



DELAWARE DEPARTMENT OF
AGRICULTURE

2026

**Specialty Crop Block Grant Program (SCBGP)–
Farm Bill**

REQUEST FOR PROPOSALS (RFP)

**Grant Proposals Due Date
May 18, 2026
4:30PM EST**

Timeline

April 27, 2026	Release of Request for Proposals
May 18, 2026 no later than 4:30pm	Grant proposals due to DDA
TBA	Evaluation Team to select proposals to be included in Delaware's State Plan
June 8, 2026 at 11:59 p.m. EDT	State Plan submitted to AMS/USDA
September 30, 2026	Anticipated AMS/USDA approval
October 30, 2026	Grant agreements completed
November 16, 2026	Anticipated Project start date (subject to change)
September 29, 2029	All projects conclude

PROGRAM DESCRIPTION

The Delaware Department of Agriculture (DDA) is pleased to announce a competitive solicitation grant process to award the 2026 Specialty Crop Block Grant Program (SCBGP) funds for projects that enhance the competitiveness of Delaware's specialty crop industry. Funding is provided to state departments of agriculture from the Farm Bill through the U.S. Department of Agriculture's (USDA) Agricultural Marketing Service (AMS). Catalog of Federal Domestic Assistance (CFDA) Number 10.170. The SCBGP allocation formula is the average of the most recent available value of specialty crop cash receipts and acreage of specialty crop production in the state.

USDA defines specialty crops as fruits, vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture). Please visit <https://www.ams.usda.gov/services/grants/scbgp/specialty-crop> for a comprehensive list of eligible specialty crops and ineligible commodities under the SCBGP.

The USDA is the funding entity and has the final approval of projects submitted to the AMS/USDA for the SCBGP. Prior to the AMS/USDA's approval, the Delaware Department of Agriculture and an Evaluation Committee of industry representatives will do the initial review and suggest recommendations to the AMS/USDA, and the AMS/USDA will make the final award decision.

Applications for grant funds should describe how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual. Grant funds will not be awarded for projects that solely benefit a commercial product or provide a profit to a single organization, institution, or individual. Single organizations, institutions, and individuals are encouraged to participate as project partners.

Applicants must be a legal entity and have the legal capacity to contract with the Delaware Department of Agriculture.

ELIGIBILITY

This invitation for proposals has been developed to provide all interested parties an opportunity to apply for Specialty Crop Block Grant Program funds. Individual producers, producer groups, organizations, associations, and state and local organizations, academia, and other specialty crops stakeholders are eligible to apply either as single entities or in combined efforts. Proposals submitted by individual producers must demonstrate that the project's potential impact will accrue to a broader group of similar producers, regions, or industry segments.

Applicants may submit more than one proposal. If more than one proposal is submitted, please prioritize the submissions.

According to USDA guidelines, grant funds cannot be awarded for projects that solely benefit a commercial product or provide a profit to a single organization, institution, or individual because these projects do not enhance the specialty crop industry's competitiveness. Projects are required to impact and produce measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution or individual.

To be eligible to participate, applicants must reside, or their business or educational affiliation must be in Delaware. Those applicants that are non-profit or for-profit, if awarded a grant, will be required to provide verification of their status.

AVAILABLE FUNDING & PROJECT DURATION

Delaware Department of Agriculture's portion of the USDA's Specialty Crop Block Grant Program is estimated to be more than \$402,000.00 and will be distributed through a competitive review process. Competitive grants will be awarded for projects between \$5,000 and \$75,000. The Delaware Department of Agriculture reserves the right to offer an award amount less than the amount requested.

Projects must be completed by September 29, 2029. No extensions will be permitted. **Projects cannot begin until the AMS/USDA has made their official award announcement, a contract between the Delaware Department of Agriculture and sub-grantees has been signed/executed, and a Purchase Order for the grant recipient has been approved.**

MATCHING FUNDS

Matching funds are not required; however, we consider the levels and sources of matching funds to be key criteria for evaluating proposals. We want to make the best use of available resources. We will give preference to proposals that demonstrate the applicant's commitment to the project in terms of cash contribution and maximize the leveraging of funds.

If matching funds are proposed, the recipient must keep complete records that identify and document the specific costs or contributions proposed to meet the match or cost-share, the source of funding or contributions, and document how the valuation was determined.

