



**West Virginia Department of Agriculture
Specialty Crops Grant Opportunities**

REQUEST FOR PROPOSALS

Applicant Eligibility

The West Virginia Department of Agriculture (WVDA) has received a Specialty Crops Grant from the United States Department of Agriculture to be administered by the Marketing and Development Division of the WVDA. The purpose of the grant is to enhance the competitiveness of West Virginia specialty crops. Specialty crops are defined as fruits and vegetables, dried fruits, tree nuts, nursery crops, floriculture, herbs, honey, maple syrup, mushrooms and Christmas trees. Both fresh and processed specialty crops are included. Livestock, poultry, marine or fresh water aquaculture are not considered specialty crops. Grain and feed crops such as barley, corn, hay, oats, alfalfa, rye, and wheat are also not eligible for funding under this program.

Proposals will be accepted from individuals, groups of individuals (or groups of individuals that are in the process of becoming established as a registered West Virginia organization), or businesses and organizations related to West Virginia agriculture. Proposals that involve collaboration or partnerships between producers, industry groups, academics, or other organizations are encouraged and will be given priority. A fiscal agent must be designated on the application.

All applications must provide measurable evaluation criteria. For example, the creation of a farmer's market is a goal. The creation of a farmer's market with at least 3 produce vendors a week is a goal with measurement. Please provide a quantity or number in the measurement section. Accepted proposals will require a timely filing of final reports documenting the project and how it obtained the measurable goals.

Application Deadlines

Deadline for submitting applications is **Monday, March 3, 2008 by 4:00 p.m.** WVDA will notify applicants on the status of their proposal after receiving federal approval. The submission of a grant application does not guarantee funding.

Project Eligibility

Project proposals should focus on enhancing the competitiveness of specialty crops through one of the following four categories:

- a. Promotion/ Marketing
- b. Research
- c. Education/ Training
- d. Innovation/ Efficiency (Facilities/ Equipment)

Examples of “enhancing the competitiveness” of specialty crops includes, but is not limited to: research, promotion, marketing, nutrition, trade enhancement, food safety, food security, plant health programs, education, “buy local” programs, increased consumption, increased innovation, improved efficiency and reduced costs of distribution systems, environmental concerns and conservation, product development, and developing cooperatives.

WVDA encourages proposals that provide matching funds, either in cash and/or third party in-kind contributions. While matching funds are not required, those requests with matching funds will be given priority.

If accepted for grant funding, applicants will be required to submit information and materials necessary to become a registered West Virginia vendor. Please check with our office (304-558-2210) if you have any questions about your current West Virginia vendor status.

Eligible Expenditures

\$90,258.18 dollars are available for grants. Only one proposal per organization will be accepted. There is a \$10,000 limit per grant.

Examples of eligible expenses include, but are not limited to: promotional materials, such as signs and brochures for farmers’ markets; developing associations to promote specialty crops; creating a cooperative to increase “purchasing power”; consumer education and increased consumption marketing campaigns (i.e. buy local initiative); product development of specialty crops; improved planting techniques to increase yield, and innovative fencing use to protect crops.

Ineligible Expenditures

Ineligible Specialty Crops Grant expenses include, but are not limited to; brick and mortar (construction) projects; establishing secondary grant pools (sub grants to other entities or pass-through grants), land acquisitions, taxes, vehicle registration, overhead expenses or indirect costs, legal costs, contingency funds, proposal preparation, insurance, contractual project administration, costs for which payment has or will be received under another federal, state, or private funding program, any expenses incurred prior to the award date of this grant, personal labor and expenses, and political or lobbying activities.

Application Requirements

Proposals shall be clear and succinct and include the following documentation satisfactory to WVDA:

- General Information (organization, contact person, contact information)
- Amount Requested
- Brief Project Description
- Budget Information
- Supporting documents including letters or other evidence of commitment by partners, resource providers, and in-kind matches; verification of qualified West Virginia corporate or organizational status
- Maximum of six pages in length

Application packages that do not contain this information will not be considered.

Project Description

Please include the following information:

- **Project purpose:** Clearly state the specific issue, problem, interest, or need to be addressed. Explain why the project is important and timely.
- **Potential Impact:** Discuss the number of people or operations affected, the intended beneficiaries of the project, and/or economic impact
- **Financial Feasibility:** Provide a budget estimate for the total project cost. Indicate what percentage of the budget covers administrative costs.
- **Goal(s):** Describe the overall goal(s) in one or two sentences. Include quantifiable measurement for results.
- **Work Plan:** Be clear about who will do the work. Include appropriate time lines. Be sure to indicate how long it will take to accomplish your plan.

