



Sustainable Agriculture Research and Education (SARE) Food Loss & Waste Program

**Event Planner/Workshop Coordinator** Call for Applications

Application Deadline: September 1, 2025, 5 p.m. EST

Contract Funding Amount: \$56,818

Project Timeline: October 1, 2025 – September 30, 2026

Call for Applications Link: [SARE Grant Management System](#)

For more information, contact: Lisa Johnson at [ljohnson@sare.org](mailto:ljohnson@sare.org)

**Application Timeline**

**August 2025: Call for Applications Released**

**September 1, 2025 at 5 p.m. EST: Applications Due**

**September 2025: Applications Reviewed**

**October 1, 2025: Position Start Date**

**Introduction**

The United States Department of Agriculture recognizes the impacts of food loss and food waste on food security and the environment. In response, USDA, in concert with agency partners, is working toward the goal of reducing food loss and food waste by 50 percent by 2030.

In the latest effort in reduction activities, Sustainable Agriculture Research and Education (SARE) has initiated a Food Loss and Waste Program, supporting projects that align with USDA activities aimed at reducing food loss and reducing food waste. The Southern region SARE program, based at the University of Georgia, serves as host institution for the Food Loss and Waste Program. SARE is a USDA grant-making program focusing on sustainable agriculture principles.

In addition to supporting Food Loss and Waste prevention and reduction projects through grant funding, USDA-NIFA has provided additional funding to convene state, city, county, and tribal stakeholders, along with non-profit partners, to identify local efforts needed and ongoing to further prevent food loss and waste. Recent research has identified the fact that many food loss and waste efforts fall into the recycling category, such as composting, rather than the prevention and reuse categories which can provide benefits beyond recycling. Immediate progress is necessary in order to reach national goals.

One-day Food Loss and Waste workshops in 10 U.S. states aim to connect local stakeholders, identify achievable goals, and leverage available staff and resources to spark immediate action. Virtual meetings including several states will follow in-person workshops.

In order to successfully hold 10 workshops around the U.S., Southern SARE is seeking one (1) **Event Planner/Workshop Coordinator** to assist in the planning, coordination, and execution of the workshops.

### **Scope of Work**

The following include responsibilities of the Event Planner/Workshop Coordinator.

Collaborate with National SARE Food Loss and Waste (FLW) Program Manager to:

- 1) Develop background information and list of invitees for each of ten states;
- 2) Plan agenda, activities, and logistics for each workshop;
- 3) Engage stakeholders to commit to attendance at workshops;
- 4) Lead workshop activities including (but not limited to) leading sessions and activities, notetaking, sending invitations and registering attendees, reserving venues, ordering workshop meals and supplies, and set-up and take-down;
- 5) Coordinate and execute virtual meetings that include stakeholders from several states;
- 6) Summarize activities, outcomes, and findings in a comprehensive final report.

## Who Can Apply

The Event Planner/Workshop Coordinator is a national seat open to qualified applicants in the contiguous U.S.; Alaska; Hawaii; the U.S. territories of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, Micronesia, and Northern Mariana Islands; and sovereign nations Republic of Palau and Marshall Islands. Individuals meeting qualifications are invited to apply.

The Event Planner/Workshop Coordinator will be funded through a **one-time, cost reimbursement subaward agreement** between University of Georgia and the individual to fulfill the listed responsibilities. The successful candidate will report to the National SARE FLW Program Manager as needed throughout the term of the contract.

Applicants should:

- Have a strong understanding and familiarity with USDA and SARE programs;
- Have previous experience and deep understanding of food loss and waste programs and policies across the spectrum of food systems (agriculture, businesses, consumers, schools);
- Be skilled in program development, including, but not limited to, planning, leadership development, grantmaking, business management, evaluation and communications;
- Have a proven track record of ability to work with diverse stakeholders;
- Demonstrate strong governance and exhibit good research and critical thinking skills.

## Preparing Application

Refer to the following template when preparing your application. When you are ready, apply in the [SARE Grant Management System](#).

### A. Basic Information

#### Individual/Institution/Organization Contact

Contact information of the individual/institution/organization. This includes name, address, phone number, and e-mail address.

#### Individual/Institution/Organization Qualifications

Provide a detailed description of the individual/institution/organization background/structure and qualifications of serving as the Event Planner/Workshop Coordinator. Feel free to describe any previous accomplishments or experiences that demonstrate your qualifications and your understanding of food loss and waste issues and challenges.

