Partnership Grant Program 2026 Call for Proposals

Proposal Due Date: Tuesday, April 14, 2026, 5:00 pm ET
Proposals must be submitted online at: projects.sare.org

Questions?

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

**All links, templates, and appendices for Partnership Grant Materials,
including registration for live Q&A sessions can be found at:** www.northeastsare.org/PartnershipGrant

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).
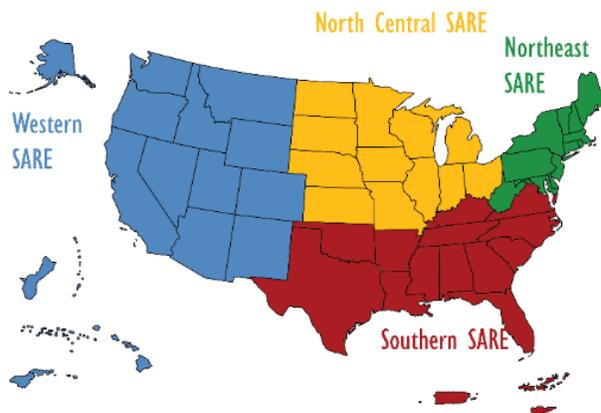
By law, projects that Northeast SARE funds must help improve farming in at least one of the following ways:

1. Maintain and enhance the quality and productivity of the soil;
2. Conserve soil, water, energy, natural resources, and fish and wildlife habitat;
3. Maintain and enhance the quality of surface and ground water;
4. Protect the health and safety of persons involved in the food and farm system;
5. Promote the well-being of animals; and
6. Increase employment opportunities in agriculture.

These goals come from the federal legislation that guides all Northeast SARE grants. Every proposal must show how it supports one or more of these priorities. Reviewers will use this list when scoring proposals, and projects that don't align with these priorities may not be funded.

Northeast SARE Partnership Grant Call for Proposals

Table of Contents

PART 1: At a Glance

Project type	Projects where researchers, educators and/or agricultural service providers partner with farmers to address agricultural sustainability. At least one farmer partner is required.
Geographic area	Northeast SARE grants must engage communities in the Northeast USA, which includes the following areas: Connecticut, Delaware, Maine, Massachusetts, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, West Virginia, Vermont, and Washington, D.C.
Types of activities	Activities are research and education that can include, but are not limited to • Systematic inquiry • Implementation of agriculture practices • Developing relationships • Demonstrations/ Sharing of skills and knowledge
Outreach requirement	All projects must include an element of outreach, where project activities/results are shared with communities of farmers and agricultural service providers.
Project team requirements	1. The applicant who is a researcher, educator and/or agricultural service provider, and 2. At least one Farmer Partner (see Definition of a Farm)
Grant amount and total allocation	Up to $30,000 per grant. A total of $900,000 has been allocated to fund projects this cycle.
Success Rate	Historically, on average 55% of Partnership grant proposals are funded.
Project period	Typical project length is 1-3 years, starting August 1, 2026. Projects must be completed by November 30, 2029
Estimated time to complete proposal	25-35 hours

Funding	This grant is reimbursement based; you have to spend money to receive the grant funds. Please get in touch to inquire as to how small organizations have made this work for them. Northeast SARE grants do not require or encourage any matching funds and can be used as match funds for non-federal grant programs. First reimbursement date is usually after September 15.
Reporting required of funded projects	Annual progress report each year of the grant, plus a final report within 60 days of the end of the project.

PART 2: Grant Timeline

Question and Answer sessions	March 10, 17, 24, and 31, noon-1 p.m. ET To register: https://northeast.sare.org/PartnershipGrantQA (recordings will be available)
Suggested date to submit accommodations requests. To make a request, contact northeast-pg@sare.org .	March 23, 2026
Proposal submission deadline	**April 14, 2026, 5:00pm ET**
Award decisions announced to applicants	Late July 2026

PART 3: Grant Overview & Eligibility

This part contains several sections:
1. Overview
2. Eligibility
3. People Involved in the Project
4. Eligible and Ineligible Expenses
5. Public Domain
6. Accommodation Request
7. Evaluation/Scoring

Overview

The Northeast SARE Partnership Grant program funds research and/or education projects that are led by a researcher, educator or agricultural service provider working with at least one farmer, exploring

innovative topics through experiments, surveys, prototypes, on-farm demonstrations or other research and education techniques.

