



Oklahoma Department of Agriculture, Food, & Forestry Request for Proposals

OKLAHOMA VITICULTURE AND ENOLOGY FUND APPLICATION

1. Proposals must be typed, single spaced in 12 pt font.
2. Application packets should not exceed 10 pages including supplemental documentation.
3. An electronic version of the application packet in MS Word format must be submitted to the email address listed in the contact information.

Submission of Application

1. An electronic grant application must be emailed to jamie.cummings@ag.ok.gov before **5 pm Friday October 30, 2015**. ***Applications must be received by the grant deadline.*** Applications that do not adhere to this deadline will not be accepted.

Contact Information

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GENERAL INSTRUCTIONS

- ◆ Application form must be completed in its entirety and required documentation attached.
- ◆ Incomplete applications will not be reviewed.

APPLICANT INFORMATION

1. NAME OF APPLICANT _____
2. FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER _____
3. MAILING ADDRESS _____
4. CITY/ZIP _____
5. AGRIBUSINESS ENTITY (BUSINESS, UNIVERSITY, GOVERNMENT, ETC.) _____
6. PHONE _____ FAX # _____
7. E-MAIL ADDRESS _____
8. WEBSITE _____

PROJECT INFORMATION

1. PROJECT NAME/TITLE _____
2. LOCATION OF PROPOSED PROJECT _____
3. START AND COMPLETION DATES _____

ABSTRACT - Include a project summary of 200 words or less suitable for dissemination to the public. It should include the need for the project, a brief description of the goals and outcomes, and your plan for evaluating and measuring the success of the project or program.

PROJECT PARTNER ORGANIZATION - Include the name of the applicant organization that will establish an agreement or contractual relationship with the Oklahoma Department of Agriculture, Food, & Forestry to lead and execute the project.

PROJECT PURPOSE AND GOALS - Clearly state the purpose of the project and explain why the project is important.

- What is the specific issue, problem, or need that the project will address?
- Why is the project important and timely?
- What are the objectives of the project?

POTENTIAL IMPACT - The project results in a benefit to the viticulture and enology industries in the state through the support of one or more of the following areas of emphasis (please mark the appropriate line or lines):

___ Research and education:

___ Funding programs and projects to support scientific research to advance the viticulture and enology industries in Oklahoma.

___ Funding programs to help educate the individuals involved in the viticulture and enology industries in Oklahoma.

___ Funding of critical emergency needs as they arise (evaluated annually).

___ Product development:

___ Funding projects to advance the development of improved grape and wine quality in Oklahoma.

___ Grower and winemaker assistance:

___ Providing training and other technical assistance to growers and winemakers.

___ Providing a competitive fund for loans to growers and winemakers to assist in the strengthening and expansion of the viticulture and enology industries in Oklahoma.

___ Tourism and marketing:

___ Funding projects to increase agri-tourism as it relates to the viticulture and enology industries.

___ Funding programs to advance the marketing of Oklahoma produced grape and wine.

Applications shall identify the category of the proposed project and describe the goals and benefits of the proposed project, as follows:

- (1) For projects related to scientific research, the application shall describe proposed research project and in what manner the project will benefit grape and wine production in Oklahoma
- (2) For projects related to education, the application shall describe the proposed educational coursework and in what manner the project will educate or provide technical assistance to individuals and businesses engaged in the grape or wine production industries within Oklahoma
- (3) For projects related to product development or grower and winemaker assistance, the application shall describe the proposed project and in what manner the project improves the quality or variety of grapes or wine produced in Oklahoma
- (4) For projects related to marketing, the application shall describe the proposed project and how the project will promote grapes and wines produced in Oklahoma

EXPECTED MEASURABLE OUTCOMES - Provide at least one distinct, quantifiable, measurable project outcome that solely supports enhancing the Viticulture and Enology industry. If the outcome measures are long-term and occur after the project's completion, then identify an intermediate outcome that occurs before the end of the grant period and that is expected to help lead to the fulfillment of long-term outcomes.

- Provide a GOAL - A goal is what you hope to achieve as a result of conducting the activities and producing the outputs (tangible results that can be seen, touched, handled, or moved about) of the project. Examples of outcome-oriented goals could include a change in knowledge, change in behavior, and change in conditions that make a difference for the beneficiaries of the project.

- Provide a **PERFORMANCE MEASURE**. Identify a performance measure for each goal that you will use to measure the actual project results compared to the expected results. These are usually expressed in quantifiable terms and should be objective and measurable (numeric values, percentages, scores and indices, although in certain circumstances qualitative measures are appropriate).

WORK PLAN

Project Activity: Describe the project activities that are necessary to accomplish the objectives. Make sure you include your performance monitoring/data collection activities.

Who will do the work? Indicate the project participants who will do the work of each activity. If you request grant funds for personnel and contractors, you must include them in the work plan to demonstrate the requested funding is warranted. If you request funds for travel, these activities must also be included.

When will the activity be accomplished? Include a timeline that indicates when each activity will occur (at least month and year) and beginning and end dates for the project. Make sure the work plan timeline shows that the project will be completed within the allowable grant period.

BUDGET NARRATIVE – Please list each budget line item and detailed description of each. Please include

Budget Item	Cost
Personnel	
Travel	
Equipment	
Supplies	
Contractual	
Other	
Indirect Costs	
Total	

I certify that the information provided is true and correct to the best of my knowledge. If approved for the specialty crop grant, I agree that the organization will assume sole responsibility of any and all debts or liabilities that may be incurred from this project; and will provide the required documentation to the Oklahoma Department of Agriculture, Food, & Forestry upon request. I understand that if this proposal is funded, I will be required to sign a grant agreement and other necessary documentation containing terms and conditions upon which funds will be released.

Signature

Title

Date