ELIGIBLE GRANT PROJECTS

The Delaware Department of Agriculture is looking for grant projects that solely increase the competitiveness of Delaware grown specialty crops, sustain the livelihood of Delaware farmers and strengthen Delaware's economy in regard to the following priorities specified by the USDA:

- Enhancing food safety;
- Food safety compliance to address specialty crop buyer requirements for mitigating food safety risks.
- Investing in specialty crop research, including research to focus on conservation and environmental outcomes;
- Improving the capacity of all entities in the specialty crop distribution chain to comply with the requirements of the Food Safety Modernization Act (21 U.S.C. Chapter 27), for example, developing "Good Agricultural Practices," "Good Handling Practices," "Good Manufacturing Practices," and in cost-share arrangements for funding audits of such systems (including USDA GroupGAP) for small
- farmers, packers and processors
- Developing new and improved seed varieties and specialty crops;

- Pest and disease control;
- Increasing child and adult nutrition knowledge and consumption of specialty crops;
- Increasing opportunities for new and beginning farmers;
- Improving efficiency and reducing costs of distribution systems;
- Protecting and improving pollinator health;
- Developing local and regional food systems; and
- Improving food access in underserved communities and among veterans.
- Increasing urban agriculture and other emerging agricultural practices by bringing food production into busy, populated areas – such as vertical gardens, shipping container farms, rooftop farming, hydroponics, community gardens, community composting, and food waste reduction.
- Sustainability

EXAMPLES OF ACCEPTABLE PROJECTS

- A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which will be shared with many growers throughout the state during the project.
- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in a region that currently does not have one.
- A non-profit organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- A single farmer erects high tunnels on his/her property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

EXAMPLES OF UNACCEPTABLE PROJECTS

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, grow a specialty crop to make a profit, or expand production of a single business or organization.
- A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- A non-profit organization uses grant funds to purchase produce. It then sells that produce to other entities at cost or a higher price than the purchase price while competing with other private companies who sell produce in the area.
- A sole proprietor requests grant funds to redesign her/his logo to make her/his specialty crop value-added product stand out at the local farmers' market.
- A single specialty crop organization requests grant funds to market its organization to increase its membership.

INDIRECT COSTS

Indirect costs are not permitted with the Delaware Department of Agriculture's Specialty Crop Block Grant Program.

SAM REGISTRATION

All applicants must also register with the Federal System for Award Management (www.sam.gov) and provide updates as needed. Registering allows you to do business with the Federal government and ensures that federal funds are not paid to organizations that have been suspended or disbarred.

DEBARMENT, SUSPENSION, CRIMINAL OR CIVIL CONVICTIONS

The recipient and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; have not been convicted or indicted under criminal or civil statutes or had one or more public transactions terminated for cause or default within the past three years; will provide immediate written notice to the CDFA Grant Specialist if at any time it learns that this certification was erroneous when made or has become erroneous by reason of changed circumstances; and will require recipients of lower-tier covered transactions under this grant award to similarly certify (Executive Order 12549, as implemented by 7 CFR Part 3017, Section 3017.510, Participants' responsibilities).

You are required to disclose if any of the following conditions apply to Sub-recipient or principals, including all key grant management personnel:

Within the 3-year period preceding the application, the applicant or its principals have been convicted of, or had a civil judgment rendered against them, for:

- fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;
- violation of a Federal or State antitrust statute; or embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
- false statements or receipt of stolen property.

The applicant or its principals are presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated above.

Within a 3-year period preceding the application, the applicant or its principals had any public transaction (Federal, State, or local) terminated for cause or default.

A variety of "lower-tier" covered transactions are also subject to these requirements. Contracts (including individual consultants) under grants (where the contract requires the provision of goods or services that will equal or exceed \$25,000) and all sub-awards also are subject to these suspension and debarment rules. Sub-recipient is required to comply with the requirements of Subpart C of 2 CFR Part 4 180 that provides Sub-recipient's responsibilities when entering into a lower-tier transaction as described above.

DELINQUENCY ON FEDERAL DEBT

Any organization or individual indebted to the United States and has a judgment lien filed against it for a debt to the United States is ineligible to receive a Federal grant. Applicants are required to inform the Delaware Department of Agriculture if they are delinquent on any Federal debt. If an applicant discloses delinquency, the Delaware Department of Agriculture may not award the grant until the debt is satisfied or satisfactory arrangements are made with the agency to which the debt is owed.

