

Appendix E

SCBGP PROJECT PROFILE TEMPLATE (2020)

DEFINITION OF A PROJECT

A project is a set of interrelated tasks with a cohesive, distinct, specified, and defined goal. It follows a planned, organized approach over a fixed period of time and within specific limitations (cost, performance, quality, etc.). Additionally, it uses resources that are specifically allocated to the work of the project and usually involves a team.

Projects are different from other ongoing operations in an organization because, unlike operations, projects have a definitive beginning and end—they have a limited duration. One way to think about this is that a project has an overarching goal that you want to accomplish through a series of individual activities or tasks. Examples of projects could include researching new cultivars or marketing apples through a targeted promotional campaign.

Activities or tasks that could be a part of such projects might include hiring project-specific personnel, purchasing special equipment, holding an educational workshop, or researching specialty crops, to name a few.

INSTRUCTIONS

1. This profile should describe how you will fulfill the goals and objectives of your project and provide key details on the execution, budget, objectives and indicators.
2. To maintain the formatting of this template when copying and pasting text from another source, right-click and select “Keep Text Only” under “Paste Options.”
3. Save your project profile with the filename [LastName]_CTSCBGP_Project Profile .
4. The complete project profile should be emailed to AGR.grants@ct.gov as a Microsoft Word document (.doc or .docx), not as a PDF, along with the Application Cover Page, Budget Form, and any letters of support.

PROJECT TITLE

Provide a descriptive project title in 10 words or fewer in the space below.

DURATION OF PROJECT

Projects cannot begin until January 1, 2022 or later. Projects must end by March 1, 2024.

Start Date:

Start Date

End Date:

End Date

PROJECT PARTNER AND SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project and includes—

- 1. The name of the applicant organization that if awarded a grant will establish an agreement with the Connecticut Department of Agriculture to lead and execute the project,*
- 2. A concise outline the project's outcome(s), and*
- 3. A description of the general tasks to be completed during the project period to fulfill this goal.*

The Project Summary is a summation of intended project activities and outcomes, similar to an abstract. If funded, this statement will be used to promote the project. When requests are made of the program for particular projects, this is what USDA will release to the public. The Project Purpose provides more detail about the project's background, the reason it's being proposed, and the project's beneficiaries. The Project Purpose is essentially the “nuts and bolts” of the proposal, while the Project Summary is a condensed statement of the project's activities and outcomes.

Suggested Outline: [Name of Organization] will [What will your project achieve?] by [How will you achieve it?]

Example: The ABC University will mitigate the spread of citrus greening (Huanglongbing) by developing scientifically-based practical measures to implement in a quarantine area and disseminating results to stakeholders through grower meetings and field days.

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

PROVIDE A LIST OF OBJECTIVES THIS PROJECT WILL ACHIEVE

Add more objectives by copying and pasting the list provided or delete objectives that aren't necessary.

A project's objectives are different from the outcomes and indicators you will outline later in this profile. Objectives should flow from the purpose or goal of the project and be stated as actions that are realistic and tangible—but not necessarily quantifiable—during the project. For example, an objective might read as follows: to adapt lettuce cultivars to environments in which less water and nitrogen will be available and applied.

Objective 1

Objective 2

Objective 3

Add other objectives as necessary

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries: Enter the Number of Beneficiaries

You do not need to provide a descriptor for the number of beneficiaries. USDA will collect this number, aggregate, and then communicate the national impact of the program to beneficiaries.

Does this project directly benefit socially disadvantaged farmers as defined below? Yes ☐ No ☐

Does this project directly benefit beginning farmers as defined below? Yes ☐ No ☐

*A **Socially Disadvantaged Farmer** is a farmer who is a member of a Socially Disadvantaged Group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.*

*A **Beginning Farmer** is an individual or entity that has not operated a farm for more than 10 years and substantially participates in the operation.*

If the project directly benefits socially disadvantaged or beginning farmers in any way, you should select “yes”. USDA receives requests for projects that benefit socially disadvantaged or beginning farmers and provides project abstracts to the public to explain how each project benefits these groups.

