



Farmer Grant Program 2025 Call for Proposals

Proposal Due Date: November 12, 2024, 5:00 p.m. ET

Questions?

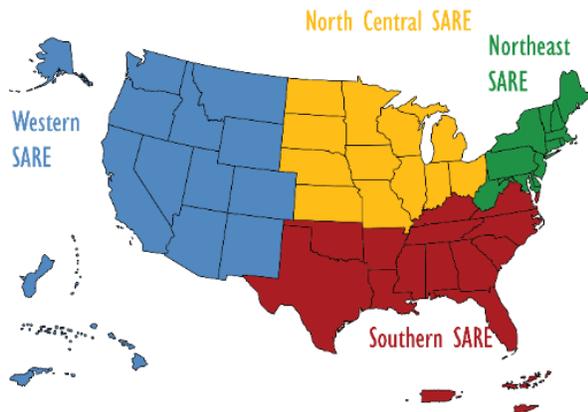
Visit the Northeast SARE website at: www.northeastsare.org/FarmerGrant. For questions about this Call for Proposals, please contact Candice Huber at northeast-fr@sare.org or 802-656-7587.

At a Glance

Farmer Rancher Grants provide opportunities for farmers to solve problems on the farm using innovative sustainable agriculture practices. Projects can focus on research and/or education and demonstration. Grant requests can be up to \$30,000 and projects must be completed within 3 years. A technical advisor is required and should be enlisted at the early stages of the proposal development.

About Northeast SARE

The Northeast Sustainable Agriculture Research and Education (SARE) Program offers competitive grants to farmers, educators, service providers, researchers, nonprofit staff, graduate students and others to address key issues affecting the sustainability of agriculture throughout our region. Northeast SARE is one of four regional SARE programs funded by the USDA National Institute of Food and Agriculture (NIFA).

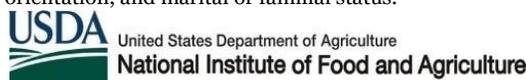


The program—including funding decisions—is driven by the Northeast SARE outcome statement:

Northeast agricultural communities honor the holistic connection among land, water, air, and all living beings. Agriculture in the Northeast is accessible, sustainable, and just, addressing historic and current inequities so all farmers and farm employees can steward resources to ensure sustainability, resilience, economic viability, and a high quality of life.

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Northeast SARE, one of four regional SARE programs, is hosted by the University of Vermont and is funded by the USDA National Institute of Food and Agriculture. USDA is an equal opportunity provider and employer. 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.



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The Northeast region includes Connecticut, Delaware, Maine, Massachusetts, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, West Virginia, Vermont, and Washington, D.C.

About the Northeast SARE Farmer Grant Program

Grant Timeline

Question and Answer sessions (recordings will be available)	12-1pm, October 8, 16, 22, 30. Register: https://northeast.sare.org/FarmerGrantQA
Suggested date for accommodation requests	October 22, 2024
Online submission due date	November 12, 2024, 5 p.m. ET
Review panel ranks proposals	November 2024 to January 2025
Northeast SARE Administrative Council makes final selections	February 2025
Award decisions announced to applicants	Late February 2025
Contract start date for awarded projects	March 1, 2025

All contracts will have a start date of March 1, 2025. However, it can take up to two months past that date for Northeast SARE and the awardee organization to finalize the contract. Expenses cannot be reimbursed until a contract is in place. For more information, see the [Contracting and Disbursement](#) section of this call on page 21.

Overview

Northeast SARE offers grants to farmers to explore new concepts in sustainable agriculture conducted through experiments, surveys, prototypes, on-farm demonstrations or other research and education techniques.

Reviewers look to fund projects that are well-designed to meet proposed objectives and promise the greatest benefit to farming communities.

Farmer Grant projects address issues that affect farming with long-term sustainability in mind. Competitive proposals explore new ideas and techniques or apply known ideas in new ways or with new communities.

A wide variety of topics can be funded by Northeast SARE, including agricultural marketing and business, crop production, raising livestock, aquaculture, social sustainability, climate-smart agriculture practices, urban and Indigenous agriculture and much more.

For guidance on how to design your project, refer to SARE's bulletin, [How to Conduct Research on Your Farm or Ranch](#). To see examples of funded Farmer Grant projects, visit the national SARE project database at projects.sare.org/search-projects/.

Eligible Applicants

To be eligible to apply for a farmer grant, you must be a commercial farm business owner or farm employee:

- ✓ Located in the Northeast region, described on page 1.
- ✓ A commercial farm from which \$1,000 or more of agricultural products were produced and sold, or normally would have been sold, during the census year. For more information see, “**Northeast SARE’s Definition of Farm**” found at: www.northeastsare.org/FarmerGrant. This grant program accepts all types and scales of farms - large or small scale, organic or conventional, urban or rural, full- or part-time, etc.
- ✓ If you are applying as a farm employee, you must complete a Grant Commitment Form and ensure that it includes both your signature and the farm owner’s signature verifying they will be financially responsible for the project.
- ✓ Farmers on farms affiliated with an institution or a nonprofit organization can apply if the farm produces and sells agricultural products that meet the farm definition above. For these proposals, you must use the name of the 501(c) organization in the proposal and complete a Grant Commitment Form.
- ✓ Proposals are limited to one per farm per year.
- ✓ A technical advisor is required for each project.

- ✗ 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.
- ✗ Northeast SARE will not fund proposals that seem to duplicate work approved for funding by another grant program (within or external to SARE).

Notes about eligibility:

Northeast SARE encourages projects submitted from or in collaboration with women, the LGBTQIA+ community, and Black, Indigenous and People of Color (BIPOC). Additionally, we encourage projects submitted from or in collaboration with Minority Serving Institutions (including 1890s and other historically Black colleges and universities, Hispanic-Serving Institutions, and tribal colleges and universities) and other organizations in the Northeast that work with historically underserved communities.

Accommodation Requests

Northeast SARE is committed to accessibility for all eligible applicants. We encourage you to reach out to us regarding any challenges you experience as you plan and submit your proposal. To do so or to specifically request a disability-related accommodation, please contact Northeast SARE as soon as possible at 802-656-7650 or northeastsare@uvm.edu.

We ask that any accommodation request is made three weeks prior to the proposal deadline. Northeast SARE will do our best to address requests made with less notice but may not have the resources to do so.

Financial Capacity

Northeast SARE grants are paid on a reimbursement basis. Therefore, your farm must have the legal structure and financial capacity in place to receive and execute a Northeast SARE contract, including expending funds needed for the project prior to receiving reimbursements from Northeast SARE; advance payments are not possible.

Technical Advisor Requirement

All projects must enlist a technical advisor. Here are some examples of who your technical advisor could be:

- Extension educator
- Researcher
- NRCS or other government employee
- Nonprofit staff
- Private consultant
- Veterinarian
- Other agricultural service provider
- Another experienced farmer

The key is that the technical advisor should be someone who can provide needed expertise to the proposed project. Technical advisors do not have to live in the Northeast region. They should not be close friends or family members.

Please identify your technical advisor **before writing your proposal** and talk your project through with them.

The role of the technical advisor is to **provide the support you need to create and complete a successful project**. For example, your technical advisor may review the proposal to give you feedback, help with the research design of the project, provide technical information on the topic, help you troubleshoot any problems that arise during the project, and help promote the results of the completed work.

