SOUTHERN REGION SARE PROFESSIONAL DEVELOPMENT PROGRAM

2014 CALL FOR PRE-PROPOSALS

PRE-PROPOSAL DEADLINE 11:59 PM EST, June 2, 2014

The Southern Region Sustainable Agriculture Research and Education (SARE) Professional Development Program (PDP) is requesting pre-proposals for projects of one to two year(s) duration that provide training on sustainable agriculture for agricultural professionals and educators who serve farmers and other interested people in USDA's southern region. This region includes: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, Puerto Rico and the US Virgin Islands.

FUNDING LEVEL

There is no funding cap for projects. To fund a broad portfolio of projects, priority will be given to those less than $80,000.

WHO MAY APPLY?

SARE is an inclusive program and encourages pre-proposals from land grant and non-land grant universities, colleges, USDA agencies, community-based organizations, and non-governmental organizations.

PRIORITY AREA FOR 2014:

The PDP program generally funds 4-6 training projects per year. The PDP program is inviting pre-proposals focused on training trainers in each state/protectorate in the Southern SARE region to help limited resource farmers/ranchers understand how to apply for and participate in Federal and State sustainable* agricultural programs available to them. This is not simply to educate on what programs are available, but to develop trainers, who can teach how to fill out the necessary documents, determine eligibility, and teach what each program provides for in terms of fundable activities. The training should also teach how each program determines who receives funding. Successful pre-proposals should follow the PDP call for pre-proposals.

Download "Building Sustainable Farms, Ranches, and Communities" from the SARE website by clicking "books" under the "Learning Center" tab.

DIRECTIONS FOR SUBMISSION OF A PRE-PROPOSAL

THE INSTRUCTIONS YOU NEED TO SUBMIT A PROFESSIONAL DEVELOPMENT PRE-PROPOSAL CAN BE FOUND IN THE FOLLOWING 8 PAGES OF THIS CALL FOR PRE-PROPOSALS.

IMPORTANT!

Pre-proposals must now be submitted only on the **SSARE On-Line Proposal Submission Web Site**. The Web Site address for On-Line Proposal Submissions is **http://www.ciids.org/SARE/pdp/**

Use the on-line proposal system to develop and submit your pre-proposal. Complete all of your editing and modifying before you finalize your pre-proposal. **Once your pre-proposal is finalized, it cannot be modified. Also, once the June 2, 2014 deadline passes, the on-line system will close and pre-proposals—even those in progress that haven't been finalized—can no longer be submitted.** Please print your pre-proposal and have it reviewed (if required) by your institution or organization, execute any necessary modifications to the pre-proposal, then perform the on-line submission.

All of the guidelines, program goals and review criteria for submitting a Southern SARE Professional Development Program pre-proposal can be found in the following 8 pages of this call for pre-proposals.

1) The 2014 pre-proposal will be entered online. Pre-proposals must include all of the elements listed in "Pre-proposal Format and Outline", A through H. Maximum length in words is also listed. We recommend that you use the pre-proposal format and outline below to compose the lengthy sections of your pre-proposal in Microsoft Word and then copy and paste into the online forms.

2) **If you have any questions, please contact:**

> **David Redhage**
> **PO Box 588**
> **24456 Kerr Road**
> **Poteau, OK 74953**
> **Telephone 918-647-9123 ext. 212**
> **dredhage@kerrcenter.com**

PASS/FAIL CRITERIA

To be considered for funding, a project must meet the following two criteria:

1. Project outcomes must focus on developing sustainable agriculture systems or moving existing systems toward sustainability, as defined in the 1990 Farm Bill. The 1990 Farm Bill defines sustainable agriculture as:

An integrated system of plant and animal production practices having a site-specific application that will, over the long term:

- enhance **environmental quality and the natural resource base** upon which the agricultural economy depends;
- make the most **efficient use of nonrenewable resources and on-farm resources**, and integrate, where appropriate, natural biological cycles and controls;
- sustain the **economic viability of farm operations**;
- enhance the **quality of life of farmers and ranchers, and of society** as a whole.

2. A project's central purpose must be to provide or enable training to Cooperative Extension Service agents; USDA field personnel from the Natural Resources Conservation Service, the Farm Service Agency, and other USDA agencies; and other agricultural professionals and educators, including farmers who will serve as trainers. *Research projects and farmer-outreach or education projects do not qualify for this funding.*

GENERAL GUIDELINES

Projects should include or involve the following:
- The development of a case for relevancy to southern agriculture and significance to the state(s) involved
- Participation or support from both 1862 and 1890 land grant universities
- Effective participatory training methods
- Systems approach that includes environmental, societal, and economic impacts to the community
- Interdisciplinary efforts and multi-institutional partnerships that can endure beyond the life of the project
- Farmer involvement in planning, evaluation, and delivery of training.
- When possible, multiple formats should be used in the delivery of training material. While other formats are allowed, final deliverables should be in an **internet-ready format**.

