Sustainable Agriculture Research and Education (SARE) Community Foods Project (CFP)

Phase II: CFP Food Loss and Waste (FLW) Training and Technical Assistance (T&TA) Grants Program National Call for Proposals

Application Deadline: June 28, 2024 at 5 p.m. EST
Funding Range: Expected grant size $500,000, capped at $1 million per project
Project Timeline: Three (3) Years, Beginning September 1, 2024

Call for Proposals Application Link: SARE Grant Management System
For more information, contact: SARE Food Loss and Waste Program Manager
Lisa Johnson at FLW@sare.org

Food Loss and Waste Grant release schedule

April 2024: Calls for Proposals Released
June 28, 2024: Proposals Due
August 2024 Selected Proposals Funded and Announced
September 1, 2024: Project Start Date

Introduction

According to the U.S. Department of Agriculture (USDA), over one-third of all available food in the United States goes uneaten through loss or waste.

USDA defines food loss as "the edible amount of food, postharvest, that is available for human consumption but is not consumed for any reason." USDA uses the term "food loss and waste" to describe reductions in edible food mass anywhere along the food chain.

Recognizing the impacts of food loss and food waste on food security and the environment, USDA, the Environmental Protection Agency (EPA), and the Food and Drug Administration (FDA) are working toward the goal of reducing food loss and food waste by 50 percent by 2030. This means supporting activities and partnerships that span the spectrum of the food system – from stakeholders to businesses to schools to consumers – with the goal of strengthening supply chains, while decreasing climate risk.

In the latest effort in reduction activities, Sustainable Agriculture Research and Education (SARE) is leading a national Community Foods Project (CFP) Food Loss and Waste (FLW) Training and Technical Assistance (T&TA) Grants Program. The program supports projects that align with USDA activities aimed at reducing food loss and reducing food waste, getting surplus wholesome food to individuals, and developing linkages between food producers, providers, and food recovery organizations.

The overarching goal is to create pathways to strengthen food rescue and get surplus food to feed those experiencing food and nutrition insecurity; reduce food loss and food waste, such as by gleaning surplus produce on the farm or finding new outlets for uneaten food to bolster supply chain resiliency or improve human and animal nutrition.

The Sustainable Agriculture Research and Education (SARE) program is a U.S. Department of Agriculture National Institute of Food and Agriculture (NIFA) grants and outreach program. The overall objective of SARE is to position agricultural communities so the most sustainable approaches available permeate U.S. agriculture. The result is food, fiber and animal products are sustainably produced in healthy communities in an environment where farmers are respected, rewarded, and encouraged to innovate. SARE also seeks partnerships with universities, NGOs, government agencies and other community organizations so sustainable agriculture becomes the focus of their message.

The Southern region SARE program, based at the University of Georgia, will serve as host institution and grant facilitator for the Community Foods Project Food Loss and Waste Training and Technical Assistance Grants Program. Other collaborators include Northeast SARE, North Central SARE, Western SARE, SARE National Reporting, Coordination and Communications Office (NRCCO), and Community Food Program Training and Technical Assistance Center (Third Sector New England).

Grant Project Narrative

Southern SARE is soliciting a national Call for Proposals for the CFP Food Loss and Waste Training and Technical Assistance Grants. The purpose of the project is to implement outreach, training and technical assistance efforts to build capacity for food loss and waste initiatives.

The projects will span three (3) years, beginning on Sept. 1, 2024. Roughly two (2) to four (4) projects, capped at $1 million per proposal with an expected grant size of $500,000, are anticipated to be funded per SARE region: Southern SARE, North Central SARE, Northeast SARE, and Western SARE, **so that regional priorities to addressing food loss and waste can be augmented, while allowing for national coordination and impacts.** Funded proposals in each SARE region will total $2 million in funding. A total of $8 million is being funded nationally for the CFP Food Loss and Waste Training and Technical Assistance Grants effort.