Although the technical advisor is required for your grant project, **you, the farmer applicant, should be the one actively in charge of the project**. If you find that you

prefer your technical advisor be in charge of the project, encourage them to apply for a Partnership Grant with you as a cooperating farmer.

A **letter of commitment** from your technical advisor is required. It should describe their background, expertise and role in the project. The letter must be uploaded to your proposal at the time of submission.

See our [“Guide for Farmer Grant Technical Advisors”](#) for more information about the roles and responsibilities of technical advisors on Farmer Grant projects.

Funding Available

Approximately \$850,000 has been allocated to fund projects for this year’s Farmer Grants. Awards typically range from \$5,000 to the maximum amount of \$30,000, depending upon a project’s complexity and duration. Projects that are more complex include multi-farm collaboration, intensive education for other farmers and/or service providers, and/or replicated research over multiple years or locations. Simpler, straightforward proposals with modest budgets are equally encouraged.

You should only request the amount of funding that is clearly necessary for the success of your project. Reviewers will select projects based on how well they address all the criteria in this Call for Proposals, including presenting a sound budget that adequately represents the work proposed.

Project Duration

Projects typically run from 1-3 years. All projects must be completed by November 30, 2028.

Public Domain

Proposals and reviews are kept confidential, shared only among Northeast SARE staff, Administrative Council members, and grant program reviewers. However, Northeast SARE, as a USDA NIFA program, is committed to public accessibility of results of funded projects; therefore, funded proposal text and funded project reports will be in the public domain.

Eligible Expenses

Funds may be used for the following expenses if they are specific to the project:

- Labor, including wages, stipends, salary, and fringe benefits for individuals working on the project
- Materials and supplies, including research and education supplies, outreach materials, and project-specific software
- Travel and per diem expenses necessary for the project
- Expenses to produce publications, like fact sheets, guides, flyers, etc., as well as copies, postage and other project communication expenses
- Compensation for services like farmer stipends, presenter fees and other services rendered, lab fees, as well as research incentives and compensation for interviewees, and subscriptions for project-specific services, e.g., for video conferencing or online

- data storage
- Meeting and training expenses, including facility rental and participant support costs
- Equipment purchases and fabrication necessary for, and specific to, the project; Equipment with general uses, like a computer or tractor, are not typically eligible — please see restrictions, described in the budget documents
- Rental or operating charges for farm equipment, land, or greenhouse space
- Subawards for portions of the project conducted by other organizations
- Indirect costs up to 10 percent of total direct costs. Please note that for-profit businesses generally cannot include indirect costs in the budget

Ineligible Expenses

Funds may not be used for:

- Capital costs including the purchase of land, buildings, livestock, general use machinery, orchards, greenhouses, and major improvements, fixtures or expansion expenses
- Normal operating expenses that would be incurred in the absence of the project such as utilities, general maintenance, or general supplies
- Promotional items, including clothing (hats, tee shirts, aprons, etc.), swag, giveaways, subsidies, raffles, and branded promotional material
- Travel to conferences and other meetings unless essential to the project's success, such as presentation of project results or to explicitly bring information back to project participants
- International travel unless integral to the project's success and described in the proposal (Note: There are certain restrictions on costs and carriers)
- Cell phone charges, even if cell phones are used during the course of the project
- Food expenses unless necessary for the continuity of a training event or project meeting; and
- Expenses outside of the grant period. SARE cannot pay for expenses incurred before the award start date or after the end date on the grant contract

Additionally, it is expected that costs for copiers, cameras, computers, video equipment, and other items that have uses beyond the project be provided by the applicant. To be considered as a direct cost, the item must be clearly essential and specific to the proposed project.

Questions and Instructions

The proposal is divided into sections that contain multiple questions. Instructions for questions are presented below. Review criteria of the questions and the weights used in evaluating the proposals appear next to their associated questions throughout the instructions.

Please note: Do not include links to external sites in your submission (except as needed in the citation list); they will not be considered by reviewers.

Proposal Overview

Title. Enter a clear and succinct project title that lets reviewers know what your project is about. The maximum length is 150 characters which is about 35 words or less.

Project Description. Provide a brief description to be used for search results if funded. Limit of 300 characters which is about 70 words or less.

Applicant. Generally, this should be you, the Project Leader. If your organization requires an organizational official to submit the application, then they would be the Applicant. To do this, they will need to set up a projects.sare.org profile and start the application.

Project Leader: If the Project Leader and the Applicant are the same, your information will be automatically populated. If the Applicant is not the Project Leader, the Project Leader must set up a profile with projects.sare.org, and the Applicant must add them to the proposal. Note: The Project Leader is responsible for oversight of the project and will receive all communications regarding the status of the proposal.

General Information

Project Start Date: Choose a start date from the calendar pop-up. Contract start dates will be March 1, 2025, but projects may begin after that date. Note: SARE cannot pay for expenses incurred before the contract start date.

Project End Date: Choose an end date from the calendar pop-up. All projects must be completed by November 30, 2028.

Primary State: Select the state where the majority of the work will be carried out, i.e., the primary location of the grant activities. Usually this is the home state of the applicant organization.

Primary Commodities, Primary Practices, and Primary Benefits and Impacts: Choose only the primary categories being addressed or investigated by the project, not every category that might potentially be affected. If your project is not commodity-specific, select “Does not apply to specific commodities”. Use the following links for the complete list of choices that may help you select the appropriate categories. This information will be used to categorize projects and aggregate project results.

Commodities: projects.sare.org/commodities/

Practices: projects.sare.org/practices/

Benefits and Impacts: projects.sare.org/benefits-and-impacts/

Project Summary (250-word limit)

This is a standalone summary of the project. It should briefly describe 1) the project focus, 2) the objective(s), 3) the key components of your study’s plan of work, and 4) the outreach strategy. Since the summary is the first thing reviewers will see, take some time to make it

clear and compelling. You may want to compose the summary after you have written the rest of your proposal.

Verification and Commitment

Confirm that you represent a farm business and your role as an operator of this farm. Read the [Eligible Applicants](#) section on page 3 and select your response. Farm employees may apply and are required to complete and upload a Grant Commitment Form, see below.

If you are a **farm owner**, skip to the Proposal Summary and Applicant Information.

If you are a **farm employee** of an institution, organization or private farm, please complete these next two sections:

Grant Commitment Form. A completed Grant Commitment Form that verifies approval by the farm owner or institution/organization is required with your proposal submission. Download the form at: northeast.sare.org/FarmerGrantCommitment. You must sign as the applicant. The owner of the farm at which you work, an authorized official of your institutional grants office, or the fiscal agent for your organization must sign the bottom section. Upload a PDF or image copy of the fully completed Grant Commitment form to the online system.

Organizational Official Information. If your organization is a nonprofit and is serving as the fiscal agent for the project, provide the name and contact information of the organizational official (usually someone in the grants office or who is otherwise in charge of grants for the organization).

Applicant and Collaborator Information

Applicant's Experience, Skills, Capacity and Resources (500-word limit).