Reporting Requirements

All applicants must submit a final report for their project specifying how the goals and results were met. Submission of documents to become a registered West Virginia vendor is the responsibility of the grant recipient. If you received specialty crops grant funding last year, awarding of funding in this cycle is contingent on submission of a final or progress report for the previous award.

Any information or data derived from a West Virginia Specialty Crops Grant must be made available to WVDA, which reserves the right to share these results with the general public.

The following copy must be included on all printed materials and advertisements relating to the project: "Funds for this project were provided through the West Virginia Department of Agriculture and the USDA's Specialty Crop Block Grant Program.

Proposal Submission Procedures

WVDA reserves the right to reject any proposals over 6 pages in length. **Applicants must submit one unstapled original and four stapled copies of the proposal**, including all supporting documentation. Proposals must be received by WVDA on or before 4:00 p.m. Monday, March 3, 2008.

Proposals must be mailed or delivered to:

Debra Gard, Specialty Crops Grant
West Virginia Department of Agriculture
Marketing Development Division
1900 Kanawha Blvd, East
Charleston, WV 25305
FAX 304-558-2270

For questions about the grant application contact Debra Gard at (304) 932-7588 or Dan Woodrum at 304-558-2210.

Eligible Specialty Crops

Commonly recognized fruits, vegetables, tree nuts, dried fruits, and nursery crops (*including floriculture*) are not listed, but are eligible specialty crops.

Algae	Lavender
Chickpeas	Lentils
Christmas Trees	Maple Syrup
Cocoa	Mushrooms
Coffee	Organic Fruits & Vegetables
Cut Flowers	Peppermint
Dry Edible Beans	Potatoes
Dry Peas	Seaweed
Foliage	Spearmint
Fruit Grapes for Wine	Sweet Corn
Garlic	Tea
Ginger Root	Vanilla
Ginseng	Vegetable Seeds
Herbs	
Hops	
Kava	

Ineligible Commodities

Cotton and Cottonseed
Feed Crops such as Barley, Corn, Hay, Oats, Sorghum Grain, Millet, Alfalfa
Flaxseed
Food Grains such as Rice, Rye, Wheat
Livestock and Dairy Products, including eggs
Marine or Fresh Water Aquaculture
Oil Crops such as Peanut, Soybean, Sunflower, Safflower, Rapeseed, Canola, Mustard
Seed, Borage, Evening Primrose, etc.
Peanuts
Range Grasses
Sod
Sugar Beets
Sugarcane
Tobacco
Turf

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GRANT PROPOSAL FORM

Project proposal should enhance the competitiveness of specialty crops. Projects can include research, production, promotion, processing, education, and distribution, and can benefit retail or wholesale producers. Proposals will be accepted from individuals, groups of individuals, businesses and organizations related to West Virginia agriculture. Proposals that involve collaboration or partnerships between producers, industry groups, academics, or other organizations are encouraged and will be given priority. In order for your project to be considered, you must specify a fiscal agent for this grant. Accepted projects will be required to submit a final report.

Return this completed form to the West Virginia Department of Agriculture by **Monday, March 3, 2008**. Fax to 304/558-2270, email dgard@ag.state.wv.us, or mail **Debra Gard, Specialty Crop Grant, WVDA, Marketing & Development Division, 1900 Kanawha Boulevard, East, Charleston, WV 25305**. If you have any questions call 304/558-2210.

Your Name: _____ Company/Organization: _____

Address: _____ Email: _____

Phone: _____ Phone 2 (optional): _____ Fax: _____

Fiscal Agent: _____ FEIN # (if available): _____

Brief Project Description: _____

Project purpose: (Clearly state the specific issue, problem, interest, or need to be addressed. Explain why the project is important & timely) _____

Potential Impact: (Discuss the number of people or operations affected, the intended beneficiaries of the project, and/or economic impact) _____

Financial Feasibility: (Provide a budget estimate for the total project cost. Indicate what % of the budget covers administrative costs and what % will be covered by other in-kind and funding sources) _____

Goal(s): (i.e. long-term benefits, how project will become self-supported) _____

Measurement: (How will you measure if these goals have been met?) _____

Work Plan: (Be clear about who will do the work. How long will it take you to accomplish your project? Include appropriate time lines) _____

Signature: _____ Date: _____

If necessary, attach additional sheets (6 pages maximum)