**SOUTHERN REGION SARE PROFESSIONAL DEVELOPMENT PROGRAM**
**2024 CALL FOR PRE-PROPOSALS**
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# SOUTHERN REGION SARE PROFESSIONAL DEVELOPMENT PROGRAM
# 2024 CALL FOR PRE-PROPOSALS
# PRE-PROPOSAL DEADLINE 12:00 PM EST, AUGUST 31, 2023

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, educators, and mentor farmers* 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, Puerto Rico, the US Virgin Islands, and Virginia.

**2024 PDP GRANT CYCLE**

| | |
|---|---|
| July 14, 2023 | Call for Pre-Proposals released |
| August 31, 2023 | PDP Pre-Proposals due |
| October 2023 | Pre-proposals invited to submit full proposals |
| November 15, 2023 | Full proposals due |
| February 2024 | Full proposals awarded |

## 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.

SSARE also considers proposals from indigenous agriculture communities that produce products for community food systems. These enterprises may be eligible to apply where the production activity has an annual value of less than $1,000, but products are not sold due to cultural factors.

## CRITERIA FOR CONSIDERATION

To be considered for funding, a project must meet the following five 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:
    - satisfy human food and fiber needs.
    - 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 one or all of the following: 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 mentor farmers* who will serve as trainers. Research projects and farmer-outreach or education projects do not qualify for this funding.

**Mentor Farmer – In Southern SARE, we use the term "mentor farmer" in addition to limited resource farmer. While there is no strict definition, we see mentor farmers as innovators in sustainable agriculture who teach others what they have learned. They may be active in a farmer's market, farmer cooperative, associations, or simply be a producer who tries innovative practices and hosts field days, trainings, demonstrations, and other events. PDP is a train the trainer*

*program and the main idea is that mentor farmers participate in sustainable agriculture education events and take the information home to teach other producers.*

3. Diversity, Equity and Inclusion- Will the Train-the-Trainer program and materials support outreach and training to underserved producers and/or increase equity in Southern agricultural systems? If yes, how? --SSARE defines underserved communities as those populations sharing a particular characteristic, as well as geographic communities that have been systematically denied full opportunity to participate in aspects of economic, social, and civil life.

4. Quality of Life- How will this Train-the-Trainer program lead to improved quality of life for producers, and, by extension, communities and consumers in the Southern region? See Southern SARE's working document on what quality of life means.

5. Outreach- Please indicate how you will conduct your outreach plan if you anticipate COVID-19 restrictions will prevent travel related to your outreach plan or prevent any in-person events, such as trainings, workshops, conferences, or field days.

**IMPORTANT**

Pre-proposals must be submitted on the Southern SARE Grant Management System website https://projects.sare.org Once you have read through this call for pre-proposals, click on the link above and follow the directions to begin 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 August 31, 2023 deadline passes, the online 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 online submission.

## GENERAL GUIDELINES FOR SUBMISSION OF A PRE-PROPOSAL

All of the guidelines, program goals, and review criteria for submitting a Southern SARE PDP pre-proposal can be found in the following pages of this call for pre-proposals. Pre-proposals must include all of the elements listed in the "Pre-Proposal Format and Outline" below and comply with length restrictions. We recommend that you compose the lengthy sections of your pre-proposal in Microsoft Word, then copy and paste into the online submission forms.

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
- how the training need was determined
- 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

## PRE-PROPOSAL FORMAT AND OUTLINE

Pre-proposals should include the following elements:

1. **General Information** – This will include the project title, project director information, institutional administrative contact (cannot be the same as the project director), institutional financial contact, and key words.
   - ➢ Project Director Demographic Data – This information will not be part of the review process. It will be confidential and will not appear on any copy of the submitted proposal, including the applicant's copy.

2. **Project Information** – The project information should reflect the gist of the proposal by including the following:
    - Key collaborators and major partnership(s),
    - Project summary *(150 word limit)*
    - Project goals and objectives, include target audience, *(300 word limit)*
    - Activities proposed- how does this reach the target audience and achieve objectives *(200 word limit)*
    - How results will be evaluated *(200 word limit)*
    - Project duration and timetable – State whether this will be a 1- or 2- year project. Timetable includes project schedule *(150 word limit)*

3. **Funding Request** – **<u>An itemized budget is no longer required at the pre-proposal stage.</u>** We only require an estimate of your total funding request, as well as estimates of any funds you will budget for cooperating institutions. SARE PDP will cover indirect costs (IDC) up to 10%. Matching funds are not required.
   An example would look like:

Lead Institution -- $50,000
Cooperating Institution -- $20,000
Cooperating NGO -- <u>$10,000</u>
**Total Proposed Budget Request -- <u>$80,000</u>**

**Indirect Costs**

USDA-NIFA will allow recovery of indirect costs. Indirect cost rates are limited to 10 percent of total direct costs. When preparing budgets, applicants should limit their requests for recovery of indirect costs to the lesser of their institution's official negotiated indirect cost rate or the equivalent of 10 percent of total direct costs. The Indirect Cost of 10 percent Total Direct Costs is the maximum allowable.