The Call for Proposals is open to qualified applicants in the contiguous U.S., Alaska, Hawaii, and the U.S. territories of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, Micronesia, and Northern Mariana Islands.

Eligible entities whose goals and activities are centered on reducing Food Loss and Waste are invited to apply. This can include, but is not limited to, tribal organizations, non-governmental organizations (NGOs); community organizations; gleaning and food recovery organizations; public food program service providers; and academic institutions – 1862, 1890, and 1994 land-grants, Hispanic-Serving Institutions, and other colleges/universities. Applications from organizations that address food insecurity in rural, tribal, and underserved communities are encouraged.

Expertise for Food Loss and Waste Training and Technical Assistance Grants will encompass the broad array of community food activities, and integrate actionable activities that reduce food waste within the local food system by keeping food in the human food supply chain and saving money for families and businesses.

The goals of the Food Loss and Waste Training and Technical Assistance Grants Program are to:

- Increase the self-reliance of communities in providing for their own food needs;
- Promote comprehensive responses to local food access, farm, and nutrition issues;
- Identify strategies for reducing food loss and waste by identifying value-added production opportunities;
- Meet specific state, local, or neighborhood food and agriculture needs for planning for long-term solutions;
- Create innovative marketing activities that mutually benefit agricultural stakeholders and consumers.
- Describe how the research or training and technical assistance will lead to improved quality of life for producers, communities and consumers.

It is anticipated that those goals can be achieved through:

- Recovering food and preventing food loss that occurs on the farm during harvest, storage, transportation, processing; waste in retail and food service establishments; in schools; in households/consumers; and through other miscellaneous activities;
- Developing linkages between food recovery organizations (such as gleaners), food producers, farmers, processors, and providers, and other stakeholders.

Communities that will benefit from Food Loss and Waste Training and Technical Assistance Grant activities include: Farmers/ranchers, youth, tribal, and community organizations, higher education organizations, non-governmental organizations, and other stakeholders.

Projects are to prioritize the first three, most preferred food recovery methods on the [EPA Wasted Food Scale](): "Prevent Wasted Food," "Donate or Upcycle," and "Feed Animals." Prevent Wasted Food reduces the volume of surplus food generated and encourages producing, buying, and serving only what is needed; Donate or Upcycle centers around the donation of extra food to food banks, soup kitchens, and shelters, or diverting previous waste streams to produce new products; and Feed Animals focuses on diverting food surplus or scraps to animal food.

Projects can include, but are not limited to, the following topics:

- Revising harvest, handling, storage, processing, and/or distribution to help reduce food loss and waste;
- Determination of food loss and waste generation baselines in operations through measurement or estimation;
- Strategies for reducing food loss and waste through adoption of more efficient farm production practices;
- Exploration of options for donation of edible food to or from retail establishments, food service entities, community organizations, schools, and households/consumers, and animal feed.

Projects will utilize a comprehensive approach to these or other related issues through activities that must include one or more of the following:

- Technical training for stakeholders and people who work with stakeholders on food loss and food waste;
- Regulatory assistance, data collection and analysis;
- Development of educational resources for food loss and waste reductions;
- Applied research to identify baseline for food loss and waste reductions;
- Exploring new technologies for reducing food waste, and defining best practices associated with food system operations.

Proposals must describe how data will be collected to assess a specific set of metrics that have been established for this grant program. Specific metrics will be collected to ensure uniformity in data collection across regions and allow for reported outcomes to be aggregated meaningfully.

At a minimum, Food Loss and Waste Training and Technical Assistance grantees will be required to report on Food Loss and Waste outcome metrics as follows:

- Report the total amount of food being lost or wasted (in pounds annually) from points of origin (indicated by city and zip codes. Applied research may be conducted to determine baseline food loss and waste levels and improvements made through adoption of appropriate technologies;
- Report the composition of the diverted surplus food based on the following five (5) categories: Meat, dairy, grains, produce, and other;

- Show how your project relates to food loss and waste actions indicated in EPA's [Wasted Food Scale](#).