- Describe your farm operation and how it meets the eligibility requirements. Include a description of the production enterprises (e.g., acres, livestock numbers, etc.) and types of market outlets (wholesale, retail, farm stand, CSA), how long the farm has been in operation, gross sales, and other key information about the enterprise.
- Describe your agricultural experience, skills and commitment to the project. Include any other experience or skills that could apply to the project.
- Describe the resources you have access to that are needed for the project.

Technical Advisor and their Role

Review criteria:

Applicant is eligible and has the expertise and resources needed to see the project to completion. The technical advisor (and other key individuals as applicable) have needed expertise. They understand their role in the project and are committed to providing their service to the applicant. Signed letters of commitment from the technical advisor (and other key individuals as applicable) are uploaded to the proposal.

Select “Add a cooperator” to enter the name and contact information for each partner farmer. Use the “Additional info” field to describe their expertise and role in the project.

Criteria weight: 10%

Letter of Commitment from Technical Advisor.

A signed letter of commitment from your technical advisor is required. The letter should describe their background, expertise and commitment and state their role in the project.

Please upload the letter as a PDF or image file.

Other Key Cooperator(s), if applicable, and their Roles

If other collaborators are integral to the project, select “Add a cooperator” to enter the name and contact information for each collaborator. Use the “Additional info” field to describe their background, expertise, and role in the project.

Letter of Commitment from collaborators.

Each key individual listed above as a cooperator (collaborator) must provide a signed letter of commitment. The letter should describe their background, expertise and commitment to show that they understand their role in the project. Letters should be written by the individual team members, not you, the applicant.

Please upload the letters as PDF or image files.

Do not upload letters of general support from individuals not involved in your project, curricula vitae, or sample promotional materials about you or your farm. Letters from your employees involved in the project are not required.

Please note: Members of the Northeast SARE Administrative Council, SARE staff, and SARE State Coordinators are not permitted to be funded or named in proposals. Other restrictions apply, see the full Conflict of Interest policy at: <https://www.northeastsare.org/COI>.

Introduction

Problem and Proposed Solution (1,000-word limit)

Explain the issue being addressed, why it is important, and how your project will address it.

- Briefly state the problem, issue or opportunity that you are addressing, and explain why it matters.
- Provide compelling evidence of significant interest or need for the project from farmers.
- State your proposed solution or approach, and how it addresses the above need. Describe how it will contribute to **Northeast SARE's outcome statement** (p1) and how the expected impact relates to at least one of the following aspects of sustainable agriculture:
 - Reduction of environmental and/or health risks in agriculture;
 - Improved productivity, reduction of costs and/or increase of net farm income;
 - Conservation of soil, improvement of water quality, and protection of natural resources;
 - Enhancement of employment in farm communities; and
 - Improvement of quality of life for farmers, their families, employees, and the farming community.

If you reference a study or article, add the full citation in the Citation List at the end of this section.

Historically Underserved Farming Communities

Please check all relevant boxes below to indicate if the people served by the project are historically underserved as defined by the USDA. According to Northeast SARE's values we aim to elevate direct engagement with Black, Indigenous, and Farmers of Color:

- USDA socially disadvantaged (defined by USDA as a group whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities)
- Women
- Beginning farmer or rancher

Review criteria:

The issue being addressed is clearly explained and there is clear interest or need for the project from farmers. The proposed approach addresses the need and will likely have a positive impact on sustainable agriculture in the Northeast.

Criteria weight: 15%

Review Criteria:

In order to receive the highest score for the two Farming Communities questions, the project must serve at least one underserved farming community. However, this is not a requirement to submit a proposal. The racial, ethnic, or gender status of either individual applicants or members of entity applicants shall not be considered to determine eligibility of applications.

- Veteran
- Limited resource farmer or rancher
- None of the above

Farming Community (500-word limit)

Describe the farming community(ies) the project seeks to engage and/or impact. Who will benefit from this project and how? What is your role in the farming community? Demonstrate that you have the relationships necessary to engage this community.

The applicant has demonstrated an understanding of the farming community they hope to serve.

Criteria weight: 5%

Previous Work (750-word limit)

Describe the current knowledge and practice on this topic to show your familiarity with what has been tried, and then describe how your project builds on the existing efforts. If the practice is known but has not been applied in your community, describe how it has been used elsewhere and explain how you will test it and make adaptations for your area.

Citing other studies (including SARE projects) and articles is one acceptable way to demonstrate your knowledge of current research. Describing what has been explored or tried is also acceptable.

Full citations should be listed in the Citation List section below.

Citation List (750-word limit)

Provide a list of all publications referenced under "Previous Work" and elsewhere in your proposal. Only include citations directly related to the project. This will allow reviewers to understand the basis for facts and views.

Links are allowed in this section of the proposal only if they lead to an actual article. For each source, include information that would help someone locate the source (author, title, publication, publication date, etc.).

Review criteria:

Current knowledge and practices related to the project are described demonstrating the applicant's familiarity with previous work. The project will build on current knowledge and contribute new information or apply current information to a new audience. A citation list is provided with relevant references included.

Criteria weight: 10%

Plan of Work

Objectives (400-word limit)

State the objectives of your project – an objective is a statement in specific and measurable terms that

Review criteria:

Project objectives are clearly stated and will lead to useful

describes what you intend to achieve or the question you seek to answer.

Keeping objectives simple ensures they are clear and specific. This also reduces the chance for disputes or confusion for reviewers.

Materials and Methods (2,000-word limit)

For each objective you listed above, describe

- Where, what and how you will perform the project activities
- Materials you will use
- Data you will collect

Be very specific in describing the project activities (such as testing, sampling, training, treatments, surveying, education activities, etc.). For example, if you plan to compare weed pressure between a control and a treatment, describe how you will count and identify weeds, weigh weeds, and measure weeding time, how often and at what stage of crop growth. If this is an education project, what will you teach other farmers, how will you deliver the information, and how will you evaluate your efforts?

Do not include links in this section as reviewers will not view them; rather, upload relevant documents under “Supporting Materials” or refer to websites and place them in your citation list.

Statistical analysis is not required for this grant program. If you do plan to use a statistical method, be sure to describe it.

For more information on experimental design, refer to the bulletin, [How to Conduct Research on Your Farm or Ranch](#).

Supporting Materials (file upload) (optional)

Upload materials that clarify your proposal to reviewers such as a plot or sampling plan, experiment diagram, prototype image or drawing, survey instruments, framework for economic analysis, and other supporting documentation as needed.

Examples of appropriate additional documents:

information for farmers or improvements that will make farms more sustainable.

Criteria weight: 10%

Review criteria:

Methods and materials are clearly described and sufficiently detailed. The project design will allow reliable results. Data collected will provide the information needed to meet the project objectives.

Criteria weight: 20%

- If you are conducting a field trial, attach plot plans or diagrams for experimental design (hand-drawn is acceptable).
- If you are proposing an invention or prototype, attach diagrams, sketches or explanatory images.
- If your project will measure changes in human learning or behavior, include sample survey instrument(s).

Outreach (500-word limit)

Describe your plans to share project activities and results with other farmers. Identify the audiences you will reach. Outreach approaches should be designed to meet the needs of the farming community(ies) you expect to benefit from the project, as described in “Farming Communities” above.

Some options for information sharing include workshops, field days, publications, written materials, social media, a web page, radio, television, videos, presenting a poster or giving a talk at a conference or other event.

