livestock	24 native shrubs (8 each): American plum, Rose mallow, False wild indigo for border to attract beneficial insects	24 shrubs x $25 per gallon pot = $600 + $35 shipping/handling = $635. Total Cost = $635 x 50% = $317.50 rounded to $318	318
Equipment, Permanent fencing, Perennial seeds and plants, or Livestock	50 chickens, Buff Orpington breed, females	50 chickens @ $3.76 ea. = $188 + $36 shipping = $224. Total Cost of Item = $224 x 50% = $112.	112
TOTAL			5343

Help with Grant Writing and Information Sources

For assistance in preparing your proposal, contact your NCR-SARE State Coordinator (see the list on pg. 9 or see: https://northcentral.sare.org/state-programs/state-coordinators/).

- Contact NCR-SARE for information on Farmer Rancher Grants and the SARE program:
  Joan Benjamin
  NCR-SARE Associate Regional Coordinator
  Lincoln University
  900 Leslie Blvd, Room 101
  Jefferson City, MO 65101
  573-681-5545
  benjaminj@lincolnu.edu
  https://northcentral.sare.org/

- Michael Fields Agricultural Institute provides free Grants Advising services to beginning farmers, limited resource farmers, socially disadvantaged farmers and ranchers (minority farmers or women farmers), and military veterans, as well as young organizations working with these farmers in the Midwest, and to all rural producers and agriculture-related businesses throughout Wisconsin. Contact MFAI Grants Advisor: Martin Bailkey at 608-698-9478 or martinbailkey@gmail.com. For more information see https://www.michaelfields.org/grants-advising

- Contact the national Sustainable Agriculture Research and Education (SARE) Outreach office for information on SARE publications and resources:
  Sean McGovern, Outreach Manager
  SARE Outreach
  614-306-6422
  outreach@sare.org
  www.sare.org

- The National Sustainable Agriculture Information Service (ATTRA) was developed and is managed by the National Center for Appropriate Technology (NCAT). ATTRA has information on sustainable agricultural topics. If you contact ATTRA via e-mail, please describe your role in sustainable agriculture. By mail or fax, please include "ATTRA Information Request" near the top of the correspondence. (Preferred method of contact is telephone.)
  ATTRA- National Sustainable Agriculture Information Service
  P.O. Box 3838
  Butte, MT 59702
  800-346-9140 (English)
  800-411-3222 (Español)
  https://attra.ncat.org/

2021 NCR-SARE State Coordinator List

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NCR-SARE Farmer Rancher Sustainable Agriculture Grants
2022 Proposal Form

Project Coordinator Information. On the following pages you will see the questions you will be asked on the Online Submission website. Read through this call for proposals, then to complete your proposal, go to the online system using the link: https://projects.sare.org/. For additional information about preparing a proposal, you can view a presentation at: https://northcentral.sare.org/Grants/Apply-for-a-Grant/Farmer-Rancher-Grant/. If you are unable to use the online system, complete your proposal using a computer or typewriter, or print legibly in dark ink and mail to NCR-SARE. Do not exceed word limits. Extra words will be removed.

The first time you register in the SARE projects system you will be asked to provide demographic information. The North Central Region SARE program is committed to an ethic of openness, inclusiveness, and diversity in all its programs, policies, and procedures. To monitor our performance in these areas, we collect demographic information from grant applicants. Demographic information is not linked to your proposal and is compiled in a separate database. Individual demographic information will not be shared or made public. Providing this information is optional. Choose "Prefer not to answer" if you don't want to answer any of the questions.

Ethnicity
- o   Prefer not to answer
- o   Hispanic or Latino
- o   Not Hispanic or Latino

Sex
- o   Unidentified (prefer not to identify)
- o   Male
- o   Female
- o   Other

Race
- o   Unidentified (prefer not to identify)
- o   American Indian or Alaska Native
- o   Asian
- o   Black or African American
- o   Native Hawaiian or other Pacific Islander
- o   White
- o   Other

Year of Birth (optional) _____

Choose Your Topic. Select one item from the **Practices** list and one from the **Commodities** list that best represent your project. They should show the primary focus of your project. This is for SARE use only and will not affect your proposal review.

