Farming Community
Call for Proposals (CFP) Packet

Proposal Due Date: Monday, February 23, 2026, 5:00 pm ET
Proposals must be submitted online at: projects.sare.org

Questions?

Visit our website at https://northeast.sare.org/grants/farming-community-grant-program/ For questions about this Call for Proposals, contact Leons Kabongo at northeast-fc@sare.org

**All links, templates, and appendices for Grant Program Materials,
including registration for live Q&A sessions can be found at: https://northeast.sare.org/grants/get-a-grant**

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 wellbeing 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.

United States Department of Agriculture
National Institute of Food and Agriculture

2026 Proposal Notes

Northeast SARE was unable to release our Farming Community Call for Proposals (CFP) on our traditional timeline. To release this CFP, we adjusted our application and review process to meet organizational deadlines.

1. We simplified the CFP and proposal questions to the best of our ability to support the shortened turnaround requested of applicants.
2. We adjusted the review process, including introducing a scoring rubric. These changes are referenced throughout the CFP, and the rubric is available in Appendix D.

Q&A Sessions for Inquiring Applicants

Northeast SARE staff will be hosting 3 Q&A sessions on the four large grant programs: Farming Community, Professional Development, Research & Education, and Research for Novel Approaches. Registration is available at northeast.sare.org/largegrantqa where all session recording and questions will be posted.

- Monday, December 8, 2025 from noon – 1pm EST
- Wednesday, January 7, 2026 from 10am – 11am EST
- Wednesday January 14, 2026 from 4pm – 5pm EST

Table of Contents

This proposal packet contains several parts:

PART 1: At a Glance

Project type	Projects that strengthen farming communities by addressing social, economic, workforce, and/or structural challenges through farmer-led education, collaboration, and innovation. Projects center farmer leadership and decision-making, and result in meaningful impact in Northeast agricultural communities.
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.
Grant amount and total allocation	There is no cap on total grant requests, however, requests typically fall between $50,000 and $250,000. A total of $3,300,000 has been allocated to fund projects this cycle.
Success rate	2025 was the inaugural year of the farming communities grant, drawing in over 150 proposals. With record breaking submissions, the applicant success rate was 8% - only 14 applicants received funding.

Project period	Projects must conclude by November 30, 2028, and the typical project length is 2 years. If awarded, your project will begin after contracting concludes, which is estimated to be June 2026.
Estimated time to complete proposal	The average time to complete a full proposal is estimated to be 40-50 hours.
Funding	This grant is reimbursement based; you must 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.
Required reporting 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

PART 3: Grant Overview & Eligibility

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

Overview

The Northeast SARE Farming Community Grant applies social science research and education projects that strengthen farming and food systems at the community level. These projects explore innovative approaches to improving the health and sustainability of agricultural communities in the Northeast.

This program supports projects that are grounded in community partnerships and informed by the lived experiences of farmers. It encourages collaboration among farmers, service providers, researchers, and nonprofit organizations to co-create solutions that are responsive to local needs and scalable across the region. Proposals to this program should address at least one of the following legislative priorities:

1. protect the health and safety of persons involved in the food and farm system

2.   increase employment opportunities in agriculture

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 climate and/or bioenergy work that provide direct or indirect benefits to farmers, ranchers, and private foresters
- 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

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

A Project Leader may submit up to one proposal per year to each of the Large Grant Programs: Farming Communities, Professional Development, Research & Education, and Research for Novel Approaches. However, a Project Leader may only accept one grant award per year across the four programs.

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. The reimbursement from the first month can be used towards future month's expenses.
- 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.

Research Requirements: IRB/IACUC
Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC)For projects containing research, Northeast SARE has specific IRB and IACUC Research Policies to ensure compliance with ethical research standards. You must clearly state your understanding of Northeast SARE's requirements by indicating the status of your research regarding vertebrate animals and human subjects in the Grant Commitment Form.

