

# **Oklahoma Department of Agriculture, Food, & Forestry**

**Oklahoma Viticulture And Enology Fund**

**Application**

1. The Oklahoma Viticulture and Enology Fund is a competitive grant. Applicants shall be an institution of higher education in Oklahoma, a state agency or governmental subdivision of Oklahoma, or a trade group promoting grape or wine production industries within Oklahoma.
2. Projects must result in benefits to the viticulture and enology industries in the state through the support of one or more of the following areas of emphasis:
	1. Research and education
	2. Product development
	3. Grower and winemaker assistance
	4. Tourism and marketing
3. All applications will be reviewed by an external committee.
4. Projects must not exceed 12 months in length and can be renewed for an additional year.
5. Funding request shall not exceed $50,000 per project.
6. Funds are disbursed on a reimbursement basis and upon the approval of properly submitted paperwork.
7. Proposals must be typed, single spaced in 12 pt font.
8. Application packets should not exceed 18 pages. (letters of support do not count against total)
9. Indirect costs are not allowable under the Oklahoma Viticulture and Enology Fund.
10. An electronic version of the application packet in MS Word format must be submitted to the email address listed in the contact information.
11. Letter(s) of support must accompany each application. Proposals must have a letter of support from a minimum of three (3) vineyards/wineries or one (1) from the Oklahoma Grape Industry Council.

**Submission of Application**

1. An electronic grant application must be emailed to jason.harvey@ag.ok.gov before
**5 pm** **Monday December 30, 2019. *Applications must be received by the grant deadline.*** Applications that do not adhere to this deadline will not be accepted.

**Contact Information**

Jason Harvey

Grants Coordinator

Oklahoma Dept. of Ag, Food, & Forestry

Phone: (405) 606-1477

Email: jason.harvey@ag.ok.gov

GENERAL INSTRUCTIONS

 ♦ Application form must be completed in its entirety and required documentation attached.

 ♦ Incomplete applications will not be reviewed.

 ♦ The project profile should include the project details and necessary information to fulfill the goals and objectives of the project. Please delete guidance items from the finished project profile. Submit only your information and answers to these questions under each heading.

### APPLICANT INFORMATION

1. Name of Applicant

2. Mailing Address

3. City/Zip

4. Federal Tax ID Number

5. DUNS Number

### PRIMARY GRANT CONTACT INFORMATION

1. Full Name

2. Mailing Address

3. City/Zip

4. Phone Fax #

5. E-Mail Address

**PROJECT INFORMATION**

1. Project Name/Title (15 word limit)

2. Project Start Date Project End Date

3. Overall Funding Request $

**ABSTRACT -** Include a project summary of 200 words or less suitable for dissemination to the public. It should include the need for the project, a brief description of the goals and outcomes, and your plan for evaluating and measuring the success of the project or program.

**PROJECT PARTNER ORGANIZATION** - Include the name of the applicant organization that will establish an agreement or contractual relationship with the Oklahoma Department of Agriculture, Food, & Forestry to lead and execute the project.

**PROJECT PURPOSE AND GOALS** - Clearly state the purpose of the project and explain why the project is important.

* What is the specific issue, problem, or need that the project will address?
* Why is the project important and timely?
* What are the objectives of the project?

**CONTINUATION PROJECT INFORMATION** – If your project is continuing the efforts of a previously funded Viticulture and Enology Grant project, address the following:

* Describe how this Project will differ from and build on the previous efforts
* Provide a summary (3 to 5 sentences) of the outcomes of the previous efforts
* Provide lessons learned on potential project improvements
	+ **What was previously learned from implementing this project, including potential improvements?**
	+ **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?**
* Describe the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds

**POTENTIAL IMPACT** - The project results in a benefit to the viticulture and enology industries in the state through the support of one or more of the following areas of emphasis (please mark the appropriate line or lines):

\_\_\_\_ Research and education:

\_\_\_\_ Funding programs and projects to support scientific research to advance the viticulture and enology industries in Oklahoma.

\_\_\_\_ Funding programs to help educate the individuals involved in the viticulture and enology industries in Oklahoma.

\_\_\_\_ Funding of critical emergency needs as they arise (evaluated annually).

\_\_\_\_ Product development:

\_\_\_\_ Funding projects to advance the development of improved grape and wine quality in Oklahoma.

\_\_\_\_ Grower and winemaker assistance:

\_\_\_\_ Providing training and other technical assistance to growers and winemakers.

\_\_\_\_ Providing a competitive fund for loans to growers and winemakers to assist in the strengthening and expansion of the viticulture and enology industries in Oklahoma.

\_\_\_\_ Tourism and marketing:

\_\_\_\_ Funding projects to increase Agritourism as it relates to the viticulture and enology industries.

\_\_\_\_ Funding programs to advance the marketing of Oklahoma produced grape and wine.

