**ATTACHMENT A. APPLICATION TEMPLATE**

**FY2022 Agricultural Clean Water Initiative Program Grants**

*(Applicants are requested to use Times New Roman, 11 font)*

**Applicant Information**

 **Organization Name:**

 **Organization Address:**

**Point of Contact**

**Name:**

 **Title:**

 **Phone:**

 **Email:**

**Application Summary:**

**Funding Requested:**

**Additional Matching Funds Provided (Optional):**

**PROPOSAL**

**1. Describe the experience and qualifications of the Project Team, including an organizational chart of staff who will support the activities proposed and what portions of the proposed activities they will implement**: *List the qualifications of people who will work under this grant award. For each person, please include name, title, % of time and role within the program. Please describe your team’s experience or include examples of successful work similar or related to that of this request for proposals.*

**2. Geographic Area**

*Explain where your program will take place, relative to the priority watersheds listed above and describe your proposals geographic priorities.*

**3. Scope of Work & Proposed Workplan:** *Check all proposed task categories included in this application*

[ ] Activity Area 1 – Organizational Capacity Development

[ ] Activity Area 2 – Education and Outreach

[ ] Activity Area 3 – Technical Assistance

[ ] Activity Area 4 – Conservation Practice Survey

[ ] Activity Area 5 – Other

*Complete the table below summarizing the anticipated measures and outcomes of proposed activities. Please enter n/a for activity areas you are not applying for. You may also propose additional measures if desired.*

|  |  |  |
| --- | --- | --- |
| **Activity Area** | **Measure** | **Goal** |
| Education & Outreach | # Group **workshops, trainings, meetings, stakeholder meetings, or events** *organized by your organization as lead* |  |
| Education & Outreach | # Group workshop, training, meeting, stakeholder meeting, or event **attendees** including farmers, agribusinesses, and technical service providers |  |
| Education & Outreach | # **materials developed and dispersed**(Available to AAFM upon request and include agency logo or approved sponsorship accreditation) |  |
| Education & Outreach | #/% surveyed attendees indicating **improved understanding** of agricultural water quality regulations, conservation practices, or assistance programs available |  |
| Organizational Capacity | # **FTE** supported by AgCWIP |  |
| Organizational Capacity | # Of hours of **trainings/workshops** attended by staff (i.e., 1 hour training attended by 4 staff = 1 hour of training) |  |
| Organizational Capacity | # Of conservation equipment repaired and made available to Vermont farms |  |
| Technical Assistance | # Of **unique farmers** directly assisted through one-on-one technical assistance (in person or otherwise) within grant period  |  |
| Technical Assistance | # On-farm outreach and technical assistance **visits** within grant period |  |
| Technical Assistance | #/% farm participants **implement at least one new conservation practice or address a water quality resource concern or compliance issue** |  |
| Conservation Practice Surveys | # Of farm conservation practice **surveys completed**  |  |

*Please provide a detailed workplan describing what activity areas your organization has selected above, when and how you will complete the proposed activities, and the outcomes and outputs associated with those activity areas. The workplan should include how your proposed work will benefit water quality. The workplan should also include how your organization will evaluate your activities and technical assistance, including your approach for requesting feedback, tracking, and reporting outputs and outcome measurements described in the Request For Proposals as part of semi-annual reporting and invoicing. At any time during the grant period, a Grantee may be required (by Grantee or State request) to evaluate workplans and progress and submit a revised workplan if applicable.*

**OPTIONAL -** *If helpful for your organization, please include a logical framework or logic model plan (Template available in Attachment B) that explains how your activity engagement will lead to which priority outcome/s. This entails a 1-page model (horizontally oriented page) showing the relation between each activity area and the short, and medium-term goals that will eventually lead to the Agency’s priority outcome. For information on how to write a logic model plan visit* <https://www.cals.uidaho.edu/edcomm/pdf/CIS/CIS1097.pdf> . *For additional resources and examples of logic models, visit* <https://fyi.uwex.edu/programdevelopment/logic-models/>.