PROJECT SCORING CRITERIA (100 points total)

1. There is meaningful **farmer participation** in the planning, delivery, and evaluation of the training. Farmers and ranchers are not the primary audience of the training, but they are the ultimate beneficiaries of information, so they can provide a valuable perspective and should be included in the planning and implementation of training. When applicable, a sub-group of trainers should, after being trained, set up and conduct a workshop with farmers and ranchers. The effectiveness of the training should be evaluated from the producers' perspective and training material revised based on the input received. Farmers and ranchers, where appropriate, are encouraged to serve as trainers. 10 POINTS MAXIMUM

2. A **collaboration of diverse groups** will partner to plan, deliver, and evaluate training. Collaboration may include: non-governmental organizations, community-based organizations, land grant universities, non-land grant universities, colleges, and US Department of Agriculture agencies. You are encouraged to connect with the Sustainable Agriculture State Coordinators at the land grant universities in the states where your project will operate. 15 POINTS MAXIMUM

3. **Behavior-Based Objectives**: The objectives and outcomes of the proposed training and education project must be clearly defined. Identify the groups to be trained and the expected change in attitudes, knowledge, skills and behaviors. 15 POINTS MAXIMUM

4. A **coherent evaluation plan** that demonstrates: 1) a feedback loop which is essential to assess the effectiveness of the training model; and 2) a plan to measure realistic outcomes that assess the change in attitudes, knowledge, skills, and actions of the trainees. (See Logic Model attachment A) 15 POINTS MAXIMUM

5. The **proposal training** is relevant to sustainable agriculture in the Southern SARE service region. Relevance may imply the training contributes to the diversity of agricultural enterprises, diversity of approaches for problem solving, or improving the profitability or economic importance of an enterprise. The project uses systems approaches that include environmental, societal, and economic impacts, including impacts to the community beyond the farm boundary. Information about the relevance of the project and systems approach should be included in the "Approaches and Methods" section of the pre-proposal. 15 POINTS MAXIMUM

6. Define project resources and the abilities of the participating organizations and explain how you plan to **leverage other inputs, multiply outputs, and sustain outcomes in the future. Leverage other inputs**—describe how SARE resources will be used to generate additional support for the training project (include use of internal or external resources or funds). **Multiply outputs**—describe your plan to expand the scope of the training project, training opportunities, and educational products. **Sustain outcomes in the future**—describe your plan to institutionalize your project. Provide evidence that your institution supports your project and is committed to its continuation after the initial implementation. Show how collaborating institutions will be strengthened. Include this information in the "Approaches and Methods" section of the pre-proposal. 10 POINTS MAXIMUM

7. **Educational methodology** is clearly presented and appropriate to achieve the stated training objectives. Effective participatory training methods should be used when possible, which may include: on-farm experiential learning, interactive multi-media presentations, distance learning, use of **SAN materials**, or training manuals. Methods of training should be described in the "Approaches and Methods" section of the pre-proposal. 10 POINTS MAXIMUM

8. The proposed project provides a **realistic timeline and a cost-effective budget** relative to human and other resources proposed. 5 POINTS MAXIMUM

9. The project builds upon or **develops linkages to a previously funded SARE Research and Education project** or **Producer Grant Program project**. 5 POINTS MAXIMUM

2014 PDP GRANT CYCLE

March 2014   **Call for pre-proposals released**

June 2, 2014   **PDP pre-proposals due**

August 2014   **Pre-proposals invited to submit full proposals**

November 2014   **Full proposals due**

February 2015   **Full proposals awarded**

PRE-PROPOSAL INSTRUCTIONS

On the following pages you can see all the questions you will be asked on the on-line submission web site at http://www.ciids.org/SARE/pdp/

Once you have read through this call for pre-proposals, click on that site, follow the directions and begin your pre-proposal.

PRE-PROPOSAL FORMAT and OUTLINE

Pre-proposals should be no more than 8 pages and include the following elements in the order indicated:

A. Title Page - This will include the project title, project director contact information and institutional administrative contact information.

B. Collaborating Institution(s) and major partnerships.

C. Abstract - (Maximum of 250 words) The project abstract should reflect the gist of the proposal by including the following information: your organization and key partners, project goals and objectives, the target audience, how the audience will be reached, activities proposed, results expected, and how results will be evaluated. Items mentioned in the abstract that are not found in the pre-proposal itself will be ignored.