If your institution has never had a federally negotiated indirect rate agreement (NICRA), you may include indirect costs as a line item in your budget at a maximum rate of 10 percent modified total direct costs. This is the de minimus rate approved under Uniform Guidance (2 CFR 200.414). The calculation of the modified total direct cost base must adhere to the definition of modified total direct costs in 2 CFR 200.68.

**Modified Total Direct Cost (MTDC)**

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

**If you have any questions, please contact the Southern SARE PDP Staff:**

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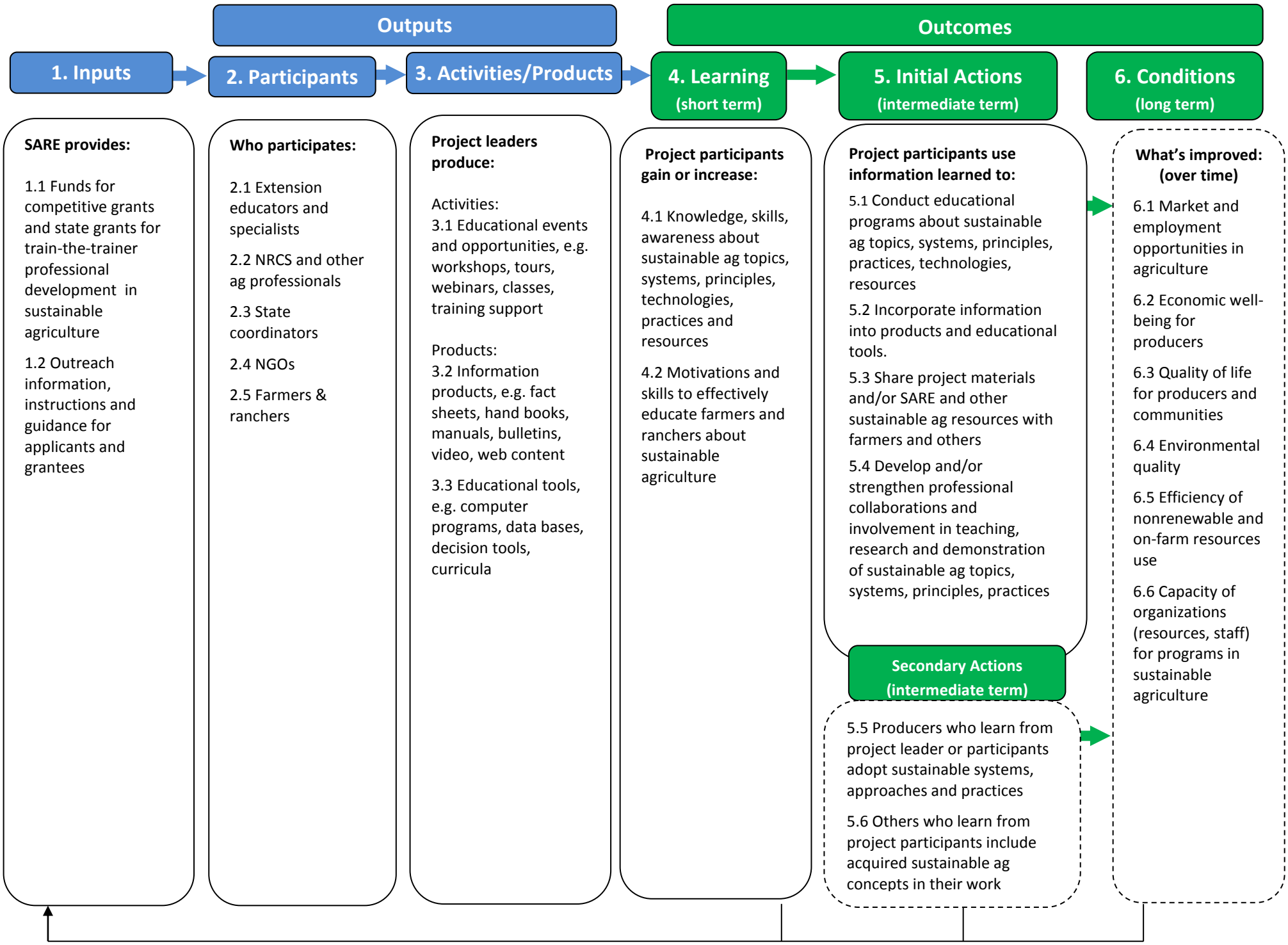
# SARE Logic Model – Professional Development Program