List specifics – for example, if you are attending a conference identify which event; if you are posting on social media include how many people follow it.

Outreach efforts may take place anytime during the project, but the final results and lessons learned must be publicized in some way before your project has concluded to reach farmers who may benefit from the results.

Project Timeline (500-word limit)

Outline the project activities in a chronological timeline that states the steps you will take, including planned outreach activities. Starting with the project start date, specify in a month/year format (e.g., March 2025) when key activities and events happen. Include how long each step will take and who will do them.

SARE funds will not cover any work or expenses incurred prior to March 1, 2025, and the timeline should align with your budget in terms of personnel paid, testing, services rendered, etc.

Review criteria:

The outreach plan is well described. It includes specific events/activities that have clear deliverables and will reach an audience of farmers and other beneficiaries likely to have interest in and potential benefit from the results of the project.

Criteria weight: 10%

Review criteria:

The timeline is realistic and includes descriptions of who will do what, when and how long each step will take. The timeline is aligned with the project’s budget and plan of work.

Criteria weight: 10%

Example timeline in table form:

Time Period	Activity	Personnel involved/time allotted
March 2025, first 2 weeks	Prepare beds and plant seeds for control and treatments	C. Smith and T. Allende. Estimated 16 hours per person.
March - June 2025	Take measurements weekly	T. Allende, estimated 2 hours /week for 18 weeks
July 2025	Analyze results	C. Smith, estimated 8 hours/week for 3 weeks
August-September 2025	Twilight meetings to present results	C. Smith and T. Allende, 2 hours/person per meeting, 3 meetings

Budget

A detailed budget is required. The budget is provided by completing and uploading the [Budget Justification and Narrative Spreadsheet](#) and entering totals into the online proposal.

All expenses necessary for the project should be itemized in the Budget Justification and Narrative. Calculate and explain costs as precisely as possible to show reviewers what funds are needed to carry out your project, and why they are needed. Funding requests should align with project duration, scope of the work, and detailed expenses to complete the proposed work. The maximum total allowed is \$30,000.

Tips for Creating Your Budget

- ✓ The budget should be realistic and complete. A budget lacking sufficient detail, containing grossly over- or under-estimated expenses, or including unallowable expenses will decrease the chances for funding.
- ✓ Reviewers will look for strong justification of all project expenses, clearly explaining why they are necessary.
- ✓ Funding may be requested for special equipment required for the project that is not otherwise available on the farm. If the equipment can be used by the farm outside of the project or is something that would typically be found on farms of similar type and scale, these equipment costs must be pro-rated based on their useful life and the length of the project.
- ✓ Farm labor necessary to the project is an eligible expense, and labor can be charged at the going rate in your area for the skills involved.
- ✓ Funds may be requested for project leaders and collaborators but their roles, time on the project

Review criteria:

A clear and sensible budget is proposed. The budget is mathematically correct and justifies how the funds will be spent. Budget expenses are reasonable; the overall budget request is appropriate to the scale, scope, and expected results of the project.

Criteria weight: 10%

and their expenses must be clearly and fully explained. Northeast SARE encourages farmers to include appropriate compensation for their time and that of other farmers involved in the project.

- ✘ General farm equipment and general operating expenses are not eligible expenses.
- ✘ Funds required to start a farm or to expand farm operations are not eligible expenses.

See the **Appendix** for more details on budget categories and sample Budget Justification and Narrative.

Budget Justification and Narrative Spreadsheet (file upload)

Download and complete the Northeast SARE Budget Justification and Narrative Template (Excel spreadsheet) provided at: <https://northeast.sare.org/budgetjustification>.

Use only the funding categories provided in the template (i.e., personnel, materials and supplies, travel, publications/printing, and other direct costs), adding rows or expanding row heights as needed to accommodate your narrative and justification. For all items, give brief and clear descriptions of their purposes. Justify why each expense is necessary with narrative description. Show how each requested amount was determined by itemizing the quantity and per-unit cost of each expense. Do not override formulas—all totals for each category should be calculated using the formulas in the Template.

An overview of allowable and unallowable uses of funds is given on pages 5-6 of this Call. Budget categories in the Template are explained in the Instructions and are also provided in the Appendix for your convenience.

Take time to calculate your expenses for this project—the budget submitted is what reviewers will consider and requests for changes after submission may not be approved. Only include funds requested from SARE in this budget justification. When complete, upload the Excel file (do not convert to a PDF format) to the online submission system.

Total Direct Costs

Enter the total direct dollar amount requested from the Budget Justification and Narrative Template (“TOTAL DIRECT COSTS”).

Indirect Costs

Enter the total indirect dollar amount requested from the Budget Justification and Narrative Template (“Indirect Costs”).

Total SARE Request

Enter the total dollar amount requested from the Budget Justification and Narrative Template (“TOTAL SARE Request”). The total of indirect plus direct costs requested above should add up to this number.

Human Subjects Research

Does your project involve human subjects research?
This question requires a yes or no response.

If you select “No”, save your response and skip to the next section.

If your project will solicit data from people using surveys, interviews or observational studies to make generalizable conclusions, it is likely considered human subjects research. In this case, select “Yes” and answer the following questions so that Northeast SARE can verify that this project is implemented safely and in accordance with human subjects protections as is required by USDA NIFA for research projects.

- **Subject participation (no word limit).** Who will be participating in your human subjects research?
- **Data collected (no word limit).** What information will be collected from the participants?
- **Method of data collection (no word limit).** What are your methods for data collection (surveys, interviews, focus groups, etc.)? How will you protect anonymity for collection of sensitive information? Sensitive information could include income, demographics, etc.; you could protect the anonymity by, for example, coding responses or removing names.

Livestock Research

Does this project involve animals (vertebrate animals only)?
This question requires a yes or no response.

If you select “No”, save your response and skip to the next section.

If your project will work with livestock or other vertebrate animals, select “Yes” and respond to the following questions; these responses help Northeast SARE verify that this project’s handling of animals complies with the Animal Welfare Act, as is required by USDA NIFA for research projects.

- **Kind of animals (no word limit).** What kind of animals will be involved in your project?
- **Number of animals (no word limit).** Please indicate how many of each animal will be involved in your project.
- **Source of animals (no word limit).** State 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?
- **Stocking density (no word limit).** 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.
- **Housing/Shelter (no word limit).** Describe the housing or shelter available for the animals in normal and inclement weather.
- **Cleaning of housing/shelter (no word limit).** For the study period, how is the housing/shelter cleaned? How often?

- **Feeding and water (no word limit).** Describe how feed and water is provided, how often it is provided, and how often the feed and water containers are checked and cleaned.
- **Nutritional needs (no word limit).** Describe how the nutritional needs of the animals in this project will be met.
- **Health management (no word limit).** 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.
- **Procedures (no word limit).** What procedures will the animals undergo during the 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?
- **Other people handling/caring for Animals (no word limit).** 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 in 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.
- **Post project animal outcome (no word limit).** At the end of the project, what happens to animals? Please indicate if they will remain at the project site, be sold or slaughtered.
- **Transportation (no word limit).** If animals are transported off-site, please describe how they will be transported.
- **Animal slaughter (no word limit).** If animals will be 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.
- **Human consumption (no word limit).** 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.
- **Veterinarian (no word limit).** Identify the veterinarian (name, address and contact information) who will provide routine and emergency care of the animals used in this project.