Other potential outcomes include:

- How project activities impact low-income and historically underserved audiences;
- Data on food surpluses previously wasted that have been recovered/diverted;
- Potential food recovery methods that can be used to reduce food loss and waste;
- Regional priorities on food loss and waste initiatives and solutions;
- Identification of food loss and waste "hotspots" with solutions.

Entities that are awarded Food Loss and Waste Training and Technical Assistance Grants will receive Training and Technical Assistance services through the assistance of the Food Loss Waste Program Manager, in addition to the Community Food Program Training and Technical Assistance Center (Third Sector New England). Those services may include: Assistance in project development; grantsmanship training; project evaluation; leadership development; and/or assistance on a particular type of project, such as youth enterprises, urban farms, direct marketing, and farm-to-institution methods, or other services. Activities may include, but are not limited, to workshop training, peer to peer interaction, one on one training, curricula development, webinars, and/or video-conferencing throughout the life of the grant project.

Preparing Your Proposal

Refer to the following template when preparing your proposal. The information provided here is required for submitting your proposal online. Once you are ready, submit your proposal online through the [SARE Grant Management System](#).

A. Basic Information

Project Title

The title of the proposed project.

Principal Investigator or Project Leader

Information requested consists of principal investigator or project leader name, lead institution name, full address, telephone, and e-mail. This person will be the main project PI listed on the proposal. Detail the specific role of the principal investigator or project leader. The institution/organization the PI or Project Leader is associated with is considered the leading institution and will receive the grant funding.

Co-Principal Investigator(s) or Co-Project Leader(s) (if applicable)

Information requested consists of co-principal investigator or co-project leader name, lead institution name, full address, telephone, and e-mail. Detail the specific role of each co-principal investigator or co-project leader.

PI or Project Leader and Co-PI or Co-Project Leader CVs

Include a CV for the PI or Project Leader and for each Co-PI or Co-Project Leader listed. The CV should be limited to 2 pages in length, excluding publications listings.

Institutional Administrative Contact

The person who handles contracts and has authority to sign the contracts. Information requested consists of person's name, institution/organization name, full address, e-mail, and telephone.

Institutional Financial Contact

The person who submits invoices and answers questions concerning invoicing and payments. Information requested consists of person's name, institution/organization name, full address, e-mail and telephone.

Cooperating Institution(s) Receiving Funding

Listing of cooperating institutions receiving funding. If an individual or institution is not receiving any project funding, they should not be listed in this section.

Other Cooperating Institution(s) Not Receiving Funding

Listing of cooperating institutions that you would like to recognize as participants in your project proposal, but are NOT receiving any project funding.

Proposed Start and Ending Date

The project start date will be September 1, 2024. The project end date will be August 31, 2027. **A no-cost extension will not be available for these awards.**

Type of Institution

Eligible entities whose goals and activities are centered on reducing Food Loss and Waste are invited to apply. This can include, but are not limited to, tribal organizations, non-governmental organizations (NGOs); community organizations; gleaning and food recovery organizations; public food program service providers; and academic institutions – 1862, 1890, and 1994 land-grants, Hispanic-Serving Institutions, and other colleges/universities. Applications from organizations that address food insecurity in rural, tribal, and underserved communities are encouraged.

Primary State

Select the state where most of the work for this project will be conducted or led from.

B. Body of Proposal

Project Abstract

Enter a project abstract. 500 word limit.

Statement of the Problem, Rationale and Significance

Begin the Statement of the Problem as: **"The purpose of this project is to"….**

Two thousand (2,000) word limit.

State the problem being addressed in your project, and the rationale and justification for the objectives. State the potential regional/national economic, environmental, and social impact of the anticipated project outcome.