***Example Workplan Introduction***

**a) What is your program objective(s)?** *State your program’s objective. What improvement or impact do you foresee as a result of a successful program implementation? How will farmers benefit from this program and how will water quality improve as a result of your proposed program?*

**b) How does your program build on what has been done before or existing programs within your organization?**

*Explain how this program takes a new or existing approach. Describe previous work related or relevant to your program as well as the partnerships that will be catalyzed through this program. Describe other grants you may have that relate.*

 **c) What is the capacity of the organization or group to implement this program?**

*Describe your organizations experience with similar projects and specify any organizational contribution, similar projects and how they relate, as well any matching funds available for this program and the amount.*

**d) Which partners and/or key collaborators will be integral to the success of this program?**

*Describe any consultants, partnerships, cooperating farmers, community groups etc. that will play a major role in the project, give a brief description of their experience and role in the program. If consultants are required for the program explain in detail the cost, reasoning, and role of the consultant in your program.*

***Example Workplan by Activity Area***

*Describe what you will do and how and when you will do it. Describe what you will measure through your activity engagement and how you will measure it. While some measurable deliverables are required across all grants, others may be proposed by the applicant.*

***Organizational Capacity Development:*** *Describe what types of organizational capacity your program will engage in, and how you will achieve implementation and meet the goals summarized in the table above. Propose and describe methods of how you will gather information to evaluate the qualitative effect of the organizational development, employee effectiveness and improved organizational effectiveness. Proposals including Conservation Equipment Maintenance should include the proposed activities and goals in this section. Include quotes and maintenance schedules as applicable.*

***Education and Outreach:*** *Describe what types of Education and Outreach activities your program will engage in, when and how you will achieve implementation and meet the goals summarized in the table above. Propose and describe methods of how you will gather information to evaluate the qualitative effect of education and outreach activities.*

***Technical Assistance:*** *Describe what types of Technical Assistance activities your program will engage in, when and how you will achieve implementation and meet the goals summarized in the table above. Propose and describe methods of how you will gather information to evaluate the qualitative effect of Technical Assistance activities.*

***Conservation Practice Surveys:*** *Describe the Conservation Practice Survey activities your program will engage in, when and how you will achieve implementation and meet the goals summarized in the table above. Propose and describe methods of how you will conduct Conservation Practice Surveys.*

***Additional Activities:*** *Describe any additional activities your program is proposing. If you have an innovative activity that you are proposing this is the place to explain it. What are you planning to do, how is it important and what will be the measurable deliverables (complete table below as necessary and relating to the specifically proposed activity) that will be achieved, and how will you evaluate performance measures in this activity, surveys, focus groups, interviews?*

|  |  |  |
| --- | --- | --- |
|  | Quantity  | Quality |
| Effort | *\_\_\_ Number of activities, what did you do?* | % *How well did you do it?* |
| Effect | # *Who was impacted or reached?* | *% What is the quality of impact?* |

***Summation of Program Activity Synergy:*** *Summarize how the activity areas relate to one another, how they relate to existing grant work under the Agricultural Clean Water Initiative Program if applicable, and how they collectively address your objective as well as the Agency’s priority outcomes. Please include a timeline of activity areas and anticipated milestones and completion dates.*

**3. Budget**

*Please provide a budget narrative and budget table describing the estimated budget for the workplan detailed above, including the estimated hours and material costs per activity area and total activity budget by year. Detail the methodology for calculating your budget. The estimated budget must include cost breakdown by major activity area and budget categories (i.e., personnel, supplies) linking costs to specific tasks/deliverables wherever possible. Please refer to the example budget worksheet below. This budget shall include any and all potential costs to be incurred. If selected for funding, you may be asked to submit a Budget Spreadsheet detailing requested funds,*

* *Please complete the budget spreadsheet for all years of your proposed workplan. For example, if you are applying for a four-year grant agreement, please complete for four years.*
* *If you have an existing Ag-CWIP agreement and would like to apply for the additional funding for the remaining time period under that agreement, please complete your budget for the time remaining in that agreement.*
* *If you are applying for conservation equipment maintenance, please include quotes for equipment maintenance.*