Preparing and Submitting your Proposal

Submit your proposal online at: <https://projects.sare.org/>.

Writing Suggestions

We recommend preparing your proposal well in advance of the deadline. A Word document with the proposal questions is available to prepare your proposal offline, ensuring it is accurate and complies with word limits before pasting into the Grant Management System at: <https://northeastcare.org/farmergrantprep/> (file will download automatically).

Keep your writing clear and simple. You can assume grant reviewers have solid sustainable agriculture knowledge, but not necessarily deep expertise in your subject area.

Do not include links to external sites as they will not be considered by reviewers.

Online Submission System

Proposals must be submitted by 5:00 p.m. ET on November 12, 2024 to our Grant Management System online at: <https://projects.sare.org/>.

At least 1-2 weeks before the due date, go to projects.sare.org to set up a user account, log in, and begin to enter your proposal in the grant management system to ensure that you are able to use the system. If you have any questions about this process or would like to request a PDF of detailed instructions on using the grant management system, contact Candice Huber, Farmer Grant Administrator at northeast-fr@sare.org or 802-656-7654.

Entering your Proposal

We recommend you allow for a full day to enter and submit your proposal online. Incomplete proposals will not be reviewed.

Complete the “Title” “Project Description” “Applicant” and “Project Leader” questions first. On the left, click on each section heading to answer questions. Press "Save" after every entry to store your text.

When you complete the required questions in each section, a "✓" appears. If an " * " is there, it means a required question has not been completed. Your application cannot be submitted until all required questions have a response.

You may preview a draft of your proposal anytime by clicking “View Draft.” You can share the draft with others with “Link to Share” at the top of the draft page.

You may log out and return later to work on your proposal. Log in and select “Manage Grant Proposals.” Your draft proposal will be listed under “Unsubmitted Proposals.”

When you have answered the last question and are ready to submit, click the “Proposal Overview” button to return to the proposal overview page. Then, click “Submit Proposal” at the bottom of the page. The button will not appear until you have answered all required questions. Click once to see the confirmation page, then make sure to select “Submit proposal” again. You will receive an email confirmation of your submission.

Prior to the deadline, you may unsubmit to revise your proposal. If you do so, remember to submit it again when you are done! Each time you submit or unsubmit the proposal, you will receive an email confirmation.

Full Proposal Checklist

Components of the proposal and their word limits appear below, listed in the order they appear in the online grant management system within section headings.

- Project Title (150-character limit)
- Project Description (300-character limit)
- Applicant
- Project Leader (if different)

General Information

- Project Start Date
- Project End Date
- Primary State
- Primary Commodities, Primary Practices, and Primary Benefits and Impacts
- Project Summary (250-word limit)

Verification and Commitment

- Confirm that you represent a farm business and your role as an operator of this farm

These only apply to farm employee or non-profit applicants:

- Grant Commitment Form (upload)
✓ *Required if applicable*
- Organizational Official Information

Project Summary and Applicant and Collaborator Information

- Applicant Experience, Skills and Capacity (-500 word limit)
- Technical Advisor
- Letters of Commitment from Technical Advisor (file upload)
- Other Key Collaborator(s) (if applicable)

Letters of Commitment from Other Key Collaborators (if applicable) (file upload)

Required Documents:

Proposals with missing or incomplete required documents will not advance to grant review so be sure the following required documents are complete and uploaded:

- Letter of Commitment from Technical Advisor
- Letters of Commitment from other key collaborators (if applicable)
- Budget Justification and Narrative Spreadsheet
- Grant Commitment Form (if applicable)
- Other Relevant Research Information (if applicable)

Introduction

- Problem and Proposed Solution (1000-word limit) Historically Underserved Farming Communities
- Farming Community (500-word limit)
- Previous Work (750-word limit)
- Citation List (750-word limit)

Plan of Work

- Objectives (400-word limit)
- Materials and Methods (2,000-word limit)
- Supporting Materials (file upload) (optional)
- Outreach Plan (500-word limit)
- Project Timeline (500-word limit)

Budget

- Budget Justification and Narrative Template (file upload in .xlsx format)
- Total Direct Costs
- Indirect Costs
- Total SARE Request

Human Subjects

- Does this project involve human subjects?
- Human Subjects Questionnaire

- Does this project involve animals?
(vertebrate animals only)
- Livestock Questionnaire

Livestock Care

Proposal Selection Process

Proposals are evaluated by independent review panels (made up of farmers, agricultural services providers, and researchers) using the criteria in the call for proposals. A score is generated for each proposal using the weights listed. Panel scores and comments are provided to the Northeast SARE Administrative Council, which decides which proposals to fund.

Proposals and reviews are kept confidential among Northeast SARE staff, Administrative Council, and grant reviewers. If funded, proposals and funded project reports will be in the public domain.

Northeast SARE is hosted by the University of Vermont. The University prohibits discrimination on the basis of unlawful criteria such as race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, or gender identity or expression, as those terms are defined under applicable law.

Conflict of Interest

Members of the Northeast SARE Administrative Council, SARE staff, and SARE State Coordinators are not permitted to be funded or named in proposals.

Members of proposal review teams are not permitted to discuss or vote on proposals that are submitted by organizations they work for, organizations for which they serve as a board member or paid consultant, former graduate student advisees or advisors, family members or close personal friends.

Reviewers may not review a proposal in which their collaborators on research projects or co-authors on peer reviewed publications (including pending publications and submissions) serve as project leaders; the timeline for this prohibition is for any projects or publications within the past three years.

Northeast SARE's full Conflict of Interest policy can be found at:

www.northeastsare.org/COI

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 February 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. 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. For more information, refer to "Managing Your Northeast SARE Farmer Grant" at: www.northeastsare.org/ManageFarmerGrant.

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. 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 30 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.

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.

Appendix A: Budget Guidance--Explanation of Expense Categories and Examples

Use the Northeast SARE Budget Justification and Narrative Templates (Excel spreadsheet) provided at: <https://northeast.sare.org/FarmerGrantBudget>.

List each item and provide a narrative description that explains the need for and use of each expense. Itemize each expense with the quantity and per-unit cost; the Template will calculate the totals for each category (Personnel, Materials and Supplies, Travel, Publications and Other Direct Costs). While descriptions of budget items are provided in the Template, see below for explanation of some budget categories. Save and upload the Budget Justification and Narrative in a spreadsheet format (.xlsx only).

Personnel

Show personnel costs—your time and/or the time of your employees—as an hourly rate multiplied by anticipated time needed to complete the project; or, if salaried, enter the percentage of time (FTE) and salary rate. Only people employed by your organization working on the project should be listed in this section. Use the Timeline section to help you estimate the hours worked. Note: If you are paying a consultant or providing payments to people who are not your employees, enter these expenses under “Other Direct Costs”.

Northeast SARE encourages project leaders to include an accurate and comprehensive accounting of the amount of time invested to implement a project and to request a thriving wage to support these efforts. Northeast SARE encourages farmers (and others who take time out of their normal work to provide a service to the project) to be paid for the time they contribute to the work. For reference, Northeast SARE compensates farmers who serve on its Administrative Council, review teams, and working groups at a rate of \$375 per day (or \$50/hour).