PRACTICES
- ☐ Animal Production (includes aquaculture, grazing)
- ☐ Crop Production (includes agroforestry, beekeeping, pollination)
- ☐ Education & Training
- ☐ Energy
- ☐ Farm Business Management (includes marketing)
- ☐ Natural Resources/Environment
- ☐ Pest Management
- ☐ Production Systems (includes agroecosystems, aquaponics, holistic management, hydroponics, integrated crop and livestock systems, organic agriculture, permaculture, etc.)
- ☐ Soil Management
- ☐ Sustainable Communities

COMMODITIES
- ☐ This project is not commodity specific or doesn't apply to commodities
- ☐ Agronomic
- ☐ Fruits
- ☐ Nuts
- ☐ Vegetables
- ☐ Additional Plants (herbs, native plants, ornamentals, trees)
- ☐ Animals (includes bees, fish)
- ☐ Animal Products (includes honey)
- ☐ Other (Fill in the blank. Use for mushrooms, syrup, etc.) _____

Project Title: (This lets reviewers know what your project is about – be descriptive but not too wordy. Use words that are useful for finding your project in a website search. Use 150 characters or less.)

1. One Sentence Description of Project: (Provide a summary of your project in 160 characters or less. This tells reviewers what your project is about and may be used for publicity if your project is funded.)

Farmer/Rancher:
(This person serves as Project Coordinator. If funded, the grant contract will be in this person's name.)
Farm Business Name:
     Address:
     City, State Zip Code:
     County:
     Phone:
     E-Mail:

- **Is the applicant a Farmer/Rancher? Yes_____ No_____ (**You must be a farmer or rancher to apply. A farmer/rancher is someone who raises crops or livestock, especially as a business. Beginning farmers/ranchers are eligible to apply. Non-Government Organizations [NGOs] should apply for Partnership Grants for projects working with farmers and ranchers. For details see: https://northcentral.sare.org/Grants/Apply-for-a-Grant/Partnership-Grant/)

- **Is this an Individual _____, or Team (2 or more farmers/ranchers) _____ Project?** For Team Grants, list the other member(s) of your team and their contact information here.

- **Project Duration.** If funded, you have up to 23 months to complete your project.
  Proposed Start Date: _____ **Proposed End Date:** _____ (no later than January 31, 2024) Your budget must be approved before you can spend grant funds. This will likely be by March 1, 2022, but may be later. You can start your project before that date but will not be able to use grant funds for expenses incurred before your budget is approved. (The Start and End Dates help reviewers evaluate the feasibility of your project.)

- **Have you submitted this, or a similar proposal, to NCR-SARE before? Yes_____ No_____**

- **Have you previously received a SARE Farmer/Rancher Grant? Yes_____ No_____**
  - If you received a SARE grant(s) in the past or have a current grant, list the project number(s) on a separate page along with brief a summary of your results or progress (for current projects). Use 100 words or less for each grant summary.
  - If the project was not completed, explain why not in the summary.

- **Does this project involve livestock** (vertebrate animals only)**? Yes_____ No_____. If yes, fill out the Livestock Care form on pages 19 - 21.**

2) PROJECT ABSTRACT (200 words). This is a short summary of your grant proposal. Clearly describe the problem and your innovative plan to solve it using sustainable agriculture practices. Note that Sustainable Agriculture practices are: 1. *Ecologically Sound* (promote stewardship of our nation's land, air and water), 2. *Economically Viable* (provide profit over the long term); and 3. *Socially Responsible* (improve quality of life for farmers, ranchers and their communities).

3) PEOPLE (400 Words). Describe your background and experience so reviewers know what qualifications you bring to the project. Describe your farm/ranch and include the size of your operation, crops grown, etc. For Team proposals, provide names and background of Team members, and include a description of their farms/ranches. At least two members of the team must be farmers or ranchers. (Once the farmer/rancher requirement is met, feel free to add participants who are not farmers or ranchers.)

4) PROJECT OBJECTIVES (100 words). List your project objectives. These are the major things you plan to accomplish during the project by carrying out research or demonstration/education activities. Focus on the piece of the project you can reasonably complete during the 23 months of the grant. If major objectives will take longer than 23 months, include what you hope to accomplish short term (during the grant). Example objectives:
1. Evaluate the usefulness of 5 cover crops through field testing
2. Identify 3 cover crops for potential use in intensive vegetable production
3. Share findings through field days, website and social media, conference presentation

5) MEASURING BENEFITS AND IMPACTS

PART A. SARE grants are intended to increase knowledge of sustainable agricultural systems that enhance environmental quality, sustain profitability, and improve quality of life. From the following list, **choose one or more of the benefits/impacts you expect your project will provide,** *and that you intend to measure.* List your choice in Part B then complete that section. Be realistic and do not take on too much. These are small grants. You will be asked to report on these benefits and impacts in your project reports.