Anyone who has been judged to be in default on a Federal debt and has had a judgment lien filed against him or her should not be listed as a participant in an application for a SCBGP grant until the judgment is paid in full or is otherwise satisfied. No funds may be re-budgeted following an award to pay such an individual. The Delaware

Department of Agriculture will disallow costs charged to awards that provide funds to individuals in violation of this requirement.

PAST PERFORMANCE

An applicant may be removed from competition in the screening stage if they previously received funding from the Delaware Department of Agriculture and failed to deliver on that funding condition adequately. Failure to perform may include, but is not limited to:

- Inability to responsibly manage funds
- Inability to adhere to reporting requirements
- Failure to provide agreed-upon deliverables

GRANT AWARDS

Notification of Award: Successful proposals will be chosen on the merits of the project as they relate to the published criteria and will be included in the Delaware State Plan, which will be submitted to AMS/USDA no later than the final deadline which they set for the receiving of applications for approval. Applicants will be notified in writing whether their project is selected for inclusion in the Delaware State Plan. Following approval of the Delaware State Plan by AMS/USDA, applicants will be notified, and applicants will be sent a Grant Award Agreement to sign.

Grant Award Agreement and Payment: Prior to beginning work on the proposed project or receiving funding, each successful applicant will be required to provide a valid DUNS number (Data Universal Numbering System) and register with the Federal System for Award Merit (SAM). Each applicant will also be required to sign a Grant Award Agreement with the Delaware Department of Agriculture indicating their intention to complete the proposed tasks and authorizing the Delaware Department of Agriculture to monitor the proposed project's progress.

Grant Award Agreements must be signed and returned to the Delaware Department of Agriculture within 30 days of receipt. Failure to submit an executed copy of the Grant Award Agreement within 30 days of receipt could result in the loss of awarded grant funds unless the Delaware Department of Agriculture approves the delay.

Duration for Grant Award Agreements may last up to thirty-two (32) months (September 29, 2029), depending on the project type. The Delaware Department of Agriculture will write your grant award agreement based on the information you provide, so it is important that you carefully complete the application packet.

REPORTING REQUIREMENTS & COMPLIANCE

Annual Reports – Grantees are required to submit written performance reports annually to the Delaware Department of Agriculture detailing the project status and how grant monies were used to achieve project outcomes outlined in the project proposal submitted with the grant application packet. The first report will be due to the Delaware Department of Agriculture one year from the date the grant agreement between the Delaware Department of Agriculture and USDA is signed. Subsequent annual reports for multi-year projects must be received by the Delaware Department of Agriculture no later than thirty (30) calendar days after the close of each twelve-month period. Performance reports must be submitted to the Delaware Department of Agriculture annually until the project is completed. Performance reports must also include a detailed budget report that tracks all expenditures against the project budget submitted with the grant proposal.

Final Report - Grantees must submit a final performance report in a format designated by the Delaware Department of Agriculture by November 16, 2029.

In addition to the final project report, the Delaware Department of Agriculture reserves the right to conduct a follow-up survey of funded projects to determine long-term impacts.

Reporting Compliance - Grantees who do not submit reports on time, or submit incomplete reports, may be required to return previously disbursed funds to the Delaware Department of Agriculture and may be removed from consideration for future funding.

INVOICING REQUIREMENTS

Invoices with detailed receipts shall be submitted to the Delaware Department of Agriculture within thirty (30) days after the end of each quarter.

MONITORING

Delaware Department of Agriculture reserves the right to perform site monitoring visits to any and all grantees to ensure that work progresses within the required time frame and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information as well as site visits.

REVIEW PROCESS AND CRITERIA

The Specialty Crop Block Grant Program Evaluation Committee will review all qualifying proposals after the grant application submittal deadline. The Evaluation Committee is made up of representatives from the specialty crop industry, lending institutions, agribusinesses, and producers. Applications will be evaluated on the merits of the proposals based on the evaluation criteria listed on the Evaluation Criteria Form.

Applicants will be notified during the review process if adjustments to the scope of work or proposal budgets are necessary. The Delaware Department will notify applicants of Agriculture after the review process whether the proposal was included in Delaware's State Plan.