STATEMENT OF ENHANCING SPECIALTY CROPS

By checking the box to the right, I confirm that this project **solely** enhances the competitiveness of specialty crops in accordance with and defined by [7 U.S.C. 1621](#). Further information regarding the definition of a specialty crop can be found at www.ams.usda.gov/services/grants/scbgp. ☐

CONTINUATION PROJECT INFORMATION

If your project is continuing the efforts of a previously funded SCBGP project, address questions A–D below.

If your project **is not** continuing the efforts of a previously funded SCBGP project, leave this section blank and continue with “OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS.”

A. DESCRIBE HOW THIS PROJECT WILL DIFFER FROM AND BUILD ON THE PREVIOUS EFFORTS

B. PROVIDE A SUMMARY (3 TO 5 SENTENCES) OF THE OUTCOMES OF THE PREVIOUS EFFORTS

C. PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

1. What was previously learned from implementing this project, including potential improvements?

2. How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?

D. DESCRIBE THE LIKELIHOOD OF THE PROJECT BECOMING SELF-SUSTAINING AND NOT INDEFINITELY DEPENDENT ON GRANT FUNDS

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

The SCBGP will not fund duplicative projects. Did you submit this project to a Federal or State grant program other than the SCBGP for funding and/or is a Federal or State grant program other than the SCBGP funding the project currently?

Yes

☐

No

☐

IF YOUR PROJECT IS RECEIVING OR WILL POTENTIALLY RECEIVE FUNDS FROM ANOTHER FEDERAL OR STATE GRANT PROGRAM

Identify the Federal or State grant program(s).

Describe how the SCBGP project differs from or supplements the other grant program(s) efforts.

WORK PLAN

Explain the activities that will be performed to accomplish the goals of the project and the budget necessary to complete the project activity.

For each activity:

- Indicate what the activity is (including any travel)
- Who will do the work of each activity (including sub-recipients/contractors)
- When it will be done, including month and year, within the allowable grant period.

Be sure to include the activities related to your monitoring plan and information dissemination

Project Activity	Who	When

EXTERNAL PROJECT SUPPORT

Describe the specialty crop stakeholders who support this project (other than the applicant and organizations involved in the project) and explain why. Letters of support can be attached from these stakeholders.

Letters of support are not required but strongly encouraged by stakeholders.

Who are the specialty crop stakeholders—other than the applicant and organizations involved in the project—who support this project?

Why do these stakeholders support this project?

PROJECT COLLABORATION WITH THE CT DEPARTMENT OF AGRICULTURE

Describe how the applicant will collaborate and coordinate with the Connecticut Department of Agriculture.

EXPECTED MEASURABLE OUTCOMES

SELECT THE APPROPRIATE OUTCOME AND INDICATOR(S)/SUB-INDICATOR(S)

You must choose one or more of the eight outcomes listed in Appendix B which were approved by the U.S. Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.

OUTCOME MEASURE(S)

Select one or more outcome measures applicable for this project from the listing below.

- ☐ **Outcome 1:** Enhance the competitiveness of specialty crops through increased sales (required for marketing projects)
- ☐ **Outcome 2:** Enhance the competitiveness of specialty crops through increased consumption
- ☐ **Outcome 3:** Enhance the competitiveness of specialty crops through increased access
- ☐ **Outcome 4:** Enhance the competitiveness of specialty crops through greater capacity of sustainable practices of specialty crop production resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources
- ☐ **Outcome 5:** Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems
- ☐ **Outcome 6:** Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety
- ☐ **Outcome 7:** Enhance the competitiveness of specialty crops through increased understanding of the ecology of threats to food safety from microbial and chemical sources
- ☐ **Outcome 8:** Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development

OUTCOME INDICATOR(S)

- From the Outcome identified above, select at least one indicator listed below (from SCBGP Performance Measures) and its quantifiable result.
- You can select multiple indicators if the Outcome selected has more than one.
- If you need to add clarifying information to an indicator, use brackets [] to designate this information.
- You may delete any outcomes/indicators that are not relevant to your project.

OUTCOME 1: TO ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH INCREASED SALES

Outcome 1 Indicator: Sales increased from \$_____ to \$_____ and by _____ percent as a result of marketing and/or promotion activities.