To see lists of specific indicators that can be measured under the benefits listed below, go to: https://projects.sare.org/benefits-and-impacts/ The example lists are not all-inclusive. This information will be used to categorize projects and aggregate project results.

Economic Sustainability
- ☐ Improved Income or Profitability
- ☐ Improved Market Opportunities
- ☐ Increased Business/Enterprise Opportunities
    Increased Employment & Labor Opportunities

Environmental Sustainability
- ☐ Improved Soil Quality/Health
- ☐ Improved Water Quality
- ☐ Improved Landscape Diversity/Ecological Services

Production and Production Efficiency
- ☐ Improved Crop Production and/or Production Efficiency
- ☐ Improved Livestock Production and/or Production Efficiency

Social Sustainability
- ☐ Improved Agriculture and Food System Infrastructure
- ☐ Improved Food Accessibility
- ☐ Improved Quality of Life

PART B (300 words/ ½ page). Reviewers need to know how the project will measure results. Describe how and what you will *measure* to determine the environmental, economic, and/or social (family/community) benefits of your project for others. Example benefits: increased use of more sustainable farming practices, yield changes, increased income, increased access for growers and eaters to traditional foods, increased crop or landscape diversity, improved farmer and farm worker labor conditions, improved farm management decision making. Most likely, your project will focus on one aspect of sustainability, and that is what you should focus on. For example, if you are experimenting with cover crops, your main focus may be environmental (preventing erosion) and you can measure soil loss with a soil erosion measurement stick. If you have an education project, you may measure learning by using pre- and post-test surveys or interviews.

Documenting the results of your project may involve recordkeeping, taking photos, measuring results with simple surveys, etc.

Benefits	What will be measured	How you will measure benefits
Improved Soil Quality/Health	Soil loss (erosion)	Using a soil erosion measurement stick to compare soil loss before and after using cover crops
Improved Soil Quality/Health	Increase in knowledge and intention to use cover crops by farmers who attend field day workshops	Pre- and post-test surveys and interviews

6) BUDGET Read the Budget Instructions and Example Budget on pages 6 & 7 before you complete your budget. Choose the budget categories that apply to your project. Choose from the following categories:

- *Personnel:* Use for farmer/rancher labor and hired labor. List everyone who is participating in your project except consultants and service providers who should be listed under *Other Direct Costs.* Include a realistic estimate of the amount of labor and the cost for each participant being paid with grant funds. If participants are not being paid with grant funds, include them but enter $0 for the grant request.
- *Materials and Supplies***:** Use for items you plan to purchase to carry out the project. Explain how they will be used to support the project.
- *Travel***:** For travel costs, use a mileage rate of $0.56
- *Other Direct Costs:* Use for consultants and service providers, communications, photocopying, conferences/meetings/workshops, speaker/trainer fees, fees for service/stipends, equipment rental, land-use charges
- *Equipment, Permanent fencing, Perennial seeds and plants, or Livestock***:** Grant funds can only be used for up to 50% of the cost of these items. Include the total cost of the item in the Details/Justification column but enter 50% or less of the total cost in the Amount column.

Equipment definition: an item that costs $5000 or more with a useful life of more than 1 year. If a project includes making or adapting equipment, all parts plus the labor for equipment construction are considered part of the equipment expenses.

Item/description: For each category list the items you want to purchase with grant funds along with a brief description of each item that explains why it is needed for the project. For Personnel, list the role each person plays in the project. For Equipment, permanent fence, perennial seeds and plants, or livestock, limit your request to 50% or less of the cost of the item. Include the total cost of the item in your budget justification. Use the Details/Justification column to show how you came up with the proposed expenses (show your math). This is usually expressed as some per-unit cost times some number of units. Use rounded numbers. For example: 23 hrs. @ $20/hr. = $460, or 89 miles @ $.56/mile = $49.84, rounded to $50.00. Reviewers look for real-world budgets that match the activities in your proposal.

If you are not asking for the full amount of an item, include a note in the justification explaining that you are only asking for part of the cost.

UNALLOWABLE EXPENSES: Grant funds **cannot** be used for planning, construction, repair, or remodeling of buildings, or to buy motorized vehicles. These items may be leased or rented with grant funds if they are needed for the project. Grant funds **cannot** be used for permanent installations (e.g., wells or buried irrigation lines).