Non-Personnel Expenses

Non-personnel expense categories include: materials and supplies, travel, publications/printing, and other direct costs (communications, photocopying, consultants/speaker/trainer fees, services, conferences/meetings/workshops, trainee support, off-site office rental, purchase of equipment, rental of equipment or land-use charges, and others). Under each category, name each expense, provide narrative justification of the expense, and list information on units, quantities, and per unit costs. See “[Use of Funds](#)” (p.5-6) for a general list of allowable and ineligible expenses.

Materials and Supplies. Materials and Supplies are items that are not depreciated over time. Be specific and clearly describe why they are essential to the project. Itemize the quantity and per-unit cost of each expense. As an example, if you are proposing to buy cover crop seed, your budget line should list the item, specify why they are needed, how many are needed, and the cost per unit (*e.g.*, “Cover crop seed for 10 acres, 12 lbs. per acre = 120 lbs. @ \$4 per pound = \$480.”).

Depending on their use, perennials and livestock may be considered Materials and Supplies expenses. Perennial crops and livestock are not allowable expenses when used for the purposes of establishing a farming enterprise. However, if you are, for example, conducting a variety trial or testing a crop that is new to your region, and the expense is clearly justified for plot trials, 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 expense of smaller, shorter-lived animal species as a treatment of a study may be allowable if the cost is justified; for example, the use of ducks or chickens as pest or weed control. Livestock feed during the study period is allowed; housing or fencing investments are treated as equipment expenses (see “Purchase of Equipment” below), and only eligible if they are necessary and unique to the project. The cost of livestock is only eligible if they are in addition to the numbers you usually carry, and the study involves a loss of income. SARE funds are not intended to subsidize farm expansions.

Travel. This section is only for the travel of you, the applicant, and your employees; travel expenses for technical advisors, consultants and other collaborators should be listed under “Other Direct Costs.” Specify the purpose of each trip and include who is traveling, the destination, and expenses per trip. Break out costs onto different lines (such as registration fees, lodging, airfare or mileage, per diem, etc.).

When requesting funds for travel by car, use the current federal mileage rate of 67¢ per mile. For auto travel, indicate who is traveling, the destination, number of trips, and total anticipated mileage (*e.g.*, “*M. Sanchez, project leader, car travel from office in Carrotville, NY to experiment station in Cattle town, NJ, for insect identification training, one 62-mile round trip @ \$0.67/mile = \$41.54*”). 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; contact Northeast SARE staff for details.

Publications/Printing. In this section, include relevant outreach expenses, like the cost of commercial printing of workshop flyers, fact sheets, etc. Include publishing costs for scientific or technical journal articles here. Note that photocopies belong under “Other Direct Costs”.

Other Direct Costs

This budget category includes communications, photocopying, speaker/trainer fees, consultants, services, conferences/meetings/workshops, trainee support, off-site office rental, purchase of equipment, rental of equipment or land-use charges, and other costs. See more information below.

Communications costs include postage, fax and telephone expenses incurred during the project. Subscription fees for online services should be included in the Services category, below. Please note that charges for cell phones are not allowable.

Photocopying. If you will make copies over the course of the project, estimate the number of copies needed and the cost per page.

Consultants, speakers and other services. Payments to collaborators, your technical advisor, consultants or any other individuals hired on a temporary basis to carry out specific tasks are listed here. Indicate in column A whether the cost is a consultant, service, or speaker. Include the names of those receiving stipends or payments for services, their organization or farm, description of the work they are providing, and a breakdown of number of days or hours of service, rate of pay, expenses to be reimbursed (travel), etc. (e.g., *J. Abrams, education consultant, to assist in identification of pests, 6 hours at \$80/hr = \$480*). For consultants, if the person's experience and role are not described in the proposal, please include here their experience as it relates to the project and the services they will perform. Services refer to an outside entity that is hired for a specific custom job, such as lab services for soil testing. Provide details of these non-contracted services including fees, purpose and quantities (e.g., *Nutrilabs, N analysis of leaf samples, 64 samples at \$20 each = \$1280*).

Conferences/ Workshops Expenses. This section is for expenses related to events you will host. **Food expenses** are typically not allowed unless clearly justified as light refreshments or working lunches necessary for the continuity of a training or meeting. Events you will attend (to present your results, etc.) should be listed under Travel.

Trainee support. If meals, registration costs, transportation, lodging, stipends or other expenses are to be paid on behalf of participants who are receiving training as the project beneficiaries, these expenses should be listed as trainee support costs.

Purchase of Equipment or Cost of Fabrication. Equipment is defined as an item that has 1) an acquisition cost of \$5,000 or more **and/or** 2) an expected useful life of more than one year (e.g., a \$1,000 item with a useful life of 5 years would belong in this category). Allowable items must be project-specific and not general-purpose equipment that has uses clearly not specific to the project. Fabrication of equipment in a SARE project is only appropriate when a project plan of work calls for a piece of equipment to be constructed as an integral part of the project. Only project-specific research equipment with a clear justification of need and full use during the project timeline is allowable. General use equipment is not allowed.

Requests for funds to purchase or rent equipment must clearly justify: 1) why the equipment is essential to the project and 2) why it is not part of a farm's normal inventory. When possible, equipment should be rented, but if the equipment is relatively inexpensive or not available for rent, you may propose to buy the equipment. Shipping and delivery costs may be included.

If equipment to be purchased has a useful life on your farm or other farms that extends beyond the project period, SARE funds should be requested using a prorated share of the total cost based only on the time it will be used for the project. The allowed expense should be calculated as the purchase price, divided by expected useful life (typically 5 years for farm equipment) times the number of years used for the project.

"Experimental" equipment that has no obvious use on your farm other than for research purposes and has no obvious use on other farms (no resale value) may be funded in full. The following are some examples of allowable equipment expenses:

- A \$6,000 scale (plus a shipping fee of \$200) is needed to weigh cattle being raised under different feed regimens and one is not available for rent (www.cattlescales.com, Model AP600). It will be used over two years in the project with a useful life of 10 years, the allowable SARE portion of the purchase price would be $\$6,200/10 \text{ years} = \620 per year . $\$620 \text{ times two years} = \$1,240$. This is the allowable expense charged to the SARE grant; the balance of \$4,960 would be paid by the farm.
- A microscope is needed to identify insects for a two-year study. It has a useful life of 10 years (www.microscopes.com, model GW168, The Microscope Store). The purchase price (including shipping) is \$1,600. The useful life is 10 years so the per year price is \$160. For a two-year project, the amount allowed to be charged to the SARE grant is \$320 and the balance of \$1,280 would be paid by the farm.
- Ten electric netting rolls are needed to keep sheep in a hops yard for a weed management study. The netting has a useful life of three years. The equipment is Electro Net 35, 164-foot length each (www.premier1supplies.com) and costs \$112 per roll. 10 rolls are needed totaling \$1,120 plus \$50 shipping for a total cost of \$1,170. $\$1,170/3 \text{ years} = \390 per year . Since this is a one-year study, \$390 may be charged to the grant; the remaining \$780 would be paid by the farm.
- Insect screening is needed as a control method when comparing it to pesticides in a two-year study. Insect Mesh, 13 feet x 328 feet (www.americannettings.com) costs \$612 plus \$28 shipping. Assuming the screening has a five-year useful life, $\$640/5 \text{ year totals } \$128/\text{year}$. For this two-year project, \$256 may be charged to the grant; the remaining \$384 would be paid by the farm.