Expand on the following points:
- Describe how the research or training need was determined, as well as the participatory methods of the training and technical assistance;
- Discuss a systems approach that includes environmental, societal and economic impacts to the community;
- Demonstrate that interdisciplinary efforts and existing partnerships across the food system can endure beyond the life of the project; and
- Ensure stakeholder involvement in planning, evaluation, and delivery of training.

Objectives

Enter a numbered list of concise project objectives.

One thousand (1,000) word limit.

Approaches and Methods

Provide a description of research and/or training and technical assistance, and an education/outreach methodology to be used for each objective, numbered according to their corresponding objective. Note which cooperating partners are involved in each objective. The methodology for each objective should be detailed and thorough. The approach must be realistic, appropriate for stakeholders, logical, and capable of leading to the actions and benefits described.

Describe how the research or training and technical assistance will lead to improved quality of life for producers, communities and consumers. Social sustainability focuses on the social health of a farming system, forging relationships in food systems that promote long-term ecological health and economic vitality, while contributing to vibrant

livelihoods for farmers, ranchers and others in their communities. Social science topics can include, but are not limited to, and are not in order of priority:

- Food security;
- Food access;
- Food sovereignty
- Food as medicine;
- Farmers' markets; food hubs; CSAs;
- Local/regional processing/slaughter;
- Food sheds and food circles;
- Direct marketing and value-added;
- Farm to School/Institution;
- Urban ag systems;

Learn more about social sustainability through this SARE resource and Southern SARE's working document.

The Approaches and Methods should lead to the development of quality education/outreach materials and multiple format delivery methods with long shelf lives. The educational materials should be useful in future trainings.

It is appropriate to conduct small focused educational sessions or trainings using the materials to verify how successful they are and improve the approach as well as determine participation rates. The applicant must make a defensible attempt to show how many people will be educated and the makeup of the audience to be educated or trained.

Three thousand (3,000) word limit.

Timeline

Provide a timetable of the work to be completed. The timetable is an outline of project activities in a chronological timeline that states where, what, when, who is leading the activity, and how long it will take to perform the project. Provide a timetable of the work to be completed from project start date to project end date. Project duration is limited to three (3) years. A no-cost extension will not be available for these awards. Limited to 1,000 words.

Diversity, Equity, and Inclusion

Describe how this project supports underserved producers or consumers, and/or increases equity in food systems.

One thousand (1,000) word limit.

SARE has a strong commitment to diversity, encouraging proposals submitted from or in collaboration with historically underserved communities. SARE also encourages collaboration with historically Black colleges and universities, Hispanic-serving institutions, and tribal colleges and universities, as well as with other organizations that serve historically underserved communities. SARE 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, even if products are not sold due to cultural factors.

Southern SARE 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.

Literature Cited

Provide literature citations that supports the justification of and the need for the project being proposed.

One thousand (1,000) word limit.

C. Budget and Budget Narrative

Fill in a budget and provide a justification in the budget narrative for each allowable item listed on the budget. **Refer to the budget checklist attached to this Call for Proposal.**

SARE allows indirect costs. SARE does not require matching funds/cost-shares. Do not breakout your budget by year.

For each institution included in this proposal receiving funding, include a separate budget and detailed budget narrative.

The budget narrative includes a justification of how the funds will be used in a way that demonstrates the long-term continuity of the research or training and technical assistance beyond the life of the grant so institutions/organizations can continue to support project activities beyond the original grant project.

For budget justification detail, please see the budget checklist attached to this Call for Proposal. You must include a justification for each budget item that explains why each cost in the budget is needed to complete the project goals/activities. Farmer cooperators should be appropriately compensated.

Adding Your Budget

In the budget section, you will begin your budget by clicking "Add a budget item". You will use the drop down arrow to select an item from the Budget Category, enter the

item description, a detailed justification and total amount. You will then use the drop down arrow to select which Institution's/Organization's budget this item is for. After selecting the appropriate institution/organization, click "Add another budget item," and follow the above instructions until you have completed the budget for all institutions receiving funding. You can view the budget by clicking the "Save" button.