Budget Category	Item Description	Details/Justification	Amount

7) ACTIVITIES AND TIMELINE (300 words). Provide a detailed description of the research or demonstration/education activities you will carry out to complete your project. Include who is leading and participating in the activities. Include a timeline that shows what you plan to accomplish by month. For research, briefly describe the types of field, livestock, or other trials involved. For demonstration/education

projects, briefly describe the demonstration and educational content. Provide details on the audience you plan to reach with educational programs, and how you will promote the programs. Include the Date, Project Activity, and Who Participates. See the example below.

DATE	PROJECT ACTIVITY	WHO PARTICIPATES
January 2022	Pre-project planning meeting to choose vegetable crop varieties and cover crops, plan trial layout and outreach efforts.	Project coordinators: Jan Wiggins, Eliza Freeman, Edgar Holtzburger. Extension educator, Nadia Terrell. Neighboring farmers with cover crop experience.
Mid-April – Mid-May 2022	Order seeds. Plant vegetables in test plots: snap beans, tomatoes, watermelon	Project coordinators: Jan Wiggins, Eliza Freeman, Edgar Holtzburger. Extension educator, Nadia Terrell.
May – August 2022	Plant 5 cover crops in trial plots to evaluate usefulness in vegetable plantings: Annual Ryegrass, Hairy Vetch, Buckwheat, Red Clover, Winter Rye. Evaluate weekly.	Edgar Holtzburger and daughter, Pauline Holtzburger

8) MATERIALS AND METHODS (300 words)
Outline the steps or process involved in carrying out the project and the logic behind the choices you made. For example, for research projects, describe the types of field, livestock, or other trials involved and the locations. For projects involving test plots, list the size of the plots, how they are laid out, what you are planting, and why you made those choices. For demonstration/education projects, explain the teaching methods you will use (e.g., hands-on planting and harvest days, workshops, or seminars and what the content will be). Also describe the teaching materials you will use (e.g., specific books, curricula, films, social media etc.). Please be specific and consider what other farmers and ranchers might learn from your experience.

Optional drawing or image. You may upload or attach one optional drawing or image to help illustrate your plot layout or another aspect of your project. (Limited to one page, single sided.)

9) OUTREACH: SHARING PROJECT INFORMATION (300 words). All projects must include outreach. How will you share the results of your project with farmers and ranchers, educators, and others? However, you share information (articles, conferences, field days, social media, website, etc.) provide details about when and where you will provide outreach, any educational materials you plan to produce, and the audience and numbers of people you hope to reach. Include Date, Outreach Activity, and Who Participates. See the example below.

DATE	OUTREACH ACTIVITY	WHO PARTICIPATES
Mid-May – August 2022	Document project progress on website & social media. Take photos weekly and post them with descriptions on Freeman Farm website and Facebook page. Develop and post 2 YouTube videos on planting and working with cover crops.	Eliza Freeman and son, Terrance Freeman
Early-August 2022	Develop and distribute field day flier.	Pauline Holtzburger, farmer
Late August 2022	Hold field days at each of the 3 participating farms. Give participants pre- and post-test surveys about cover crops.	Project coordinators: Jan Wiggins, Eliza Freeman, Edgar Holtzburger. Extension educator, Nadia Terrell. Expect 20 or more farmers at each field day.
December 2022	Give workshop at Your Sustainable Farm/Ranch Conference in Fleming, Kansas	Speakers: Jan Wiggins, farmer with Nadia Terrell of Extension. Expect 35 to 50 farmers and educators at session.

10) CONTRIBUTION TO SUSTAINABLE AGRICULTURE (600 words/ 1 page). Explain how your project will make a meaningful contribution to sustainable agriculture. Briefly summarize how your proposed project builds from past research – include SARE and non-SARE research. What makes your project innovative and different from what has already been done? Resources for finding previous work done on your topic:

- Review reports from previous SARE grants at: https://projects.sare.org/search-projects/.
- Contact ATTRA, the National Sustainable Agriculture Information Service, to speak to an Ag Expert about work done on your topic. Call 1-800-346-9140 or see: https://attra.ncat.org
- Search the Internet for previous solutions to the problem you are trying to solve.

Summarize how your approach or solution will affect other farmers/ranchers in your community and the North central region economically, ecologically, and socially. Address all three areas even if your project focuses mostly on one aspect of sustainability.