Applications shall identify the category of the proposed project and describe the goals and benefits of the proposed project, as follows:

1. For projects related to scientific research, the application shall describe the proposed research project and in what manner the project will benefit grape and wine production in Oklahoma
2. For projects related to education, the application shall describe the proposed educational coursework and in what manner the project will educate or provide technical assistance to individuals and businesses engaged in the grape or wine production industries within Oklahoma
3. For projects related to product development or grower and winemaker assistance, the application shall describe the proposed project and in what manner the project improves the quality or variety of grapes or wine produced in Oklahoma
4. For projects related to marketing, the application shall describe the proposed project and how the project will promote grapes and wines produced in Oklahoma

**EXPECTED MEASURABLE OUTCOMES** - Provide at least one distinct, quantifiable, measurable project outcome that solely supports enhancing the Viticulture and Enology industry. If the outcome measures are long-term and occur after the project’s completion, then identify an intermediate outcome that occurs before the end of the grant period and that is expected to help lead to the fulfillment of long-term outcomes.

* Provide a GOAL - A goal is what you hope to achieve as a result of conducting the activities and producing the outputs (tangible results that can be seen, touched, handled, or moved about) of the project. Examples of outcome-oriented goals could include a change in knowledge, change in behavior, and change in conditions that make a difference for the beneficiaries of the project.
* Provide a PERFORMANCE MEASURE. Identify a performance measure for each goal that you will use to measure the actual project results compared to the expected results. These are usually expressed in quantifiable terms and should be objective and measurable (numeric values, percentages, scores and indices, although in certain circumstances qualitative measures are appropriate).

**WORK PLAN**

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| --- | --- | --- |
| **Project Activity:** Describe the project activities that are necessary to accomplish the objectives. Make sure you include your performance monitoring/data collection activities. | **Who will do the work?** Indicate the project participants who will do the work of each activity. If you request grant funds for personnel and contractors, you must include them in the work plan to demonstrate the requested funding is warranted. If you request funds for travel, these activities must also be included. | **When will the activity be accomplished?** Include a timeline that indicates when each activity will occur (at least month and year) and beginning and end dates for the project. Make sure the work plan timeline shows that the project will be completed within the allowable grant period. |
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**BUDGET**

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| **Budget Summary** |
| **Expense Category** | **Funds Requested** |
| **Personnel** | $0.00 |
| **Fringe Benefits** | $0.00 |
| **Travel** | $0.00 |
| **Equipment** | $0.00 |
| **Supplies** | $0.00 |
| **Contractual** | $0.00 |
| **Other** | $0.00 |
| **Direct Costs Subtotal** | $0.00 |

**BUDGET NARRATIVE** - All expenses described in this Budget Narrative must be associated with expenses that will be covered by the grant.

Personnel

|  |  |  |
| --- | --- | --- |
| Name/Title | Level of Effort (# of hours OR % FTE) | Funds Requested |
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| --- | --- |
| **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:**

Fringe Benefits

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| --- | --- | --- |
| **Name/Title** | **Fringe Benefit Rate** | **Funds Requested** |
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| **Fringe**  **Subtotal** |  |

Travel

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| --- | --- | --- | --- | --- | --- | --- |
| **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** |
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| **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.*

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

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

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

Equipment

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| --- | --- | --- | --- |
| **Item Description** | **Rental or Purchase** | **Acquire When?** | **Funds Requested** |
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| **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*.

Equipment 1:

Equipment 2:

Equipment 3:

Supplies

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

* **Itemized Contractor(s) / Consultant(s)**

*Provide an itemized budget (personnel, fringe, travel, equipment, supplies, other, etc.) with appropriate justification.*

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| --- | --- | --- |
| **Name/Organization** | **Hourly Rate/Flat Rate** | **Funds Requested** |
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| **Contractual/Consultant Subtotal** |  |

* **Contractual Justification**

Describe the project activities each contractor or consultant will accomplish to meet the objectives and outcomes of the project. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to <https://www.opm.gov/>), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses.

**Contractor/Consultant 1:**

**Contractor/Consultant 2:**

**Contractor/Consultant 3:**

Other

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| --- | --- | --- | --- | --- |
| **Item Description** | **Per-Unit Cost** | **Number of Units** | **Acquire When?** | **Funds Requested** |
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| **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).*

*I certify that the information provided is true and correct to the best of my knowledge. If approved for the specialty crop grant, I agree that the organization will assume sole responsibility of any and all debts or liabilities that may be incurred from this project; and will provide the required documentation to the Oklahoma Department of Agriculture, Food, & Forestry upon request. I understand that if this proposal is funded, I will be required to sign a grant agreement and other necessary documentation containing terms and conditions upon which funds will be released.*

Signature Title Date

**Application Checklist**

**What to include in the Viticulture and Enology Grant Application.**

* Applicant Information
* Primary Grant Contact
* Project Information
* Abstract
* Project Purpose & Goals
* Potential Impact
* Expected Measurable Outcomes
* Work Plan
* Budget
* Budget Narrative & Justifications
* Letter(s) of Support
* Signature