Attach a 2-3 page resume/vitae demonstrating your qualifications.

**Individual/Institution/Organization Administrative Contact**

List the name of the administrative contact, including individual/institution name, full address, telephone, and e-mail. The administrative contact is the person who handles grant contracts and has signature authority.

**Individual/Institution/Organization Financial Contact**

List the name of the financial contact, including individual/institution name, full address, telephone, and e-mail. The financial contact is the person who submits invoices and answers questions concerning invoicing and payments.

**State of Residence**

Indicate your state of residence.

**B. Plan of Work****Plan of Work Summary**

Provide a synopsis of your understanding of the needs of this Call for Applications.

Provide a detailed Plan of Work in the following areas:

- Researching background information and stakeholders;
- Plan agenda, activities, and logistics for each workshop;
- Engage stakeholders to commit to attendance at workshops;
- Lead workshop activities including (but not limited to) leading sessions and activities, notetaking, sending invitations and registering attendees, reserving venues, ordering workshop meals and supplies, set-up and take-down;
- Coordinate and execute virtual meetings that include stakeholders from several states;
- Summarize activities, outcomes, and findings in a comprehensive final report;
- Efforts to sustain FLW beyond funded workshops.

**C. Timeline**

Outline key milestones for project completion. Describe a realistic timeline for organizing and conducting the proposed responsibilities outlined in the Plan of Work Summary.

**D. Budget**

Total budget for the contracted position will be \$56,818, broken down into the following categories: Salary and fringe of the Event Planner/Workshop Coordinator; and travel. Provide a justification for each budget category.

Calculate fringe benefits based on your institution/organization guidelines. Salary plus fringe must total \$40,000.

<b>Budget Category</b>	<b>Budget Amount</b>	<b>Justification</b>
Salary plus Fringe Benefits:	\$40,000	
Travel:	\$16,818	
Total Costs:	\$56,818 (includes all costs: salary, fringe, travel and any indirect costs (if applicable))	

### **Indirect Costs**

When preparing budgets, applicants should limit their requests for recovery of indirect costs to the lesser of their institution's official negotiated indirect cost rate or the equivalent of 10 percent of total direct costs. The Indirect Cost of 10 percent Total Direct Costs is the maximum allowable.

If your institution has never had a federally negotiated indirect rate agreement (NICRA), you may include indirect costs as a line item in your budget at a maximum rate of 10% modified total direct costs. This is the de minimus rate approved under Uniform Guidance (2 CFR 200.414). The calculation of the modified total direct cost base must adhere to the definition of modified total direct costs in 2 CFR 200.68 (Modified Total Direct Cost).

### **Modified Total Direct Cost (MTDC) Definition**

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

## **E. Signature Sheet**

Print a copy of the proposal signature page from the online system. Fill out all the requested information on the signature page. It should be signed by both the Principal Investigator or Project Leader and the Organizational Administrative Representative. After scanning your signed signature page, the system will allow you to upload it to your application up to the proposal deadline. Signature pages can be signed electronically.

You may also send in your signature page after the proposal deadline. After the proposal deadline, please send the signed signature page as an e-mail attachment to Sandra Blackwell at [sblackwell@uga.edu](mailto:sblackwell@uga.edu). Although you may e-mail the signature page after the proposal deadline, we must have your signature page on file in order for your proposal to be funded.

Questions regarding your signature page can be sent to Sandra Blackwell at [sblackwell@uga.edu](mailto:sblackwell@uga.edu).

## **How Applications Will Be Reviewed**

Applications received by the deadline will be reviewed by the National SARE Review Committee, comprised of the SSARE Program Director, National SARE FLW Program Manager and National SARE Program Leader.

The Committee's evaluations are based on the following criteria:

- Qualifications of the applicant;
- Demonstrating the ability to achieve the goals of the Event Planner/Workshop Coordinator set forth in the Call for Applications;
- Soundness and feasibility of Plan of Work;
- Clear and appropriate budget and budget justification.

Applicants will be contacted by e-mail regarding the status of their application once the review process is complete.

*Released by the Southern Region of the Sustainable Agriculture Research and Education (SARE) program. Funded by the USDA National Institute of Food and Agriculture (NIFA), Southern SARE operates under cooperative agreements with the University of Georgia, Fort Valley State University, and the Kerr Center for Sustainable Agriculture to offer competitive grants to advance sustainable agriculture in America's Southern region. USDA is an equal opportunity employer and service provider.*