D. Project Duration & Timetable – (Maximum of 250 words) Choose between a 1 or 2 year project. Timetable includes project schedule, with anticipated dates of project activities and tasks.

E. Behavior-based Objectives – (Maximum of 500 words) Concise list of project objectives, including desired changes in the behavior of those receiving training.

F. Approaches and Methods – (Maximum of 700 words) Detailed description of the activities and methods to be used to accomplish the objectives.

G. Collaboration Plan – (Maximum of 250 words) Briefly describe the role of collaborating institutions who are receiving funds.

H. Estimated Budget – Use the budget page enclosed. Include a budget narrative explaining the use of the funds requested. SARE PDP will cover indirect costs up to 10%. Matching funds are not required.

ITEM	SARE YEAR 1 FUNDS	SARE YEAR 2 FUNDS	TOTAL FUNDS
PERSONNEL			
Major Participants			
Support Staff			
Hourly Labor			
Fringe Benefits			
Subtotal, PERSONNEL			
NON-PERSONNEL			
Training Materials			
Travel			
All Other Costs:			
Consultants			
Conference/Meeting facility			
Honorariums/Speaker fees			
Subcontract			
Subtotal Non-Personnel			
Indirect Costs (up to 10%)*			
TOTALS			

*Include detailed budget narrative explaining intended use and justification on a separate sheet of paper.

*SARE will cover **up to 10% of your project's Total Federal Funds** requested as a charge for indirect costs (equivalent of 11.111% of total direct costs).

*Matching funds are not required.

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Southern Region SARE
Professional Development Program
Budget Format Explanation

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Your budget and budget narrative must meet USDA, NIFA, and University of Georgia budgetary guidelines. Please refer to the information below and provide a detailed budget and budget narrative. Salary must include the fringe benefit rate. All line items must include a detailed narrative for each different expenditure within the line.

Personnel

Major Participants

> Provide the percentage of effort or full time equivalent for each primary participant (project director, or other personnel directly associated with the project) and the corresponding dollar amount for the time stated. Persons employed by recipient organization should be listed in this category. All other persons should be listed as subcontractors or consultants in "All Other Costs" category.

Support Staff

> Provide salary for persons assisting the Project Director in the project such as writing, graphic design, educational design, assisting with the training activity. Persons employed by recipient organization should be listed in this category. Routine secretarial or bookkeeping salaries are not allowed.

Hourly Labor

> Provide salary for person hired to work on the project. This could include student or part time work. Persons employed by recipient organization should be listed in this category. Routine secretarial support is a non-allowable cost.

Fringe Benefits

> Provide the percentage rate of fringe benefit for each salary category. All salaries must show a corresponding fringe benefit.

Non-Personnel

Materials/Supplies

> List any supplies that are directly used for development of, or implementation of, a training event. Routine office supplies, computers, or other equipment that can be used after the project is completed, are non-allowable costs.

Travel

> Detailed travel information is required.
>> For reimbursement of mileage on personal vehicle use, include:
>> ➢ purpose and destination of trip(s)
>> ➢ the organization's reimbursement rate per mile
>> ➢ the total amount estimated for mileage reimbursement
>>> (i.e. $.55/mile X 100 miles = $55.00)

For trips that involve airfare, include:
➢ purpose and destination of trip
➢ number of travelers
➢ estimated cost of airline ticket per person
   (i.e. 3 people X $200.00 = $600.00)

For meals and lodging, include:
➢ number of days traveling
➢ estimated cost for lodging per night
   (i.e. 3 days X 3 people X $50.00/night lodging = $450.00)
➢ estimated cost for meals per day (meals can only be paid on over-night lodging)
   (i.e. 3 days X 3 people X $36.00/day meals = $324.00)

Other travel expenses may include:
➢ vehicle rental
➢ airport parking
➢ taxi

All Other Costs

Provide information on the following:
Printing - photocopying, commercial printing of brochures and fliers, etc. associated with the program.

Consultants - someone who renders expert advice in their field.
Budget details should include:
➢ the name of the consultant, contact information
➢ statement of work
➢ rate of compensation
➢ details on any costs associated with the work to be performed

Subcontract - When a portion of the work proposed will be done by sources outside of the recipient organization. A statement of work and cost details from the proposed subcontractor should be submitted. The level of details required for the subcontract budget is the same as the recipient organization. Include a copy of the subcontractor's vitae.

Conference/Meetings -rental of facilities and equipment for the meeting.

Honorariums or speaker fees - fee should be reasonable for the work that is expected and what the person's title, experience, and education warrants. Provide a justification, name of individual(s), and fee per day.