Rental of equipment or land-use charges. Requests for funds to rent or operate equipment must clearly justify: 1) why the equipment is essential to the project and 2) why it is not part of an organization's normal inventory.

Land-use charges are most typical in field or greenhouse research situations when a rental rate is applied.

Other Costs. If you have a project expense that truly does not fit into any of the above categories, it should be included in this section. Each item must be clearly identified and justified to be allowed. Unidentified, unjustified and undefined (“etc.,” “miscellaneous” or “contingency expense”) items are not allowed.

Indirect Costs

Upon awarding SARE funding, for-profit businesses such as commercial farms, veterinary services, private consultants, etc., will receive a vendor service agreement as a contract from Northeast SARE's host institution, University of Vermont (UVM). Vendor service agreements cannot include indirect costs, though any overhead expenses directly attributable to the grant project may be included in the budget's direct costs.

Individuals on farms associated with non-profit organizations may include 10% indirect costs in the budget. These projects are funded through a subaward agreement that flows down through UVM from USDA NIFA, and have different federal regulations and compliance requirements. Please contact Northeast SARE if you have any questions.

Example of Budget Justification and Narrative

The following example budget is provided so you can see how one fits together. Please note: Every budget is different—yours should reflect how your project is designed and what you plan to do. Provide enough detail so that reviewers will understand the need for each requested item.

Budget Detail, Justification and Narrative		It is required to maintain formulas in column F. Column F auto calculates based on columns D and E.			
Applicant's name and institution		Maria Sanchez, Five Oak Farm			
Item name	Narrative justification of expense	Unit	Quantity	\$ per unit	Quantity x \$ =
PERSONNEL					
<i>Only people employed by the recipient organization or farm should be listed in this category. Those employed elsewhere should be listed under Consultants in Other Direct Costs, or, if individuals are to be paid by another organization via a subaward to that organization, they should be included in a separately detailed subaward budget and the subaward total should be listed below under Subawards in Other Direct Costs.</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 multiplied by number of hours, to equal total \$ requested.</i>					
Project leader(s).					
Maria Sanchez	Manage grant, data collection and analysis, outreach and reporting	hrs	250	\$ 50.00	\$ 12,500.00
					\$ -
Student wages.					
					\$ -
Support staff.					
David Potter, farm employee	Plant and manage crops within trial plot over 2 seasons	hrs	120	\$ 20.00	\$ 2,400.00
					\$ -
Other hired labor.					
					\$ -
Subtotal: Salaries and wages (rounded to the nearest dollar)					\$ 14,900
Fringe benefits.					
<i>If applicable, provide the cost of fringe benefits. These should be calculated as a percentage of the salary and/or wage amounts above. Tuition remission for students with assistantships should listed under Other in Other Direct Costs.</i>					
SS, Medicare, FUTA	Employers match portion	percent	8.25%	\$ 2,400.00	\$ 198.00
					\$ -
Subtotal: Fringe benefits (rounded to the nearest dollar)					\$ 198
PERSONNEL TOTAL (salaries, hourly labor, and fringe benefits)					\$15,098
NON-PERSONNEL		Unit	Quantity	\$ per unit	Quantity x \$ =
Materials and supplies.					
<i>This section is for items that are specific to the project. Indicate each item with estimated quantity and per-unit cost. Include narrative justification on why the item is necessary 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>					
Cover crop seed	Cover crop seed for 10 acres, 12 lbs/acre	lbs	120	\$ 8.00	\$ 960.00
Flags	Flags for marking plots, 25 per bundle	bundle	4	\$ 12.99	\$ 51.96
Zip-loc bags	For collecting soil samples, 1 box of 50 bags	box	1	\$ 3.99	\$ 3.99
					\$ -
Subtotal: Materials and supplies (rounded to the nearest dollar)					\$ 1,016
Travel.					
<i>For travel of employees/personnel only; list consultant travel under Consultants and list conference attendee travel under Participant support costs. Specify the purpose of the trip and who is traveling, the destination, dates of trip or number of days of trip if dates are not known, and expenses per trip. We recommend that you break out costs onto different lines (such as registration fees, lodging, airfare or mileage, per diem, etc.) so that your estimates are clear to reviewers.</i>					
Maria Sanchez, project leader	Travel to experiment station in Morgantown, WV for insect identification training over 3 days; 3 round trips at 62 mile round trip	mile	186	\$ 0.670	\$ 124.62
Maria Sanchez, project leader	Travel to regional crop meeting in Charleston, WV, to present project results; round trip is 290 miles	mile	290	\$ 0.670	\$ 194.30
					\$ -
Subtotal: Travel (rounded to the nearest dollar)					\$ 319
Publications/printing.					
<i>Any publication development costs (editing, design and printing) that the project may incur, including project brochures and educational materials. Include publishing costs for scientific or technical journal articles here. You may include the cost of developing web-based publications here, but would not include general web hosting or photocopying as these expenses belong in Other Direct Costs. Show a per-piece cost for any publications you plan to develop.</i>					
Printing at QuikPrint	Reports to demonstrate growth comparisons, to be distributed through local extension office. 8 pages each.	each	50	\$ 8.00	\$ 400.00
					\$ -
Subtotal: Publications (rounded to the nearest dollar)					\$ 400