***Template Summary Budget Table***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Budget Category | Activity Area 1 | Activity Area 2 | Activity Area 3 | Activity Area 4 | Grant Request | Proposed Match (if any) | Project Total (Grant Request + Proposed Match) |
| **Personnel** | $1,000  | $0  | $1,000  | $0  | $2,000  | $1,000  | $3,000  |
| **Fringe (% of Personnel)** | $300  | $0  | $600  | $0  | $900  | $0  | $900  |
| **Travel** | $300  | $0  | $250  | $0  | $550  | $250  | $800  |
| **Supplies** | $0  | $1,250  | $0  | $0  | $1,250  | $250  | $1,500  |
| **Subcontracts**  | $0  | $10,000  | $0  | $0  | $10,000  | $0  | $10,000  |
| **Total Direct** | $1,600  | $11,250  | $1,850  | $0  | $14,700  | $1,500.00  | $16,200  |
| **Indirect (<21% of direct)** | $320  | $2,250  | $370  | $0  | $2,940  | $0  | $2,940  |
| **TOTAL BUDGET** | **$3,520**  | **$24,750**  | **$4,070**  | **$0**  | **$32,340**  | **$3,000**  | **$35,340**  |
| ***Year 1 Total Budget***  | *$3,520*  | *$6,187.50*  | *$1,017.50*  | *$0*  | *$10,725.00*  | *$750*  | *$11,475.00*  |
| ***Year 2 Total Budget*** | *$0*  | *$6,187.50*  | *$1,017.50*  | *$0*  | *$7,205.00*  | *$750*  | *$7,955.00*  |
| ***Year 3 Total Budget*** | *$0*  | *$6,187.50*  | *$1,017.50*  | *$0*  | *$7,205.00*  | *$750*  | *$7,955.00*  |
| ***Year 4 Total Budget***  | *$0*  | *$6,187.50*  | *$1,017.50*  | *$0*  | *$7,205.00*  | *$750*  | *$7,955.00*  |

***Budget Narrative:*** *Explain in detail the justification for the funds you have requested. Please include how much funding is being requested per activity area. If multiple tasks or programs will occur within an activity area, please describe the percentages and breakouts of staff, time, and costs per task or program.*

**10. For a bid to be considered valid, Appendix D. Certificate of Compliance, must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.**

***All respondents to this RFP should be aware that they will need to agree to Attachment C. Standard State Provisions for Contracts and Grants (including insurance requirements) if selected for granting.***

**ATTACHMENT B. LOGIC MODEL**

|  |
| --- |
| **Program Title:****Goal:** |
| **Grantee Inputs**  | **Grantee Activities** | **Grantee Outputs** | **Grantee Short-Term Outcomes** | **Grantee Medium-Term Outcomes**  | **VAAFM Priority Outcomes**  |
| *Project investments; staff, funding, materials, strategy, materials* | *What the organization does; activities undertaken* | *Tangible accomplishments as a result of the activities; participants reached* | *Effects on Learning (attitudes, awareness, knowledge, skills)* | *Effects on actions (behavior, practice, decision-making)* | *Impacts in conditions; social, economic, environmental, health*  |
| *This is where you will detail all of the inputs that your organization already has in place, in addition to the funds and/or equipment etc. That you are requesting in your proposal.*  | *Example:**You will need to identify the proposed number and type of activities that your grant work will produce:**e.g. # of staff hired*  | *Example:**Please do not assume successes but rather detail the performance measures that will be used to evaluate your activities.**Quantity:**% of target population trained; # of target population receiving technical assistance**Quality*:*% of customers satisfied with training; % of customers “very satisfied” with assistance received* | *Example:**Please do not assume successes but rather detail the performance measures that will be used to evaluate your activities.**% change in knowledge* | *Example:**Please do not assume successes but rather detail the performance measures that will be used to evaluate your activities.**% change in behavior* | *Example:**Define which one or both of VAAFM's priority outcomes your program addresses.**Economic and Environmental Viability on Farms* |
| **External Factors*:*** *Factors outside of your control (positive or negative) that may influence the outcome and impact of your program/project.* |