Allowable Expenses

- Personnel labor of lead institution/organization;
- Personnel labor of cooperating institutions/organizations;
- Personnel labor of farmers involved in the project;
- Fringe benefits;
- Travel related to the project activities and/or outreach plan, calculated per federal per diem rate; maximum mileage rate is $0.67 per mile.
- Materials and supplies needed for the project, including software and technical equipment;
- Costs of sampling, data analysis, and social science-related research such as focus groups, surveys, etc.;
- Renting equipment needed for the project. The rental must not extend beyond the project's timetable;
- Expenses related to the project's outreach plan;
- Food and refreshments at outreach events;
- Publication charges;
- Computer costs;
- Other direct costs, such as communications, honorariums, fee for services, and consultants.

Nonallowable expenses

- Starting a farm, NGO, business or other community organization, or expanding an existing farm, NGO, business or other community organization. Providing any kind of financial support relative to general operation of the farm, NGO, business of community organization; expenses must be project-related
- Providing support of any kind for capital expenses. Generally, any item that has permanent use beyond the life of the grant project is not allowed;
- Purchase of equipment;
- Breakfasts;
- Testing of commercial products;
- Any costs incurred for producing grant-required project annual and final reports;
- Participant incentives (payment must be related to work performed on the project);
- International travel;
- Promotional items, giveaway items, such as t-shirts, bags, pens, pencils, etc.
- Tuition.

Indirect Costs

Indirect costs are the costs of doing business, unaffiliated with a specific grant funded project or contract. For example, electricity, heat, accounting, and administrative activities, are all necessary costs for an organization. Often, an indirect cost rate is applied to grant project budgets to support these indirect costs.

Per USDA-NIFA for the SARE program, indirect cost recovery is capped at 10% 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.

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% modified total direct costs. This is the de minims 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).

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.

Review your budget thoroughly to ensure expenditures are allowable, proper justification has been provided, and the total direct costs and indirect costs add up correctly. This will aid tremendously in the timeframe it takes to process the award if we do not have to request budget revisions and further justification.

Awarded projects are paid by reimbursement of allowable project expenses. Allowable expenses approved in your budget can be reimbursed as of the start date of the grant award, but invoices cannot be submitted to SSARE and processed for reimbursement until the grant contract between your institution/organization and University of Georgia is fully executed.

Invoices must be submitted at least quarterly.

D. Project Outreach

Projects must include an outreach component of the project to share the results with a variety of audiences, including students, researchers, farmers, Extension agents, NGOs, and community organizations. This ensures that the work being funded has the widest possible impact. Project results should have specific applicability to the audience and be presented in a way that could be adopted or implemented.

The proposed project should include education/outreach efforts/activities that support the reduction of food loss and waste, and must clearly articulate how those education/outreach efforts/activities will be implemented and evaluated.

Examples of project outreach can include one or more of the following, but are not limited to:

- Experiential (Demonstrations, on-farm tours, field days, workshops, trainings, case studies);
- Integrative (Conferences, seminars, course curriculum);
- Reinforcement (Fact sheets, bulletins, books, manuals, videos, online technologies, guidebooks).

Project results should pass on knowledge, skills, and awareness about food systems principles, technologies, practices and resources that can effectively educate farmers and ranchers and other ag professionals in the community.

Three thousand (3,000) word limit.

E. Evaluation

A project evaluation plan is required. Enter the plan to evaluate project process and outcome. The plan must include mechanisms for regular self-evaluation and monitoring and/or external evaluation. The evaluation plan must also include mechanisms for project response to evaluation outcomes. Explicitly state the expected outcomes and how success will be measured.

All evaluation plans must involve regular coordination and communication with the SARE Food Loss and Waste Program Manager. Participation in continuing education about food loss and waste and meeting with other awardees to support project success is expected, and will be facilitated at least quarterly, beginning in September of 2024.

Two thousand (2,000) word limit.