Partnership Grant projects must:
- be led by a researcher, educator or agricultural service provider
- collaborate with at least one farmer who meets Northeast SARE's definition of a farm
- impact both the farmer partner and other farms in the region.
- explore an innovative practice and/or introduce an existing practice to a new audience of farmers.
- include outreach activities, or sharing of project impacts and results, to the agricultural community beyond the project team and project participants.
- align with proposal criteria.

All Northeast SARE projects must explore one or more of the sustainable agriculture themes of 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 sustainable so all farmers and farm employees can steward resources to ensure sustainability, resilience, economic viability, and a high quality of life.*

This program encourages innovative solutions to challenges in farming and food systems in the Northeast USA, including but not limited to the areas of:

- Marketing and business
- Crop production
- Raising livestock
- Aquaculture
- Economic and social sustainability
- Ecological knowledge
- Projects related to environmental work that provide direct or indirect benefits to farmers
- And more

This program does not support:
- Educational programs for the general public
- Food donation efforts
- General public awareness campaigns about agriculture and nutrition
- Community or school gardening initiatives

To see examples of funded Partnership Grant projects, visit the national SARE project database at: https://projects.sare.org/search-projects/.

Eligibility

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

Project Leader Eligibility
The Project Leader can be anyone who works with farmers, including personnel at:
- Nonprofit organizations

- For profit businesses (including farms) that provide agricultural consulting, veterinary services, etc.
- Farms, farmers, farm employees and farming community groups
- Communities committed to building the capacity and resilience of sustainable agriculture
- Colleges and universities
- Cooperative Extension
- Municipalities
- State Departments of Agriculture
- Federal agencies like NRCS

Applications to the Partnership Grant program are limited to one per individual per year. While you may only submit one proposal in a year, other individuals from your organization may also apply.

Organization Eligibility
The Project Leader must be housed at an organization that:
- Can sign and commit to a contract with Northeast SARE
- Has enough funds to cover at least the first two months of project expenses. Northeast SARE grants are reimbursement-based. Advance payments are not possible. Reimbursements can be made as frequently as monthly.
- Is registered/can register in SAM.gov to get a required Unique Entity Identifier, if your project is awarded.
- Will respond promptly to communications from Northeast SARE.
- Is able to implement the project as outlined in the proposal.
- Can submit annual reports each year of the project, plus a final report within 60 days of the project end date.

Location Eligibility
Project activities must primarily take place in the Northeast region of the US, described in part 1. Applicants and host organizations may be located outside of the Northeast region.

Ineligibility
Past SARE grant recipients with unfulfilled reporting requirements cannot apply (for example, no final project report was filed). Current grant recipients are eligible to apply as long as they are up to date on their project reporting (for example, annual and/or final reports are filed on time).

If you have received other grant funding to support your project, you cannot receive funding to support the same project activities from Northeast SARE.

People Involved in the Project

Authorized Official
The Authorized Official (AO) is the person authorized to sign for the organization that would host the grant. The AO will serve as fiscal agent for the project. The AO is typically one of the following: a program officer; an organization's financial manager; the executive director of the organization; or, the owner of a farm or business. The same person may serve as the AO and the Project Leader when required by the host organization's structure.

Project Leader

The Project Leader is responsible for the oversight and implementation of the project and must be employed by the same organization as the project's Authorized Official. The project leader works closely with the Farmer Partner to plan and implement the project, and to engage with the farming community.

Farmer Partner

The Farmer Partner(s) participate in both the planning and implementation of the project and work closely with the Project Leader. The Farmer Partner(s) and Project Leader cannot be the same person. The farm(s) that the Farmer Partner(s) represents may not be the same as the organization that the Project Leader represents in this proposal. Below are examples of ways the Farmer Partner(s) might engage in the project:

- Provide input into the design of the project
- Assist in creating materials or content
- Design and implement agricultural practices
- Be involved in project implementation
- Assist in hosting events
- Conduct outreach
- Provide feedback on project impact

Your proposal must include a letter of commitment from each farmer partner.

Project Team/Collaborators

The Project Team refers to the Project Leader, the Farmer Partner, and any other collaborators directly involved in the design and/or implementation of the project.
Your proposal must include a letter of commitment from each collaborator.