[Outcome 1 and its corresponding indicator are mandatory for all marketing and promotion projects.]

OUTCOME 2: ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH INCREASED CONSUMPTION

Outcome 2, Indicator 1.a. Of the _____ total number of children and youth reached, the number that gained knowledge about eating more specialty crops: _____.

Outcome 2, Indicator 1.b. Of the _____ total number of children and youth reached, the number that reported an intention to eat more specialty crops: _____.

Outcome 2, Indicator 1.c. Of the _____ total number of children and youth reached, the number that reported eating more specialty crops: _____.

Outcome 2, Indicator 2.a. Of the _____ total number of adults reached, the number that gained knowledge about eating more specialty crops: _____.

Outcome 2, Indicator 2.b. Of the _____ total number of adults reached, the number that reported an intention to eat more specialty crops: _____.

Outcome 2, Indicator 2.c. Of the _____ total number of adults reached, the number that reported eating more specialty crops: _____.

Outcome 2, Indicator 3. Number of new and improved technologies and processes to enhance the nutritional value and consumer acceptance of specialty crops (excluding patents) _____.

Outcome 2, Indicator 4. Number of new specialty crops and/or specialty crop products introduced to consumers _____.

OUTCOME 3: ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH INCREASED ACCESS AND AWARENESS

Outcome 3, Indicator 1.a. Of the _____ total number of consumers or wholesale buyers reached, the number that gained knowledge on how to access/produce/prepare/preserve specialty crops: _____.

Outcome 3, Indicator 1.b. Of the _____ total number of consumers or wholesale buyers reached, the number that reported an intention to access/produce/prepare/preserve specialty crops: _____.

Outcome 3, Indicator 1.c. Of the _____ total number of consumers or wholesale buyers reached, the number that reported supplementing their diets with specialty crops that they produced/preserved/obtained/prepared: _____.

Outcome 3, Indicator 2.a. Of the _____ total number of individuals (culinary professionals, institutional kitchens, specialty crop entrepreneurs such as kitchen incubators/shared-use kitchens, etc.) reached, the number that gained knowledge on how to access/produce/prepare/preserve specialty crops: _____.

Outcome 3, Indicator 2.b. Of the _____ total number of individuals (culinary professionals, institutional kitchens, specialty crop entrepreneurs such as kitchen incubators/shared-use kitchens, etc.) reached, the number that reported an intention to access/produce/prepare/preserve specialty crops: _____.

Outcome 3, Indicator 2.c. Of the _____ total number of individuals (culinary professionals, institutional kitchens, specialty crop entrepreneurs such as kitchen incubators/shared-use kitchens, etc.) reached, the number that reported supplementing their diets with specialty crops that they produced/prepared/preserved/obtained: _____.

Outcome 3, Indicator 3. Number of existing delivery systems/access points of those reached that expanded and/or improved offerings of specialty crops

- a. _____ farmers markets
- b. _____ produce at corner stores
- c. _____ school food programs and other food options (vending machines, school events, etc.)
- d. _____ grocery stores
- e. _____ wholesale markets
- f. _____ food hubs that process, aggregate, distribute, or store specialty crops
- g. _____ home improvement centers with lawn and garden centers

- h. _____ lawn and garden centers
- i. _____ other systems/access points, not noted
- j. _____ total (if not reported above)

Outcome 3, Indicator 4. Number of new delivery systems/access points offering specialty crops

- a. _____ farmers markets
- b. _____ produce at corner stores
- c. _____ school food programs and other food options (vending machines, school events, etc.)
- d. _____ grocery stores
- e. _____ wholesale markets
- f. _____ food hubs that process, aggregate, distribute, or store specialty crops
- g. _____ home improvement centers with lawn and garden centers
- h. _____ lawn and garden centers
- i. _____ other systems/access points, not noted
- j. _____ total (if not reported above)

OUTCOME 4: ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH GREATER CAPACITY OF SUSTAINABLE PRACTICES OF SPECIALTY CROP PRODUCTION RESULTING IN INCREASED YIELD, REDUCED INPUTS, INCREASED EFFICIENCY, INCREASED ECONOMIC RETURN, AND/OR CONSERVATION OF RESOURCES

Outcome 4, Indicator 1. Numbers of plant/seed releases (i.e., cultivars, drought-tolerant plants, organic, enhanced nutritional composition, etc.): _____.