# Required Budget Narrative Checklist for PDP Grant Proposals

**(form updated January 2023)**

****In the Budget Narrative, you must explain why each cost in the budget is needed to complete your Project. ****

## PERSONNEL (LABOR): Your Institution Personnel

(non-employee payments are other direct costs)

- ☐ Position or Name
- ☐ Salary & basis for this salary (i.e. FTE; Hourly rate, etc.)
- ☐ Length of time expected to work
- ☐ What will they be doing?
  **Secretarial / clerical** must be exceptional in nature and justified as it relates to the project.

## FRINGE BENEFITS (if applicable)

- ☐ Provide Total allowable fringe benefits
  Salary x % Rate = Benefits

## TRAVEL

All travel expenses associated with this request must be shown in budget narrative.

- ☐ How does this travel relate to your project goals/ activities (**required**)
- ☐ Destination – if known
- ☐ Mileage – Maximum rate is $0.655/mi.
- ☐ Lodging - # of nights x $ per night x # of people = Lodging cost
- ☐ Daily Per Diem-Rate for Meals; for current rate see: www.gsa.gov/perdiem
- ☐ ***International Travel is NOT ALLOWED***

## MATERIALS & SUPPLIES

- ☐ State how each Material/Supply relates to the project.
- ☐ List Items and Cost
  * **Items normally covered under F&A**, such as office supplies, must be justified as being required by the scope of the work, can be easily identified to your specific project, and are above and beyond what would normally be covered under F&A.

## OUTREACH

- ☐ Field Days, Workshops, Educational Brochures, Fact Sheets and other outreach activities. **** No Breakfast is allowed on any Grant. ****

***Field Days & Workshops*** – includes costs of holding a field day or workshop. (e.g. Rental of facilities, cost of refreshments, equipment or supplies needed for the field day or workshop, and any other expenses associated with the preparation and execution of educational field days or workshops.) **Provide full details** in the budget narrative. Any purchases of food or refreshments must be itemized and justified in the budget, the cost must be reasonable, and the justification must explain the estimated cost per person and why these items are necessary for the project. **Also, must show expense is for the continuity of the meeting; that meeting will be held at a remote location; and includes non-UGA employee participants.**

## PRINTING OF BROCHURES

- ☐ List each Item and Cost
  Includes costs associated with printing and distribution of educational fact sheets or brochures relating to the project and sustainable agriculture.

## MISCELLANEOUS ALL OTHER DIRECT COSTS

- ☐ Direct project charges not included in other categories. Description and cost must be included in budget narrative for each item.

Some examples of direct charges include:

***Communications*** – mailings, postage, faxes, telephone ***(These items are also considered direct costs and if placed in budget should be exceptional in nature and justified as it relates to the project).***

***Photocopying*** – in-house copying (not commercial printing) for **materials associated to the program.**

***Service Maintenance*** – Maintenance contracts in direct correlation to use of equipment for the project (e.g. 50% use of equipment for project, 50% of service contract applied to budget costs).

***Honorariums*** – Provide recipient information (if known) or number expected, reason for need, and fee associated with the honorarium.

***Subcontracts:*** Entities which complete a portion of the project – Include a plan of work, budget, and detailed budget narrative. Use these same required budgetary detail guidelines.

***Consultants:*** Persons or Entities who provide advice for the project – Provide the name & organization of the consultant, a statement of work, funds being charged to the project. Also provide a copy of the resume or vita.

***Fee for Services*** -- A fee for services is the cost of professional services by nonemployees of the lead institution/organization required for a project that is beyond the scope of the work the grant recipient can perform or provide. Fee for services covers work that is needed for the project, but the professional performing the work or skill is not actually working on the project.

Examples of fee for services include: lab/data analysis, survey development, graphic design, videography/photography, transcription.

When listing fee for services in the budget narrative:

- Determine the cost of the service (per hour, flat rate, etc.);
- Provide the nature and scope of the service in relation to the project;
- Provide the qualifications of the individual/group rendering the service;
- Provide the fees charged by the individual/group for the service to be performed.

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**If your institution is waiving indirect costs, this must be noted in the budget narrative.**

## TUITION

SARE PROGRAM - TUITION IS **NOT ALLOWED**

## MATCHING FUNDS / COST SHARE

Are not required by SARE

*Note: If there is something you wish to budget but have concerns regarding budget placement please contact me for assistance. Please contact Jami Sealey at 770-467-6083 or by email at jsealey@uga.edu