Eligible and Ineligible Expenses

This chart provides a summary of common budget expenses as a quick reference guide. All expenses must be reasonable in cost, allowable under federal and SARE guidelines, and allocable to the project. A full list of eligible and ineligible expenses can be found in Appendix C.

TYPE OF EXPENSE	ELIGIBLE	INELIGIBLE
Labor	Wages, stipends, salary, and fringe benefits for individuals working on the project, etc.	
Consultant Compensation	Farmer stipends, presenter fees, lab fees, research incentives, interview compensation, etc.	
Materials & Supplies	Education and Research supplies, outreach materials, etc.	
Publication Costs	Fact sheets, guides, flyers, etc., as well as copies, postage + mailing costs, and other project communications	
Rental Fees	Rental of farm equipment, land, or greenhouse space, etc.	

TYPE OF EXPENSE	ELIGIBLE	INELIGIBLE
Branded Items	Branded materials used to promote research findings (e.g., banners for data collection booths) may be allowable if not intended as giveaways	Swag items such as t-shirts, pens, bags, and clothing not serving a PPE purpose.
Travel & Per Diem	Travel to/from research or education sites and attendance at conferences to present project results or to bring information back to project participants	Travel to conferences and other meetings that is not essential to the project's success or unrelated to participant training. International travel (unless prior approval is obtained).
Meeting & Training Expenses	Facility rental and participant support costs, food necessary for continuity of a meeting or training, etc.	Any food expenses that are not necessary for the continuity of a training event or project meeting
Technology	Technology necessary for and specific to the project	
Capital Expenses	Equipment necessary for and specific to the project	Purchasing land, buildings, livestock, orchards, and major improvements, fixtures or expansion expense, equipment with general use like tractors
Operating Expenses	For-profit businesses may be able to include pro-rated operating expenses.	Expenses that would be incurred in the absence of the project including utilities, general maintenance, general supplies
Indirect Costs	Ten percent of total direct costs	For-profit businesses generally cannot include indirect
Subawards	For portions of the project conducted by other organizations	
Incurred Outside the Grant Period		All expenses incurred before the award start date or after the award end date listed on your grant contract
Projects Outside the United States		SARE grants are exclusively for projects located within the United States

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.

Accommodation Requests

Northeast SARE is committed to accessibility for all eligible applicants. We encourage you to reach out 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 802-656-7650 or northeast-pg@sare.org. If possible, please make your accommodation request at least 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.

Proposals include required and optional attachments in Microsoft Excel and Adobe Acrobat formats. If you don't have access to Microsoft Excel, you may open and edit the budget template in Google Sheets. Please contact northeast-pg@sare.org if you encounter any difficulties.

Evaluation/Scoring

Proposals are reviewed through a multi-step process to ensure fairness and alignment with Northeast SARE's priorities:

1. **Initial Review Panels -** Independent panels made up of farmers, researchers, nonprofit staff, and agricultural service providers evaluate each proposal. Single blind reviews are conducted using a detailed scoring rubric. Each question and the overall proposal are scored based on specific criteria, including alignment with program goals.
2. **Oversight Review Panel -** Top-ranked proposals from the initial review are forwarded to an oversight panel composed of a subset of reviewers. This group ensures a fair blind review and that proposals meet programmatic requirements, reflect organizational priorities, and comply with eligibility rules.
3. **Final Funding Decisions -** The oversight panel recommends a slate of proposals for funding. This slate is then submitted to the Northeast SARE Administrative Council, which makes the final decisions on which proposals will be funded.

PART 4: Proposal Questions and Instructions

This part contains four sections, including instructions and proposal questions.
1. General Instructions to Applicants
2. Project Information
3. Proposal Questions
4. Host Organization

Within each section, you will see the categories of questions and number of questions per category. Please use this as a **checklist** to ensure you have completed your full application.

SECTION 1: General Instructions for Applicants

To submit your proposal, go to https://projects.sare.org/.

Some applicants find it helpful to type responses directly in the Word version of this call for proposals,, and then copy-paste into the Grant Management System (GMS) when submitting their proposals.

Each question in the application includes specific guidance. In addition, keep the following in mind as you complete your proposal:

- How each category and/or question is reviewed is described in the reviewer rubric, Appendix D.

- Northeast SARE values all ways of knowing and accepts a wide range of supporting evidence, including academic research, personal experience, community voices, cultural knowledge, and more. Examples of acceptable evidence include (but are not limited to): published literature, unpublished reports, pilot study data, survey or focus group results, community engagement records, case studies, and sources like the Census of Agriculture.