- **Economically viable.** Describe how your solution provides a cost-effective approach that will work for other farmers and ranchers (reduces costs, increases product value and/or quality, turns waste products into salable products, opens the door to new marketing angles or audiences, etc.)

- **Environmentally sound**. Tell reviewers how your solution provides environmental benefits for other farmers/ranchers who try your approach (reduces or eliminates use of pesticides and/or fertilizer, reduces soil loss, improves soil health, improves water quality, etc.)

- **Socially responsible.** Explain how your solution benefits farm/ranch families and the community (Provides: jobs, local food, training. Reduces labor, stress, etc.)

ATTACHMENTS
Letter of Support - Applicants **must** submit one letter of support from someone who can:
- speak to your experience and ability to carry out the project and
- explain why the project is needed and how it will benefit the community

You can submit an optional second letter. Do not submit more than two letters. Contact supporters early and make sure they are familiar with your project so they can write a strong letter. The letter should include information that will support the proposal. (For example, if the supporter will help you with outreach, ask them to include that in the letter and provide specifics.) Reach out to your SARE state coordinator for advice on crafting strong letters of support. Support letters must include the contact information of the supporter. Examples of people who might write a support letter include Extension educator, banker, co-op or grocery manager, implement dealer, or staff from: farm organizations, Farm Service Agency (FSA), local soil and water conservation district offices, the Natural Resources Conservation Service (NRCS), or non-profit organizations.

Team Confirmation of Commitment – For Team proposals, the team members will be sent an email asking them to confirm their participation. For hard copy applications, include contact information and a brief statement from each Team member describing their role in the project.

Livestock Care Plan – Complete this form only if your project involves livestock. For this program, only vertebrate animals (those with a backbone or spinal column) are considered livestock. These include cows, fish, pigs, sheep, etc. Bees, other insects, and shrimp are not considered livestock.

Livestock Care Plan
If your proposal involves livestock (vertebrate animals such as cows, sheep, poultry, fish, etc.), fill out this form and return it with your grant proposal. Use as much space as needed.

Please note these questions are written relative to the most common animals used in these projects. If you will use a less common species (fish for example), answer the question relative to your species. For example, for question #5, stocking density for fish would be number of fish per tank, pond, etc.

It is possible that some of the questions in this section might not apply to your particular project. If that is the case, simply record "not applicable" or "NA" as your response. However, we expect to see specific responses to all these questions for most, if not all, of the projects submitted to NCR-SARE.

1) Please indicate what kind of animals will be involved in your project.

2) Please indicate how many of each animal will be involved in your project.

3) Please indicate the source (name and location) from which you plan to obtain animals for your project. If you already own the animals and they are already at the project site, where did you obtain them and how long have you had them?

4) Will you be using money from NCR-SARE to purchase animals?

5) What is stocking density (space per animal)? Please provide a response for all forms of housing (pens, feedlots, pastures, etc.) that will be used in this project.

6) Describe the housing or shelter available for the animals in normal and inclement weather.

7) How is the housing/shelter cleaned? How often?

8) Describe how feed and water is provided, how often it is provided, and how often the feed and water containers are checked and cleaned.

9) Describe how the nutritional needs of the animals in this project will be met.

10) Describe the vaccination program and the routine procedures used to minimize disease and manage parasites. Include what the animals are vaccinated against and provide common names of the products that are used. Include a description of routine worming or parasite management.

11) What procedures will the animals undergo during course of this project? Will these procedures induce or potentially induce distress or pain in the animal and if so, how will you manage or minimize the potential for pain and distress?

12) Please indicate if other individuals will participate in handling and or caring for the animals in this project. If other individuals will be involved, please describe their expertise with animal care. If individuals need to be trained to perform the procedures described in this project, please indicate how they will be trained to do the procedures properly.

13) At the end of the project--what happens to animals? Please indicate if they will remain at the project site, be sold, or be slaughtered.

14) If animals are transported off-site, please describe how they will be transported.

15) If animals are slaughtered, please indicate if this will occur at a commercial licensed slaughter facility. If it is not done at a commercial licensed slaughter facility, describe where and how slaughter will be conducted.

16) Please indicate if the animals or products from these animals will be used as food for humans and if so, confirm that withdrawal times for medications will be followed before allowing the animals or products from the animals to enter the food chain.

17) Identify the veterinarian (name, address, and contact information) who will provide routine and emergency care of the animals used in this project.