In the submission of your proposal, you agree that you understand any funded project involving research with vertebrate animals or human subjects (all youth research requires a full IRB review) must have current, approved IACUC and/or IRB documentation on file with Northeast SARE before grant funds can be used for research. Northeast SARE may request this documentation, including proof of exemption, at any time; failure to supply it will suspend or forfeit award funds.

If required IACUC / IRB approvals are not secured, you may not proceed with those activities. Because these activities are integral to the project, non-compliance will place the entire grant in default and may lead Northeast SARE to terminate the award and close the project early.

Eligible and Ineligible Expenses

Budget categories are described in Appendix C. The appendix will provide detailed support on common budget expenses, which categories they should be classified as, and tips and directions on how to write these into your budget.

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 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's Large Grant Manager, Kaitlyn Erna, at 440-336-0594 or northeast-large-grant@sare.org .

If possible, please make your accommodation request, including Technical Assistance, 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-large-grant@sare.org if you encounter any difficulties.

Technical Assistance
Applicants and grantees of the Farming Community Grant Program are eligible for Technical Assistance (TA) provided by Northeast SARE's Technical Assistance Providers. To request TA please fill out the form here. Please note that for the 2025-2026 application cycle, we can provide TA to a maximum of 70 applicants, on a first come, first served basis.

Applicant TA - TA's can support you in developing your application through one-on-one idea development, budget planning, and narrative review. They serve as a sounding board for your ideas and offer guidance on the strength and competitiveness of your proposal. *It is recommended that TA is requested no less than three weeks prior to the proposal deadline.*

Grantee TA - Once your Northeast SARE project is funded, TAs can help you navigate reporting requirements, evaluate your program's effectiveness, and stay on track with meeting our project's goals and outcomes.

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: Definitions

This part contains two sections:

SECTION 1: Definition of a Farm

Review Northeast SARE's Definition of a Farm HERE.

SECTION 2: 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 part of the Project Team and is the one responsible for the oversight and implementation of the project. They must be employed at the same organization as the project's Authorized Official. The Project Leader must demonstrate the following:

- Skills and experience to oversee and implement the project
- A meaningful relationship with farmers and/or service providers

Project Team

These are the project team members who will devote significant time to implementing the project. This includes anyone receiving funds to implement project activities, as well as anyone who is contributing significant money, labor, facilities, or equipment in kind.

Farmers

The farmers who will engage in the project. Below are some examples of ways they may engage in the project:

- Attend project events
- Use materials or content produced in the project
- Implement practices developed or promoted in the project
- Provide input on the shape and direction of the project
- Provide feedback on project impact

The majority of farmers must be involved in farms that meet Northeast SARE's Definition of a Farm.

Advisory Committee

An advisory committee is required to provide input on project design and implementation. Members must include at least two farmers and one other advisor to the project. Additional members are allowed.

Service Providers

Service providers, while allowable in any project team and advisory committee, are required in Professional Development projects. They are the focal audience for professional development projects' educational activities. Examples of their engagement in the project follow:

- Engage in educational activities hosted by the project team
- Engage with materials or content that the project produces
- Implement practices developed or promoted by the project
- Provide input on the shape and direction of the project
- Provide feedback on the impact of the project

PART 5: Proposal Questions and Instructions

This part contains four sections, including instructions and proposal questions.
1. General Instructions to Applicants
2. General 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 to Applicants

There are many kinds of projects that are eligible for Northeast SARE grant programs. Some project concepts may be eligible in more than one program area. Do your best to answer each question in a way that demonstrates why your project is a strong fit for the specific program you're applying to.

Tip! The national SARE project database (projects.sare.org/search-projects) includes funded projects from all four SARE regions and is searchable by state, grant type, project coordinator, and keyword. Northeast Large Grants are coded as follows: Farming Community (CNE), Research & Education (LNE), Professional Development (ENE) and Research for Novel Approaches (LNE-R).

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, located at the end of this CFP Packet in 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.

- 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, and 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 the 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: General Information

This section has 11 questions which are short answer, fill in, and drop-down menu questions. 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.

