

Appendix B: Expectations for Funded Proposals

If the Northeast SARE Administrative Council selects your project for funding, you may expect the following.

Notification

The Northeast SARE Administrative Council will select proposals for funding by the end of May 2025, and Northeast SARE staff will notify applicants of the status of their proposals soon after that.

Contracting and Disbursement of Funds

Those selected for funding will receive a contract from the University of Vermont (Northeast SARE's host institution) to establish the plan of work and reimbursements for approved project expenses. Before a contract is issued, Northeast SARE staff will send information detailing the next steps, including any proposal or budget revisions that need to be made.

Funds are to be used exclusively for the proposed project, as described in the budget. Funds are released on a reimbursement basis. Grantees can invoice as frequently as monthly and reimbursement will be made within 30 days of the receipt of invoices. As such, you need to have the financial capacity to pay project expenses up front and be reimbursed for invoices submitted on a net 30-day term.

Northeast SARE will hold the last 20 percent of the total award until the project work, including outreach, has been completed and your final project report has been received and approved.

Acknowledging SARE

All funded projects are required to acknowledge Northeast SARE as the funding source in all project publications and outreach materials. You can find more information about acknowledging Northeast SARE at: <https://northeast.sare.org/about/northeast-sare-logo-and-acknowledgement/>.

Required Reporting

Northeast SARE requires annual progress reports and a comprehensive final report for all projects. These reports should take approximately 1-2 hours to compile, in addition to the time spent throughout the year tracking project activities. Project team time spent on reporting is an allowable expense to include in the budget.

All reports will be submitted in the Grant Management System using our reporting template. Reports should describe the progress made on the project, detail the findings observed, and document any outputs and impacts. All outreach and educational activities should be reported as well as any measured changes in knowledge or awareness, attitudes, and/or the adoption of new practices. Publications and educational tools should be added to the report as attachments. Photographs should be included to help document and promote the project.

Progress reports are due by January 15 each year the project is active, and a final report is due within 60 days of the project's end date. The final report should include full, detailed results of the project and outreach activities conducted that were outlined in your proposal.

Following are some of the types of data that SARE tracks and that all grantees are asked about. However, grantees are NOT limited to tracking these types of data nor are they required to track all of these data.

- Number of farmers expected to engage with project activities
- Types of educational activities farmers engage in
- Whether/how the project also engages agricultural service providers
- Number of farmers who gained knowledge, attitudes, skills, and/or awareness as a result of the project
- Number of farmers who changed their practices as a result of the project.
- Number of new working collaborations

Northeast SARE asks that grant recipients provide us with their contact information for at least two years after the project has ended to allow for follow-up and response to inquiries about the project. For more information about the types of information SARE collects post-project, visit: www.northeastsare.org/logicmodels.