- Do not include external website links in your proposal (except in citations); reviewers will not have access to links and they will not be considered.

- Use the "Add Media" button to insert images or upload a PDF or spreadsheet.

- You may use any official citation style. You can learn about the different citation styles in Owl Purdue's Style Guide Overview or learn more about research and citations here.

- Allowable file types for uploads include PDFs, images, and Excel spreadsheets. Specific questions may require a particular format. All files must be unprotected and accessible.

- You may not exceed the stated word limits. Longer responses are not viewed more favorably; clear, concise answers are encouraged.

- Project expenses and funding requests should align with the project duration, scope of work, and corresponding engagement and outreach.

- Northeast SARE strongly encourages that proposals request funds to pay farmers (and others who take time out of their normal work to provide a service to the project) for the time they contribute to a project at a reasonable rate. *For example, Northeast SARE compensates farmers who serve on its Administrative Council and review teams at a rate of $52.93/hour.*

SECTION 2: Project Information

This section has 12 questions which are short answer, fill-in, and drop-down menu questions. There are generous word limits for each answer. There are no review criteria, and this section is not scored by reviewers.

Title: The maximum length is 150 characters which is about 35 words or less. Please use title case. Choose a title that lets reviewers know what your project is about.

Project Description: This description will be posted in the public Northeast SARE database if the project is funded. Limit of 300 characters.

Applicant: The name of the person who starts the proposal in the online system is automatically entered as the Applicant. The applicant can give the project leader and/or an additional editor permission to submit the application. Otherwise, the applicant must submit the application.

Project Leader: Person leading the project and responsible for successful completion of activities described in the application. This person will be the primary contact for all aspects of the grant.

Additional Editor: The Applicant may give editing access to one additional person. The person must have an existing projects.sare.org account. Once you have added someone, a checkbox will appear allowing you to give them permission to submit the proposal on your behalf.

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

Primary Commodities, Primary Practices, and Primary Benefits and Impacts: For each section (Commodities, Practices, and Benefits & Impacts), underline choose only the top 2-3 options that best represent your project's primary focus areas. Do not select categories simply because they might be indirectly impacted or mentioned in your proposal. These selections are used for project classification and data aggregation, so it is important that they reflect the core focus of your work.

- **Commodities:** projects.sare.org/commodities/
  If your project is not commodity-specific, select "Does not apply to specific commodities".
- **Practices:** projects.sare.org/practices/
- **Benefits and Impacts:** projects.sare.org/benefits-and-impacts/

Project Start Date Choose a start date from the calendar pop-up. Contract start dates will be August 1, 2026, but project work may begin after that date. Note: SARE cannot reimburse expenses incurred before the contract start date.

Project End Date

Choose an end date from the calendar pop-up. Projects must be completed by November 30, 2029.

Human Subject and Livestock Research Requirements

For projects containing human subject or animal research, Northeast SARE has specific ***Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC)*** Research Policies to ensure compliance with ethical research standards.

Does this project involve human subjects research? Please answer yes or no. If you are unsure, you can use the following resources (or consult an Institutional Review Board -IRB) to determine: 1) Does your project meet the definition of research? And 2) What qualifies as human subjects?

1. Reference [this chart](). If your project is Quality Improvement or Program Evaluation, it does not require IRB review.
2. Video: [What is research, what isn't, and, who is a human subject anyway? Explaining Common Rule terms]()

If your project is funded and involves human research subjects, SARE will need documentation that the project is exempt or the results of an IRB review and approval.

Does this project involve research with vertebrate animals? Please answer yes or no. If your project is funded and involves vertebrate animals, SARE will require you to provide a review from an Institutional Animal Care and Use Committee (IACUC). Federal animal welfare regulations require that all activities involving the use of live vertebrate animals used or intended for use in research, research training, experimentation, biological testing or for related purposes are reviewed to ensure animal welfare and humane care.

Plan for IACUC/IRB Determination (no word limit): If your project does not involve animal research or human research subjects, write "not applicable." If your project does involve animal research or human research subjects, please:
1. Describe your plan for obtaining IACUC and/or IRB determinations.
2. Identify that your organization has an IACUC/ IRB board that will review this project or identify a partner (typically compensated) that has agreed to provide this review.
   a. If your organization does not have this capability, you should include at least one key collaborator that is compensated in the budget from an institution with this service and who has agreed to conduct the animal care or human subjects review.
   b. If your project is awarded, you will be required to provide the documentation before any research funds can be reimbursed.