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 the 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.

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.

Optional Geographic Scope: If this project will take place in more than just the primary state, list all the states where this project will take place.

Primary Commodities, Primary Practices, and Primary Benefits and Impacts: For each section (Commodities, Practices, and Benefits & Impacts), <u>choose only the top 3–5 options that best represent your project's primary focus areas.</u> 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. The earliest possible start date is anticipated to be June 1, 2026, but delays in the review may impact this by ± 30 days. You will be notified at the time of award announcements of the start date and when Northeast SARE can begin reimbursement on expenses incurred.

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

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 – 25% of total score**
>   a. Project Summary *(450-word limit)*
>   b. Previous Work *(500-word limit)*
>   c. Community Served *(400-word limit)*
>   d. Gaps *(200-word limit)*

e. Project Objective *(200-word limit)*
    f. Citation List *(no-word limit)*
    g. *Optional*: Letters of Support *(Upload)*
(3) Project Team – 25% of total score
    a. Project Leader *(200-word limit)*
    b. Project Team *(300-word limit)*
    c. Project Advisory Committee *(200-word limit)*
    d. Decision Making Process *(200-word limit)*
    e. Project Team Commitment *(acknowledgement)*
(4) Project Plan & Outreach – 25% of total score
    a. Plan of Work *(1,200-word limit)*
    b. Outreach and Dissemination *(300-word limit)*
    c. *Optional*: Other Relevant Research Information *(Upload)*
(5) 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 purpose? These include: 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; 6) increase employment opportunities in agriculture.

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 farmer's 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 – 25% of total score

1. Project Summary (450-word limit)

This is a standalone summary of the project that will be made public if the project is funded. The summary has two elements. Include subheadings to identify each element.

- ✓ **Project Focus:** A brief description of the farming communities engaged and at the center of this work, and need for the project, from the perspective of farmers
- ✓ **Solution and Approach**: The proposed solution and the approach to engaging farmers to address their needs

2. Previous Work (500-word limit)

What efforts have been made by others to solve the problem or address this opportunity? This section is the place to demonstrate your familiarity with the project's focus area by describing how the current body of knowledge provides a foundation for your project. Address the following:

- ✓ 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.

3. Community Served (400-word limit)

Describe the farming community this project will serve.

- ✓ What makes this community unique? Include details such as location, challenges to participation, and strengths.
- ✓ How have you built relationships and trust within this community?
- ✓ What indicators confirm this project responds to a true need?

This program is designed to build community-centered work. Do your best to prepare and communicate your project from the community up.

4. Gaps - Research, Participation, etc. (200-word limit)

Describe the problem or missed opportunity your project will tackle, why farming communities want it solved now, and how your proposed project will close the remaining knowledge gap so the practice can be adopted. In one integrated narrative, please address the following priority points:

- ✓ Who/what is affected and why it matters
- ✓ What is already known, and what is still unknown
- ✓ How this project contributes to meaningful change, improvement, or strengthens our current understanding

Include relevant challenges to participation or structural challenges that farmers in this community face, and how this research will respond to those challenges.

5. Project Objective (200-word limit)

Clearly state your project's focus and expected outcomes of your project. Write your project objective using the following three required components.

1. Briefly describe the project's research question, focused inquiry, or implementation activities
2. Identify the community (where, who, why)
3. The benefit farming communities in the Northeast are expected to have

6. Citation List (no word limit)

Provide a list of citations referenced in your proposal using the style/format of your choosing.

7. Optional: Farmer Letters of Support (Upload)

You have the option to upload a maximum of 5 letters of support from farmers you are partnering with. Letters should include
- ✓ What is their role with other service providers and farmers?
- ✓ If applicable, what is their existing or intended engagement with the project?
- ✓ How and why will the project benefit their community?

Use the "Add a file" button to insert your uploads one at a time. Allowable file types for this question are PDFs and/or images.