Example continued on next page

Example Budget Justification and Narrative, continued

Other Direct Costs		Unit	Quantity	\$ per unit	Quantity x \$ =
Communications. Mailings, postage, conference calls. Cell phone charges are not allowable.					
Postage for outreach	Mailings of flyers to announce Twilight Meetings, \$0.66 each	each	200	\$ 0.73	\$ 146.00
					\$ -
Subtotal: Communications (rounded to the nearest dollar)					\$ 146
Photocopying. In-house photocopying. Estimate the number of copies needed and the cost per page.					
Fact sheets	Handouts at twilight meetings	each	40	\$ 0.50	\$ 20.00
					\$ -
Subtotal: Photocopying (rounded to the nearest dollar)					\$ 20
Consultants, Speakers and Other Services					
If outside entities will be compensated on a temporary basis to carry out specific tasks, these charges are listed here. Expenses for specific services, consultants and speakers/presenters should all be included here. Indicate in column A whether the cost is a consultant, service, or speaker. Include the names (if applicable) of those receiving stipends or payments for services, the organizations or farms, a description of the services they are providing, and a breakdown of the number of days or hours of service, rate of pay, and expenses to be reimbursed (travel), etc.					
For consultants: if the grant is awarded, you must keep a resume and scope of work on file for each consultant. If you are unable to name a specific consultant at the time of award, you will need to get Northeast SARE approval of the consultant before costs can be reimbursed.					
Research incentives and compensation for interviewees or other research participants should also be included here when clearly necessary for the success of the program. These individuals do not need to be named. Farmer collaborators if conducting work on behalf of the project team are often paid a stipend and that expense should be included here. Stipends for farmer trainees or participants should be listed under Participant support costs.					
Dr. Mary Greene, Entomologist	Will provide training in insect identification at Morgantown Experiment Station, 4 hours per day for three days. See attached CV.	hrs	12	\$ 75.00	\$ 900.00
Richard DeMayo	Farmer experienced in research to assist with insect collection. See Letter of Commitment for qualifications and work to be done for this project.	days	6	\$ 200.00	\$ 1,200.00
Stacy Fortuna	Technical Advisor, travel to test areas for consultation, 8 round trips, 40 miles each.	miles	329	\$ 0.670	\$ 220.43
LabTech, LLC	Soil analysis, 10 samples twice per summer for two summers.	samples	40	\$ 60.00	\$ 2,400.00
Subtotal: Consultant, speaker, and/or trainer fees (rounded to the nearest dollar)					\$ 4,720
Conferences/meetings/workshops.					
Costs of hosting project conferences, meetings, training events, and workshops are included in this category. Details of costs for each conference or meeting should be itemized and provided in the budget narrative. Meal expenses may be included in the budget only in situations where providing the meal maintains the continuity of a formal group meeting or educational training, and not offering such a meal would impose inappropriate discomfort for the meeting participants. List expenses for a project leader or staff attending a conference under Travel . List presenter expenses under Consultants, speaker, and/or trainer fees . List trainee-participant expenses under Trainee support .					
Bottled water	For 4 hour on-farm workshop, July 2025. Planning for 25 people to attend. 2 bottles per person to maintain continuity of meeting.	each	50	\$ 1.00	\$ 50.00
Subtotal: Conferences/meetings/workshops (rounded to the nearest dollar)					\$ 50
Participant support costs.					
If meals, registration costs, transportation, lodging, stipends or other expenses are to be paid on behalf of participants who are receiving training as the project beneficiaries, these expenses should be listed as trainee support costs. If trainee support costs are requested for conferences/meetings, describe the purpose, dates, and location of the event. Payments for services rendered should be listed above under Consultants, speaker, and/or trainer fees . Other Conference/meeting/workshop expenses may be listed in that category above. When calculating Modified Total Direct Cost (MTDC) calculations, trainee support expenses are not included.					
					\$ -
Subtotal: Trainee support (rounded to the nearest dollar)					\$ -
Off-site office rental.					
Office rental is often covered under the organization's indirect costs and would only be applicable if a remote site was specifically needed to carry out the project. When calculating Modified Total Direct Cost (MTDC) calculations, off-site office rental expenses are not included.					
					\$ -
Subtotal: Off-site office rental (rounded to the nearest dollar)					\$ -
Purchase of equipment (or the cost of fabrication of equipment)					
Fabrication of equipment is only appropriate when a project plan of work calls for a piece of equipment to be constructed as an integral part of the project. Only project specific equipment with clear justification of need and full use in the project is allowable. General use equipment is not allowed. When calculating Modified Total Direct Cost (MTDC) calculations, equipment expenses are not included.					
Microscope for insect identification	Purchased from The Microscope Store (www.microscopes.com, Model GW168). Needed to identify insects. Cost is \$1565 plus \$35 shipping. Useful life of 10 years, \$1600/10= \$160. For two year project = \$320. Farm will pay balance of \$1280.	prorated cost	1	\$ 320.00	\$ 320.00
					\$ -
Subtotal: Equipment (rounded to the nearest dollar)					\$ 320
Rental of equipment or land-use charges					
Land-use charges are most typical in field research situations when a rental rate or per acre/square foot fee is applied. When calculating Modified Total Direct Cost (MTDC) calculations, equipment rental and land-use expenses are not included.					
Extra land rental for experimental plots	8 acres for two years, being rented from Buggy Bay Farm	acre	16	\$ 100.00	\$ 1,600.00
Seed drill rental	Tractor attachment for planting cash crop; 3 days per season x 2 seasons	days	6	\$ 320.00	\$ 1,920.00
					\$ -
Subtotal: Rental of equipment or land-use charges (rounded to the nearest dollar)					\$ 3,520

Example continued on next page

Example Budget Justification and Narrative, continued

Other	
<i>For project expense that truly do not fit into any other category. Tuition remission for students with assistantships can be included here. Each item must be clearly identified and justified to be allowed. "Miscellaneous" and "contingency expenses" are not allowed. Research incentives and compensation for interviewees or other research participants should also be included here when clearly necessary for the success of the program. When calculating Modified Total Direct Cost (MTDC) calculations, other expenses are not included.</i>	
	\$ -
Subtotal: Other (rounded to the nearest dollar)	\$ -
Subtotal: Other Direct Costs before subcontracts/subawards (rounded to the nearest dollar)	\$ 8,776
Subawards	
<i>If there is a portion of the project that will be subawarded to another organization, list it in this section. List the institution, organization, or farm, the subaward leader's name, and the amount of the subaward. Each subawardee will need to complete a Budget Justification and Narrative Template and Grant Commitment Form – these must be uploaded to the proposal in the online submission system. It is expected that the prime recipient is taking the lead on the effort with full responsibility for reporting, and each subaward must be less than 50% of the overall project funding request. When calculating Modified Total Direct Cost (MTDC) calculations, subaward amounts above \$25,000 for each subaward organization are not included.</i>	
	Total from separate spreadsheet:
Subtotal: Subawards	\$ -
Other Direct Costs total (rounded to the nearest dollar)	\$ 8,776
NON-PERSONNEL TOTAL	\$ 10,511
TOTAL DIRECT COSTS	\$ 25,609
Indirect costs.	
<i>Complete the check-off below as to the basis for the amount being requested. Enter total indirect request amount on this line: it does NOT automatically calculate. Farms and other for-profit businesses should leave the indirect cost amount blank or enter \$0 (see below).</i>	
	\$ -
TOTAL SARE REQUEST	\$ 25,609
Acknowledge that indirect has been offered through the application instructions by checking (X) in the appropriate box on the left below.	
<input type="checkbox"/>	Indirect is requested, based on having a federally negotiated indirect rate (subject to USDA/NIFA cap of 10% total direct costs). We have entered the amount requested on the Indirect costs line above. Use your own indirect calculations above if your indirect rate is less than 10% of total direct costs or if your negotiated rate is based on Modified Total Direct Costs.
<input type="checkbox"/>	Indirect is requested, based on the de minimis rate (our organization does not have a federally negotiated indirect rate). We have entered the amount requested for indirect on the Indirect costs line above. This calculation uses Modified Total Direct Costs.
<input checked="" type="checkbox"/>	No indirect is requested (farms or other for-profit business ineligible for indirect, as specified below). Overhead expenses that are directly attributable to the project may be itemized in the direct cost budget and must not exceed the USDA/NIFA cap of 10% of total direct costs.
<input type="checkbox"/>	No indirect is requested (check if your organization is eligible, but chooses not to request indirect). Overhead expenses that are directly attributable to the project may be itemized in the direct cost budget and must not exceed the USDA/NIFA cap of 10% of total direct costs.

In the Grants Management System, you will upload this spreadsheet and provide totals taken from your spreadsheet.

Sample:

Total Direct Costs

\$26,809

Indirect Costs

\$0

Total SARE Request

\$26,809