Outcome 4, Indicator 2. Adoption of best practices and technologies resulting in increased yields, reduced inputs, increased efficiency, increased economic return, and conservation of resources (select at least one below).

- a. Number of growers/producers indicating adoption of recommended practices: _____.
- b. Number of growers/producers reporting reduction in pesticides, fertilizer, water used/acre: _____.
- c. Number of producers reporting increased dollar returns per acre or reduced costs per acre: _____.
- d. Number of acres in conservation tillage or acres in other best management practices: _____.

Outcome 4, Indicator 3. Number of habitat acres established and maintained for the mutual benefit of pollinators and specialty crops: _____.

OUTCOME 5: ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH MORE SUSTAINABLE, DIVERSE, AND RESILIENT SPECIALTY CROP SYSTEMS

Outcome 5, Indicator 1. Number of new or improved innovation models (biological, economic, business, management, etc.), technologies, networks, products, processes, etc. developed for specialty crop entities including producers, processors, distributors, etc.: _____.

Outcome 5, Indicator 2. Number of innovations adopted: _____.

Outcome 5, Indicator 3. Number of specialty crop growers/producers (and other members of the specialty crop supply chain) that have increased revenue expressed in dollars: _____.

Outcome 5, Indicator 4. Number of new diagnostic systems analyzing specialty crop pests and diseases: _____.
[Diagnostic systems refer to, among other things: labs, networks, procedures, access points.]

Outcome 5, Indicator 5. Number of new diagnostic technologies available for detecting plant pests and diseases: _____. *[The intent here is not to count individual pieces of equipment or devices, but to enumerate technologies that add to the diagnostic capacity.]*

Outcome 5, Indicator 6. Number of first responders trained in early detection and rapid response to combat plant pests and diseases: _____.

Outcome 5, Indicator 7. Number of viable technologies/processes developed or modified that will increase specialty crop distribution and/or production _____.

Outcome 5, Indicator 8. Number of growers/producers that gained knowledge about science-based tools through outreach and education programs _____.

OUTCOME 6: ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH INCREASING THE NUMBER OF VIABLE TECHNOLOGIES TO IMPROVE FOOD SAFETY

Outcome 6, Indicator 1. Number of viable technologies developed or modified for the detection and characterization of specialty crop supply contamination from foodborne threats: _____.

Outcome 6, Indicator 2. Number of viable prevention, control and intervention strategies for all specialty crop production scales for foodborne threats along the production continuum: _____.

Outcome 6, Indicator 3. Number of individuals who learn about prevention, detection, control, and intervention food safety practices and number of those individuals who increase their food safety skills and knowledge: _____.

Outcome 6, Indicator 4. Number of improved prevention, detection, control, and intervention technologies: _____.

Outcome 6, Indicator 5. Number of reported changes in prevention, detection, control, and intervention strategies: _____.

OUTCOME 7: ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH INCREASED UNDERSTANDING OF THREATS TO FOOD SAFETY FROM MICROBIAL AND CHEMICAL SOURCES

Outcome 7, Indicator 1. Number of projects focused on increased understanding of fecal indicators and pathogens: _____.

Outcome 7, Indicator 2. Number of projects focused on increased safety of all inputs into the specialty crop chain: _____.

Outcome 7, Indicator 3. Number of projects focused on increased understanding of the roles of humans, plants and animals as vectors: _____.

Outcome 7, Indicator 4. Number of projects focused on increased understanding of pre-harvest and postharvest process impacts on microbial and chemical threats: _____.

Outcome 7, Indicator 5. Number of growers or producers obtaining on-farm food safety certifications (such as Good Agricultural Practices or Good Handling Practices): _____.

OUTCOME 8: ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH ENHANCING OR IMPROVING THE ECONOMY AS A RESULT OF SPECIALTY CROP DEVELOPMENT.