CRITERION 3: Project Team — 25% of total score
_____

1. Project Leader or 'PL' (200-word limit)

Clearly state the Project Leader's relevant experiences and skills, their specific role in the project, relationship with the farmers engaged by the project and provide their name, title, and affiliation.

2. Project Team (300-word limit)

Demonstrate adequate expertise and capacity for project implementation by describing your project team. Clearly state each team member's name and role, their relevant experiences and skills, and relationships with farmers. Identify positions to be hired with required qualifications if team members are not yet identified.

3. Project Advisory Committee (200-word limit)

The committee ensures there is appropriate guidance and oversight from farmers and other experts. Clearly state the name and affiliation of at least two farmers and one other advisor, noting which members are farmers, and confirm no overlap with project team members.

4. Decision Making Process (200-word limit)

Describe how goals are set and decisions are made within your project team to ensure a successful project. Clearly outline the process used to set priorities, allocate responsibilities, and ensure alignment, including how decisions are made within your project team. If applicable, explain how feedback loops or regular check-ins are used to adapt goals and strategies throughout the project lifecycle.

5. Project Team Commitment (check box)

❑ I certify that every individual named above has agreed to participate in the roles described, and I have completed reasonable due diligence to confirm that commitment. I understand that:
- proposals are reviewed and awards are made based on the qualifications and participation of the team or advisory committee as listed in the application;

- Northeast SARE may request written proof of each person's commitment at any time;
- Dropping, substituting, or failing to engage listed team members without prior written approval from Northeast SARE may lead to reduction or forfeiture of award funds, or early termination of the project.

CRITERION 4: Project Plan & Outreach — 25% of total score

1. Plan of Work (1,200-word limit)

Clearly outline your project plan using the following subheadings:
- **Project Activities** - Describe the core activities of your project. The types of activities should be based on your project's objective. As a general guide, provide the following types of information depending on your project's focus:
  a. **For education activities**, identify the specific information that will be shared and the methods you will use to deliver it.
  b. **For community engagement activities,** describe how the agricultural community(ies) will be engaged and what content or practices will be shared.
  c. **For research activities,** outline the research questions or objectives, treatments or populations, controls, types of data to be collected, and how findings will be used to inform or improve farming practices.
- **Timeline** - Provide a clear timeline of major activities and milestones throughout the project period.
- **Anticipated results** – Describe the expected outcomes of your project
- **Measures of success –** Explain how you will assess if your project is successful.

If applicable describe your experimental design, research methods, data collection and analysis protocols, and how findings will be used to inform or improve farming practices.

2. Outreach and Dissemination (300-word limit)

Demonstrate how project findings will reach and benefit target farmers. Clearly state your dissemination methods and specific outreach publications, events, partners, or resources you will utilize**.**

3. Optional: Other Relevant Information (Upload)

This optional section is to provide visual or supplementary materials that clarify your project approach. Examples include: plot plans, sampling plans, experiment diagrams, or interview guides (maximum 5 pages total).
Use the "Add Media" button to insert images or upload a PDF or spreadsheet.

CRITERION 5: 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 (as reflected in #3-5 below). More information is provided in Appendix C.

Tips on using the Northeast SARE provided Budget Justification and Narrative Template (Excel spreadsheet)

✓ The completed budget must be uploaded as an Excel file (.xlsx) to your online proposal submission.

Most spreadsheet software (such as Google sheets) can download or save files in .xlsx format

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/FullProposalBudget.

If you don't have access to Microsoft Excel, you may open and edit the template in Google Sheets. Please contact northeast-lrge-grant@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 section 3j in Appendix C.

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 *section 4 in Appendix C*.

5. Total SARE Request

Enter the total dollar amount requested (including cents) from the Budget Justification and Narrative Template ("Total SARE Request").

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.

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)

This form certifies that you have received approval from an authorized official at your organization. Download the Large Grant Commitment Form at www.northeastsare.org/largegrantcommitment

Completed Grant Commitment Forms are required from all organizations that receive SARE funds under subawards. 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: Reviewer Rubric for Evaluating Farming Community Proposals](#)

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