SECTION 3: Proposal Questions

This section contains five categories of questions that align with the criteria used in the reviewer rubric. Each category's weight and the number of questions it contains are shown below:

(1) Comprehensive Review – 15% of total score
  a. Legislation (5%)
  b. Innovation (5%)
  c. Impact (5%)
(2) Context – 20% of total score
  a. Project Summary *(400-word limit)*
  b. Introduction *(1500-word limit)*
  c. Previous Work *(750-word limit)*
  d. Citation List *(no word limit)*
(3) Project Team – 15% of total score
  a. Project Leader *(400-word limit)*
  b. Farmer Partner(s) *(400-word limit)*
  c. Collaborators *(600-word limit)*
  d. Letters of Commitment *(file upload)*
(4) Plan of work – 25% of total score
  a. Project Objective(S) *(300-word limit)*
  b. Project Activities *(2000-word limit)*
  c. Timeline *(500-word limit)*
  d. Optional: Other Relevant Research Information *(Upload)*
(5) Outreach and Impact – 15% of total score
  a. Outreach *(500-word limit)*
  b. Impact *(500-word limit)*

> **(6) Budget – 10% of total score**
>   a. Spreadsheet / Budget Justification and Narrative Template *(Upload)*
>   b. *Optional:* Other Funding Sources *(200-word limit)*
>   c. Total Direct Costs *(Data entry into GMS)*
>   d. Total Indirect Costs *(Data entry into GMS)*
>   e. Total SARE Request *(Data entry into GMS)*

CRITERION 1: Comprehensive Review — 15% of total score

All project proposals must demonstrate alignment with Northeast SARE priorities. Reviewers will evaluate three core competencies throughout your proposal as 'comprehensive review.' These are defined in the rubric and include:

1. **LEGISLATION (5%):** Does this project contribute to SARE's legislated priorities? These include: developing the ability of service providers to support farmers in enhancing profitability, quality of life, and natural resources (soil, water, animals, plants, etc.), and/or improving employment opportunities for American farmers and farm workers.

2. **INNOVATION (5%):** Is this project innovative by addressing new practices, improving existing practices, or introducing existing practices to a new farmer audience?

3. **IMPACT (5%):** Will the project have substantive impact on farmers' ability to steward resources to ensure sustainability, resilience, economic viability, and a high quality of life in the Northeast?

These comprehensive review criteria guide the overall evaluation of your proposal and should be evident across multiple sections, not just addressed in isolation.

CRITERION 2: Context — 20% of total score

Please note: There are many different kinds of projects that fall under the umbrella of the Partnership grant - from education, to research, to community building. Your response to this question helps reviewers better understand and to make informed scoring decisions on your responses to the remaining questions in the Plan of Work.

1. Project Summary (400-word limit)

This is a standalone summary of the project that will be made public if the project is funded. It should briefly describe:

- The issue you want to address
- A proposed solution to address the issue (objectives)
- How you will address the issue (methods)
- How you will share the results (outreach)

Since this abstract is the first thing reviewers will see, take some time to make it clear, concise and compelling.

2. Introduction (1500-word limit).

Tell the story of your project. Include:
- ✓ Description of the issue being addressed and why it is important.
- ✓ How your project will address the issue.
- ✓ How the project connects to the needs and interests of farmers in the Northeast.
- ✓ How the project aligns with SARE's outcome statement and legislative priorities.

Please note: There are many different kinds of projects that fall under the umbrella of the Partnership grant - from education, to research, to community building. Your response to this question helps reviewers better understand and to make informed scoring decisions on your responses to the remaining questions in the Plan of Work.

3. Previous Work (750-word limit)

Describe efforts that have been made by others to solve the problem or use this opportunity. This section is the place to show reviewers how the current body of knowledge provides a foundation for your research question.
- ✓ Describe the current knowledge and practice on this topic and how your project builds on existing efforts.
- ✓ If the practice is known but has not been applied in your community, explain how you will test what has worked elsewhere or make adaptations for your area.

4. Citation List (no word limit)

Provide a list of citations referenced in your proposal using the style/format of your choosing. Cite the source every time you incorporate research, words, ideas, data, or information that is not your own.