Outcome 8, Indicator 1. Number of new rural careers created: _____.

Outcome 8, Indicator 2. Number of new urban careers created: _____.

Outcome 8, Indicator 3. Number of jobs maintained/created: _____.

Outcome 8, Indicator 4. Number of small businesses maintained/created: _____.

Outcome 8, Indicator 5. Increased revenue/increased savings/one-time capital purchases (in dollars): \$_____.

Outcome 8, Indicator 6. Number of new beginning farmers who went into specialty crop production: _____.

Outcome 8, Indicator 7. Number of socially disadvantaged famers who went into specialty crop production: _____.

ADDITIONAL INFORMATION & DEFINITIONS

Marketing and Promotion Projects: Marketing and promotion projects focus efforts to sell, advertise, promote, market, and generate publicity, attract new customers, or raise customer awareness for specialty crops or a specialty crop venue. These include, but are not limited to: uses of social media to market and promote; specialty crop local, regional and national campaigns; specialty crop only tradeshow; website promotion and development; use/development of billboards, radio, television, magazine and email ads, marketing materials such as direct mail, brochures; agritourism; export market development; retail promotions including point-of-purchase items, labels, packaging etc.; farmers market promotions; and marketing and promotion campaigns with an education component directed to consumers.

Indicator: Sales increased from \$ _____ to \$ _____ and by \$ _____ percent as a result of marketing and/or promotion activities

The specific measure must be expressed as a dollar value and percentage increase in sales of one or more specialty crops in one or more states or foreign markets as a result of marketing and/or promotion activities. For example, an expected outcome of growth in sales from 5% to 10% is not acceptable by itself, but in combination with an increase in sales of \$1 million to \$2 million it is acceptable. This requirement means that an established baseline of sales in dollars should already exist at the time of application. For projects that do not already have a baseline of sales in dollars, one of the objectives of the project must be to determine such a baseline in order to meet the requirement to document the value of sales increases by the end of the project.

AMS understands that sales can be impacted by a host of unrelated issues including trade disputes, phytosanitary issues, export conditions, weather, and other factors affecting the farmer, supply chain, retailers, wholesalers and/or consumers. The above factors demonstrate that even a perfectly executed marketing campaign can result in sales remaining constant or even declining. These factors and events that either positively or negatively impacted the sales of a project can be explained in the performance report.

Difference Between “Jobs” and “Careers”: Jobs are net gain of paid employment; new businesses created or adopted can indicate new careers.

Beginning Farmer: A Beginning Farmer is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation.

Socially Disadvantaged Farmer: A Socially Disadvantaged Farmer is a farmer who is a member of a socially disadvantaged group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

Explain how you will collect the required data to report on the outcome(s) and indicator(s) in the space below.

SHARING RESULTS AND/OR BENEFITS

Explain how you will share the results and/or benefits of the project with specialty crop growers and other interested specialty crop stakeholders.

BUDGET NARRATIVE

A thorough and detailed budget must be submitted with the application packet. **No administrative/indirect costs may be allotted to the budgeted project.** Please round totals to the next whole dollar. **See also Appendix A – Allowable/Unallowable Costs and Activities.**

As a reminder, cash-match contributions are highly encouraged and detailed descriptions should be included with the budget estimations under the matching funds category. **Matching funds should only be described under the separate matching funds category at the end of the narrative.**

Do not:

1. Leave a budget category justification blank if expenses in that category are requested.
2. Use arbitrary estimates when developing a project's budget.

Expense Category	SCBG Funds Requested	Total Project Cost
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Other		
Subtotal		

SCBG Budget	\$
Cash Match	\$
Total Project Costs	\$

PERSONNEL

Personnel expenses **cannot exceed 25% of the grant request. They cannot be applied to current employees but only to special hires or durational employees hired specifically for the proposed project** to enhance the competitiveness of specialty crops.

Those employed elsewhere would be listed as subcontractors or consultants in the "CONTRACTUAL" category. General administrative/indirect or accounting expenses are not considered acceptable.

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1			
2			
3			

Personnel Subtotal	\$
--------------------	----

PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.