F. Signature Page

Print a copy of the proposal signature page from the online system. Fill out all the requested information on the signature page. It should be signed by both the Principal Investigator and the Organizational Administrative Representative. After scanning your signed signature page, the system will allow you to upload it to your application up to the proposal deadline. Signature pages can be signed electronically.

You may also send in your signature page after the proposal deadline. After the proposal deadline, please send the signed signature page as an e-mail attachment to Sandra Blackwell at sblackwell@uga.edu. Although you may e-mail the signature page after the proposal deadline, we must have your signature page on file in order for your proposal to be funded.

Questions regarding your signature page can be sent to Sandra Blackwell at sblackwell@uga.edu.

How Your Proposal Will Be Reviewed

Proposals received by the deadline will be reviewed by a National SARE Review Committee, comprised of the Regional Coordinators of the four regions of the SARE program, Administrative Council members across all four regions of the SARE program, the National SARE Program Leaders and National SARE Assistant Director. The Review Committee will include a cross section of national agricultural professionals, including food loss and food waste experts.

The Committee's evaluations are based on the following review criteria:

- **Statement of Problem, Rationale and Significance:** How will the project outcomes contribute to attainment of Food Loss and Waste goals?
- **Clear Objectives:** Are the objectives clear? Does the plan of work and timeline allow clear completion of objectives?
- **Methods and Appropriateness of Project Design:** Are proposed methods and design adequate to meet project objectives? Are they technically sound? Is the methodology for each objective detailed, thorough and realistic? Is the methodology outlined in the Approaches Methods capable of being implemented and a benefit to stakeholders?
- **Information Dissemination and Outreach**: A detailed plan for information dissemination (including non-traditional forms of communication) and outreach that identifies the relevant audience (e.g. school group, institution employees, farm size and type, rural communities, policymakers) and how results of the project will be made available to the target audience.
- **Evaluation and Impact:** Each proposed project should describe an assessment plan which will include expected outcomes; timeline; evaluative criteria and methodology; collaboration with the Program Manager; and a defined level of minimum success to document the project's impact. The assessment plan should be an integral part of the development of each objective and evident in the conduct of the project.
- **Budget**: Is the budget appropriate to conduct the proposed project activities?
- **Diversity, Equity, and Inclusion**: Does the proposal describe how the project supports underserved producers and/or increases equity in agricultural systems, particularly in areas of food loss and waste? Does the proposal describe how

underserved populations are being engaged throughout the project, such as through the Approaches and Methods, the Outreach Plan, or Evaluation?

Applicants will be contacted by e-mail regarding the status of their proposal once the review process is complete.

Food Loss and Waste Budget Checklist

The following are **allowable** budget items as a guide when putting together your budget. Justification of each budget item is required. Explain why each budget item and its cost are needed to conduct your project.

Personnel - Salaries/Wages
Lead Institution/Organization

This includes such positions as PI, Co-PI, Director/Executive Director, program manager/leader, technician, lab specialist, graduate student, undergraduate student, Extension specialist, county agent, communications specialist, web developer, policy analyst, operations manager. Secretarial/clerical must be exceptional in nature and justified as it relates to the project. **Do not list non-employee payments in this section. Non-employee payments are Other Direct Costs.**

- [ ] Job Title
- [ ] Salary & Basis (FTE; part-time; hourly rate)
- [ ] Length of time expected to work
- [ ] Description of the work to be conducted

Personnel - Fringe Benefits

Provide the total allowable fringe benefits.

- [ ] Salary X %Rate = Fringe Benefits

Materials, Supplies, and Technical Equipment

Materials and supplies and technical equipment are items directly related to the project activities and are needed for carrying out the objectives of the project. Items normally covered under Facilities and Administrative Costs, such as office supplies, must be justified as being required for the project, can be easily identified to the specific project, and are above and beyond what would normally be covered under Facilities and Administrative Costs.