CRITERION 3: Project Team – 15% of total score
_____

1. Project Leader (400-word limit)

Describe the Project Leader, including:
- ✓ Description of organization.
- ✓ Experiences and skills relevant to the project.
- ✓ Their specific role in the project.
- ✓ Their relationship with the farmers engaged by the project.

2. Farmer Partner(s) (400-word limit)

For each Farmer Partner, include:

- ✓ Name and relevant experiences and skills
- ✓ Farm name and description, including how it meets the eligibility requirement
- ✓ How they were engaged in the project design.
- ✓ How they will engage in the project moving forward.

Select "Add a cooperator" to enter the name and contact information for each Farmer Partner.

3. Collaborators (optional) (600-word limit)

Clearly state each collaborator's:
- ✓ Name and position
- ✓ Their relevant experiences and skills
- ✓ Specific role in the project
- ✓ Identify positions to be hired with required qualifications if team members are not yet identified.

Select "Add a cooperator" to enter the name and contact information for each collaborator.

4. Letter(s) of Commitment (file upload)

Upload a letter of commitment written by each farmer partner and collaborator in which they:
- ✓ Describe their farm or organization
- ✓ Describe their experience as related to the project
- ✓ Describe their relationship with the Project Leader
- ✓ Describe their role in the project
- ✓ Confirm their commitment to the project
- ✓ Explain the significance of the project to themself and/or to an agricultural community

CRITERION 4: Plan of Work – 25% of total score
_____

1. Project Objective(s) (300-word limit)
Clearly state the objective(s) of your project – an objective is a statement in specific and measurable terms that describes what you intend to achieve or the question you seek to answer.
- ✓ Briefly describe the project's research question, focused inquiry, or implementation activities.
- ✓ Keep objectives simple to ensure they are clear and specific.
- ✓ Number your objectives to correlate them with your project activities.

2. Project Activities (2,000-word limit)
Describe the core activities of your project. The types of activities should be based on your project's objectives.
- ✓ As a general guide, provide the following types of information depending on your project's focus:
  - a. **For research activities,** describe treatments or populations, controls, data to be collected and analyzed (experimental, survey, and/or observational), and how findings will be used to inform or improve farming practices.
  - b. **For education activities**, identify the specific information that will be shared, to whom and why, and the methods you will use to deliver it.
- ✓ Describe the expected outcomes or anticipated results of your project
- ✓ Describe any challenges or risks that you anticipate and how you intend to address them.
- ✓ Explain how you will assess if your project is successful.

3. Timeline (500-word limit)

Provide a clear timeline of major activities throughout the project period, including dissemination of results. Include who is responsible for each activity.

Tip: Use a table such as:

Time Period	Activity	Personnel involved/time allotted
August - September, 2026	Meet with partner farmer and set up plots	Lisa Chiang, project leader; Anthony De Campo, farmer. Est. 32 hours per person.
March 2027, first 2 weeks	Prepare beds and plant seeds for control and treatments	Anthony De Campo and one assistant., 24 hours per person.
March - August 2027	Take measurements weekly	Lisa Chiang, 2 hours /week for 18 weeks
September - October	Analyze results, produce recommendations guide, and write up report	Lisa Chiang, 60 hrs
October	Present results at Farmer conference	Lisa Chiang, 8 hrs

4. Optional: Other Relevant Project Information (Upload)

This optional section is to provide visual or supplementary materials that clarify your research or education approach Examples include plot plans, sampling plans, experiment diagrams, draft surveys or curriculum (maximum 5 pages total).

CRITERION 5: Outreach and Impact — 15% of total score

Outreach is a required component of SARE projects. Outreach is sharing the results of your project with farmers and others in the agricultural community. It also includes education about your topic. Effective outreach is key to long-term impact.

1. Outreach (500-word limit)

Describe how you will share the results of your project with farmers who can use the information, as well as with relevant organizations or other stakeholders.
- ✓ Specify the dissemination methods including outreach publications, events, partners, or resources you will utilize.
- ✓ Identify your target audiences.
- ✓ List only what you can reasonably accomplish within your project's timeline

2. Impact (500-word limit)

Briefly describe how sharing your project could potentially impact the agricultural community. Include:
- ✓ How it will benefit each target audience.
- ✓ The documentation you will collect to assess project impact - both quantitative and qualitative documentation is welcome.