Indirect Costs

USDA-NIFA will allow SARE to cover indirect costs. You may include a line item in the proposal budget that requests **up to 10 percent of your project's Total Federal Funds** requested (equivalent of 11.111% of total direct costs) as a charge for indirect costs. If

your institution has a negotiated rate for indirect costs that is less than 10 percent, SARE must pay the lower rate. If you do not have a negotiated rate for indirect costs, SARE cannot cover indirect costs. Indirect cost amounts may need to be adjusted prior to final project budget approval to meet USDA-NIFA requirements and University of Georgia guidelines.

Indirect costs are calculated at 10% of Total Federal Funds (equivalent of 11.111% of total direct costs)

$20,000 *Total Direct Costs*	$22,222 *Total Federal Funds*
x 11.111%	x 10%
$2,222 IDC	**$2,222 IDC**

If your institution accepts IDC, watch for items being charged as direct costs that are normally covered under indirect costs. Direct charging costs to federal grants, which are typically considered Facilities and Administrative costs (F&A), may be appropriate if specific conditions are met.

These conditions include:
1. Items are required by the project's scope of work.
2. Costs can be specifically and easily identified to this project.
3. The number and/or cost of the items needed is clearly in excess of what would normally be considered F&A costs.

The proposal budget justification should provide a clear explanation as to how the proposed charges meet these conditions. The usual items are administrative personnel, office supplies, computers, telecommunications, etc.
Here is an acceptable example:
Office Supplies
We have included office/administrative supplies in the direct costs budgeted for this project. These items will not be used for routine administration, but will be dedicated solely as outlined in the research plan (in support of specific aim three). We plan to provide comprehensive training manuals to each of the two hundred study participants. These manuals will include detailed instructions for completing the six surveys. Each participant will be contacted by postcard eight times during the study. Manuals contain one hundred pages of printed instructions, six sets of surveys totaling 670 pages, one set of binder sections, eight large pre-addressed envelopes, and all will be inserted into a three-ring binder. The cost of a manual is $18. Total supply cost for manual development for all two hundred study participants will be $3,600.

Use the budget checklists found on our website.
http://www.southernsare.org/Grants/Proposal-Budget-Checklist

Unallowable Costs

Computers, copy machines, FAX machines, furniture, any general purpose equipment that does not have a particular scientific, technical, or programmatic purpose

Entertainment, capital improvements

SARE Logic Model – Professional Development Program

Outputs		**Outcomes**		
1. Inputs	**2. Participants**	**3. Activities/Products**	**4. Learning (short term)**	**5. Initial Actions (intermediate term)**	**6. Conditions (long term)**

1. Inputs

SARE provides:

1.1 Funds for competitive grants and state grants for train-the-trainer professional development in sustainable agriculture

1.2 Outreach information, instructions and guidance for applicants and grantees

2. Participants

Who participates:

2.1 Extension educators and specialists

2.2 NRCS and other ag professionals

2.3 State coordinators

2.4 NGOs

2.5 Farmers & ranchers

3. Activities/Products

Project leaders produce:

Activities:
3.1 Educational events and opportunities, e.g. workshops, tours, webinars, classes, training support

Products:
3.2 Information products, e.g. fact sheets, hand books, manuals, bulletins, video, web content

3.3 Educational tools, e.g. computer programs, data bases, decision tools, curricula

4. Learning (short term)

Project participants gain or increase:

4.1 Knowledge, skills, awareness about sustainable ag topics, systems, principles, technologies, practices and resources

4.2 Motivations and skills to effectively educate farmers and ranchers about sustainable agriculture

5. Initial Actions (intermediate term)

Project participants use information learned to:

5.1 Conduct educational programs about sustainable ag topics, systems, principles, practices, technologies, resources

5.2 Incorporate information into products and educational tools.

5.3 Share project materials and/or SARE and other sustainable ag resources with farmers and others

5.4 Develop and/or strengthen professional collaborations and involvement in teaching, research and demonstration of sustainable ag topics, systems, principles, practices

Secondary Actions (intermediate term)

5.5 Producers who learn from project leader or participants adopt sustainable systems, approaches and practices

5.6 Others who learn from project participants include acquired sustainable ag concepts in their work

6. Conditions (long term)

What's improved: (over time)

6.1 Market and employment opportunities in agriculture

6.2 Economic well-being for producers

6.3 Quality of life for producers and communities

6.4 Environmental quality

6.5 Efficiency of nonrenewable and on-farm resources use

6.6 Capacity of organizations (resources, staff) for programs in sustainable agriculture