

Applicant Name: _____



Oklahoma Department of Agriculture, Food, & Forestry Request for Proposals Specialty Crop Grant Program Application

1. Proposals must be typed, single spaced in 12 pt font.
2. Each page should be numbered, with applicant's name at the top of each page.
3. Application packets should not exceed 8 pages including supplemental documentation.
4. An electronic version of the application packet in MS Word format must be submitted to the email address listed in the contact information.
5. Submit FIVE completed original application packet signed by the person authorized to receive funds and mail to Oklahoma Department of Agriculture, Food, & Forestry at the address below.
6. Do not bind the application packet. The application packet should be stapled or paper clipped in the upper left-hand corner.

Submission of Application

1. An electronic grant application must be emailed to jason.harvey@ag.ok.gov before **5 pm Friday April 19, 2013**. **Applications must be received by the grant deadline.** Applications that do not adhere to this deadline will not be accepted.
2. Five signed, printed copy of the application must be at the Oklahoma Department of Agriculture, Food, & Forestry at the address below before **5 pm Friday April 19, 2013**.

Contact Information

Jason Harvey
Project Coordinator
Oklahoma Dept. of Ag, Food, & Forestry
Office: (405) 522-5563
Fax: (405) 522-4855
Email: Jason.harvey@ag.ok.gov

Jamey Allen
Director, Market Development Services
Oklahoma Dept. of Ag., Food, & Forestry
Office: (405) 522-4676
Fax: (405) 522-4855
Email: jamey.allen@ag.ok.gov

A signed hard copy must be mailed to:

**Oklahoma Department of Agriculture, Food, & Forestry
Attn: Jason Harvey
P.O. Box 528804
Oklahoma City, OK 73152**

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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 _____ WEB ADDRESS _____
8. DUNS NUMBER _____

PROJECT INFORMATION

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

ABSTRACT (200 words or less)

Applicant Name: _____

Project Purpose and Goals - Clearly state the purpose of the project and explain why the project is important.

Potential Impact - Discuss the number of people or operations affected and the intended beneficiaries of the project. The potential economic impact if such data is available and relevant to the project. (One page or less)

Expected Measurable Outcomes - For each project, describe at least one distinct, quantifiable, and measurable outcome that directly and meaningfully support the project's purpose.

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Work Plan - For each project, explain briefly the activities that will be performed to accomplish the objectives of the project and indicate who will do the work of each activity. Include appropriate time lines. Outcomes may exceed the grant period; simply indicate that they exceed the grant period and what work will be ongoing.

Financial Feasibility - How do you intend to use the grant funds? Provide a breakdown of the components of the proposal and where the grant funds fit into the overall project financing. Prioritize funding needs, if possible. Provide budget estimates for the total project cost. **Remember, no administrative funds may be included in the budget request.**

Budget

Required table format.

Budget for Project X					
Category	SCBGP-FB Funds	Cash Match	In-Kind Match	Total	Comments
Year 1 budget					
Year 2 budget					
Total for 2 years					

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Budget Narrative - Provide sufficient information in paragraph format about the budget categories listed for each project to demonstrate that grant funds are being expended on eligible grant activities that meet the purpose of the program.

Project Oversight - Describe the oversight practices that provide sufficient knowledge of grant activities to ensure proper and efficient administration.

Project Commitment - Describe how all grant partners commit to and work toward the goals and outcome measures of the proposed project.

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