CRITERION 6: Budget — 10% of total score
_____

To satisfy the budget requirements you must upload a completed budget justification and narrative spreadsheet and enter the dollar amounts into the online proposal into the prompted text fields.

1. Spreadsheet / Budget Justification and Narrative Template (Upload)

Use the Northeast SARE provided Budget Justification and Narrative Template (Excel spreadsheet) which is available at: https://northeast.sare.org/PartnershipGrantBudget.
- ✓ Clearly describe the expenses you are asking Northeast SARE to fund, and why these expenses are necessary to the project.
- ✓ Calculate costs as precisely as possible to show reviewers that you have thought through all the expenses for the project.

If you don't have access to Microsoft Excel, you may open and edit the template in Google Sheets, complete your budget, and then save or download it in .xlsx format to upload with your proposal. Please contact northeast-pg@sare.org if you encounter any difficulties.

If your proposal includes any sub-awards, the applicant must submit a Budget Justification and Narrative Template for each sub-awardee. For more information about what a subaward is please see Appendix C.

- ✓ Upload the completed budget as an Excel file (.xlsx) to your online proposal submission.

2. Optional: Other Funding Sources (200-word limit)

This optional section is used to support reviewer understanding of your project's budget to assess its reasonability. For example, describing how you will obtain other resources necessary to the project's success that may not be requested in your budget to Northeast SARE.
- ✓ If other resources are necessary for the success of the project, how will they be provided?
- ✗ Matching funds are not required for SARE grants. If your organization is providing facilities, resources, or significant in-kind contributions to the project, these are best described here and not in the budget justification.

3. Total Direct Costs

- ✓ Enter the total direct dollar amount requested (including cents) from the Budget Justification and Narrative Template ("Total Direct Costs").

Direct costs are all the expenses that are specific to the project and would not be needed if the project was not funded.

4. Total Indirect Costs

- ✓ Enter the total indirect dollar amount requested (including cents) from the Budget Justification and Narrative Template ("Total Indirect Costs").

Indirect costs are also known as "overhead" or "facilities and administration" costs. For more information about what indirect is please see Appendix C.

5. Total SARE Request

Enter the total dollar amount requested (including cents) from the Budget Justification and Narrative Template ("Total SARE Request"). **Tip:** The total indirect plus total direct costs requested above should add up to this number.

SECTION 4: HOST ORGANIZATION

> This section has 3 required questions, one of which is a mandatory upload. This section is not scored by reviewers, and there are no review criteria.

1. Authorized Official Contact Information

Provide the name and contact information of the authorized official for the organization who will serve as fiscal agent for the project (project Leader must be employed by this organization).

2. FDP Clearinghouse Information

Please respond to the question, "Is this organization registered in the Federal Demonstration Partnership (FDP) Expanded Clearinghouse?"

The FDP Clearinghouse is a publicly available website that provides organization profiles with information that is helpful in creating a grant contract. Being registered is NOT required. A list of participating organizations can be found at: fdpclearinghouse.org/organizations.

3. Grant Commitment Form (file upload)

Completed Grant Commitment Forms are required from all organizations that receive SARE funds. This form certifies that you have received approval from an authorized official at your organization.

Download the Grant Commitment Form at:
https://northeast.sare.org/PartnershipGrantCommitment

If your project includes subawards please be sure to work with your project partners to receive their completed (and signed) Grant Commitment Forms well in advance of the deadline. If an organization or partner will not receive a subaward, no Grant Commitment Form is required.

- ✓ The project leader must sign.
- ✓ An authorized official at your organization must sign.
- ✓ Please ensure uploaded files are unprotected and accessible.
- ✓ Upload a PDF or image copy of the completed, signed Grant Commitment Form.

You may share your proposal with your host organization's authorized official by clicking on the "View Draft" button on the Proposal Overview Page, then print the proposal or share the proposal by providing the "Link to share" URL.

PART 6: Appendices

You may access the appendices referenced, using the links below:

Appendix A: Preparing and Submitting your Proposal

Appendix B: Expectations For Funded Proposals

Appendix C: Budget Guidance – Explanation of Expense Categories and Examples

      Budget Template

Appendix D: Scoring Rubric for Evaluating Partnership Grant Proposals

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All links, templates, and appendices for Grant Program Materials
can be found at: northeast.sare.org/grants/get-a-grant

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