Personnel 1:

Personnel 2:

Personnel 3:

Add other Personnel as necessary

FRINGE BENEFITS

Fringe benefit expenses **cannot exceed 15% of the grant request. They cannot be applied to current employees, but only to special hires or durational employees hired specifically for the proposed project** to enhance the competitiveness of specialty crops.

Provide the fringe benefit rate for each of the project's salaried employees described in the Personnel section that will be paid with SCBGP funds.

#	Name/Title	Fringe Benefit Rate	Funds Requested
1			
2			
3			

Fringe Subtotal	\$
-----------------	----

TRAVEL

Explain the purpose for each Trip Destination. **Foreign/international travel is unallowable.**

Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1							
2							
3							
4							
5							
6							
7							

Travel Subtotal	\$
------------------------	-----------

TRAVEL JUSTIFICATION

For each trip listed in the above table describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

Trip 1 (Approximate Date of Travel MM/YYYY):

Trip 2(Approximate Date of Travel MM/YYYY):

Trip 3(Approximate Date of Travel MM/YYYY):

Add other Trips as necessary

CONFORMING WITH YOUR TRAVEL POLICY

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#) or [48 CFR subpart 31.2](#) as applicable.

☐

EQUIPMENT

Describe any **special purpose equipment** to be purchased or rented under the grant.

"Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that **equals or exceeds \$5,000 per unit** and is used only for research, medical, scientific, or other technical activities. If an item's per unit costs is under \$5,000 include it under the Supplies budget category.

Rental of "general purpose equipment" must also be described in this section. **Purchase of general purpose equipment is not allowable under this grant.**

The use, management and disposition of equipment by the Grantee shall be in accordance with [2 C.F.R. § 200.313](#) and [2 C.F.R. § 200.315](#), as applicable.

#	Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				
3				
4				

Equipment Subtotal	\$
--------------------	----

EQUIPMENT JUSTIFICATION

For each equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn't necessary.

Equipment 1:

Equipment 2:

Equipment 3:

Add other equipment as necessary

SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and solely enhance the competitiveness of specialty crops.

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested

Supplies Subtotal	\$
--------------------------	-----------

SUPPLIES JUSTIFICATION

Describe the purpose of each supply listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

CONTRACTUAL/CONSULTANT

Provide an itemized budget (personnel, fringe, travel, equipment, supplies, other, etc.) with appropriate justification. If indirect costs are/will be included in the contract, include the indirect cost rate used. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately.

Compensation for individual consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Consultants may not exceed \$157,100 annually or \$75.28 per hour. This does not include fringe, travel, indirect, or other costs.

#	Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1			
2			
3			
4			

Contractual/Consultant Subtotal	\$
--	-----------

CONTRACTUAL JUSTIFICATION

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity.

Compensation for individual consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Consultants may not exceed \$157,100 annually or \$75.28 per hour. This does not include fringe, travel, indirect, or other costs.

See Appendix A - Allowable and Unallowable Costs and Activities for acceptable justifications. Add more contractors/consultants by copying and pasting the existing listing or delete those that aren't necessary.

Contractor/Consultant 1:

Contractor/Consultant 2:

Contractor/Consultant 3:

Add other Contractors/Consultants as necessary

CONFORMING WITH YOUR PROCUREMENT STANDARDS

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR Part 200.317-326](#), as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements. ☐

OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

Item Description	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested

Other Subtotal \$

OTHER JUSTIFICATION

Describe the purpose of each item listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

PROGRAM INCOME

Program income is gross income directly generated by the grant-supported activity, or earned only because of the grant agreement during the grant period of performance.

Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.

Source/Nature of Program Income	Description of how you will reinvest the program income into the project to solely enhance the competitiveness of specialty crops	Estimated Income

Program Income Total \$

MATCHING FUNDS

While no cash match is required for this program, applicants contributing a cash match to the project shall be given additional consideration. This is applicable to cash matches only. Please clearly outline the applicant's cash contribution

and what it is responsible for in the overall project. Describe the source and nature of any matching funds that will be provided for the project.

Contributing Organization/Individual	Funds Contributed

Matching Funds Total	\$
----------------------	----