- [ ] Type/description of each item
- [ ] Cost
- [ ] Demonstrate how item(s) relate to project and are needed for the project

Travel

Travel expenses can be associated with the project research/training needed for the lead institution/organization, cooperating institution/organization, and cooperating farmers/partners. Travel can also be associated with the project outreach plan.

- [ ] Origin/Destination
- [ ] Mileage per federal per diem rates ($0.67)
- [ ] Airfare
- [ ] Lodging (include cost per person per night)
- [ ] Dairly per diem rate for meals
- [ ] Description of how the travel relates to project/outreach and why it's needed

Equipment Rental

Equipment rental costs.

- [ ] Type/description
- [ ] Cost
- [ ] Demonstrate how the item(s) relate to the project and are needed for the project

Computer Costs

Line/computer processing usage charges, including Internet service provider fees.

- [ ] Type/description of each item
- [ ] Cost
- [ ] Demonstrate how item(s) relate to project and are needed for the project

Outreach

Expenses related to the project's outreach plan and outreach activities. This can include the costs of holding the event, food and refreshments, and marketing and advertisement.

- Event facilities/Planning Spaces (such as community center, hotel conference room, tents for educational programming)
- Technical equipment (such as audio/visual technologies)
- Materials and supplies needed for the event
- Marketing and advertisement; communications
- Travel for speakers and presenters only
- Food and refreshments (breakfasts are not allowed) Justification for food and refreshments must show necessity, i.e., includes support of the continuity of the event; or the event is being held at a remote location and food is not easily available, etc. **UGA employee participants cannot be included.**

▧ Type/description of each item

▧ Cost

▧ Demonstrate how the item(s) relate to the project and are needed for the project

Publication Charges

Commercial printing or field-related publication charges for brochures, program materials, manuals, etc.

▧ Type/description of each item

▧ Cost

▧ Demonstrate how item(s) relate to project and are needed for the project

Other Direct Costs

Direct project charges not included in other categories. Other direct costs can include:

- **Subcontracts:** Entities which complete a portion of the project. Include a plan of work, budget, and detailed budget narrative.
- **Honorariums:** Provide recipient information (if known) or number expected, reason for need, and fee associated with the honorarium.
- **Cooperating Farmers/Partners:** Provide job title, salary, length of time expected to work, and the description of the work to be conducted.
- **Speaker/Trainer Fees:** Provide speaker information, description of services, and fees.
- **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.

A fee for service is not the same as a consultation.

- **Consultants:** Persons or Entities who provide advice for the project. Provide the name and organization of the consultant, a statement of work, and funds being charged to the project. Also provide a copy of the resume/vita.
- **Conference/Meetings:** Includes costs of holding a conference or meeting. (e.g. Rental of facilities, equipment for meeting, honorariums, speaker fees, travel and per diems for non-UGA employee participants.) Provide detail in the budget justification.
- **Service Maintenance:** Maintenance contracts in direct correlation to use of equipment for the project (e.g. 50% use of equip for project, 50% of svc contract applied to budget costs).
- **Photocopying:** In-house copying (not commercial printing) for materials associated to the program.
- **Communications:** Mailings, postage, faxes, telephone *(These items are also considered indirect costs and if placed in budget should be exceptional in nature and justified as it relates to the project).*

▧ Type/description of each item

▧ Cost

▧ Demonstrate how item(s) relate to project and are needed for the project

Indirect Cost

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% 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).

Modified Total Direct Cost

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.

Review your budget thoroughly to ensure expenditures are allowable, proper justification has been provided, and the total direct costs and indirect costs add up correctly. This will aid tremendously in the timeframe it takes to process the award if we do not have to request budget revisions and further justification.

NOTE: If your institution is waiving indirect costs, this must be noted in the budget justification.

Federal Per Diem Rates Website: https://www.gsa.gov/travel/plan-book/per-diem-rates

Questions about your budget? Contact: Sandra Blackwell at sblackwell@uga.edu