The Evaluation Committee will use the Specialty Crop Block Grant Program Evaluation Criteria Form to score the proposals. After the proposals have been evaluated and scored, grant award recommendations will be made to the Cabinet Secretary of the Delaware Department of Agriculture based on the scoring and the strength of the project proposal as determined by the Evaluation Committee. The Delaware Department of Agriculture Cabinet Secretary will have final approval on all projects submitted into Delaware's State Plan.

FY 2026 Specialty Crop Block Grant Program Evaluation Criteria

Application Rating Criteria (100 Point Rating System)

1. Grant Application – Maximum 5 Points

*Is the project well organized, thought out, and explained in a way that makes sense and sounds like it can be carried out successfully?

2. Objectives – Maximum 15 Points

*Are the objectives realistic and achievable?

*Will the objectives directly benefit producers or processors of Delaware Specialty Crops?

*Is there a plan for monitoring performance toward the objectives?

3. Project Purpose – Maximum 10 Points

*How well does the applicant describe the project?

*How well does the applicant define the need for and purpose of the project?

4. Indicators and Outcomes – Maximum 15 Points

*Does the project include at least one Indicator and Outcome?

*How well will the proposed project allow the applicant to quantify and document the project's indicators and outcomes?

5. Potential Impact – Maximum 20 Points

*Does the applicant clearly demonstrate how the project will have an impact on more than one grower?

*Does the project provide a direct benefit to and how effective will the project be at enhancing the competitiveness of Delaware specialty crops?

6. Project Commitment and Oversight – Maximum 15 Points

*Does the applicant demonstrate a strong commitment to the success of the project?

7. Budget and Narrative – Maximum 20 Points

*Do the budget and budget narrative clearly show how each cost is necessary to the project?

*Does the budget narrative adequately explain each line item?

*Are matching funds or in-kind donations provided?

***** There will be an opportunity for 2026 grant applicants to answer questions from the evaluation committee regarding their project proposal. Grant applicants will be able to call in via phone, video conference call, or appear in-person at the Delaware Department of Agriculture, TBA.**

APPLICATION FORMAT

Applications must be submitted in their entirety. Incomplete applications will not be given further consideration. Your application must include the following:

1. Completed Attachment A Application Coversheet.
2. Proposal(s) must be organized and have the requested information in the sequence presented in the Application Requirement section of this Request for Proposal.
3. An entity may submit more than one application packet, but only if the application packets are for completely different projects.
4. Proposal(s) should be completed in the Application Project Profile Template PDF.
5. Email ONE (1) electronic copy of the Application Project Profile Template PDF.

For more information about the Delaware Specialty Crop Block Grant Program, or to obtain an application, visit online at <https://de.gov/scbg>

APPLICATION DUE DATE

The Delaware Department of Agriculture must receive an electronic copy of the completed application packet no later than **4:30 p.m. on Monday, May 18, 2026. Applications must be received by the grant deadline date and time.** No late or incomplete applications will be accepted.

Email the the Application Project Profile Template PDF and 2026 Attachment A PDF to:
Sheree.Nichols@delaware.gov

APPLICATION REQUIREMENTS

Each application submitted must include the following sections:

1. **APPLICATION PROJECT PROFILE TEMPLATE fillable PDF (application used to apply for the SCBGP. See application subsections below)**

ORGANIZATION DETAIL

Organization Name, Organization Contact Name, Phone, Organization Email, Organization Fax, Mailing Address.

PROJECT TITLE

The title must adequately describe the project in 15 words or less.

DURATION OF PROJECT

Projects can begin on or after 11/16/2026 and conclude on or before 9/29/2029.

PROJECT PARTNER AND SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State Department of Agriculture to lead and execute the project,
2. The project's purpose, deliverables, and expected outcomes and
3. A description of the general tasks/activities to be completed during the project period to fulfill this goal.

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM, OR NEED THAT THE PROJECT WILL ADDRESS

PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

Provide a listing of the objectives that this project hopes to achieve.

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries.

Does this project directly benefit socially disadvantaged farmers as defined in the RFA?

Does this project directly benefit beginning farmers as defined in the RFA?

STATEMENT OF ENHANCING SPECIALTY CROPS

Applicants must confirm that the project enhances the competitiveness of specialty crops in accordance with and defined by the Farm Bill. Further information regarding the definition of a specialty crop can be found at www.ams.usda.gov/services/grants/scbgp

CONTINUATION PROJECT INFORMATION (ONLY FILL OUT IF THIS IS A CONTINUATION)

If your project is continuing the efforts of a previously funded SCBGP project, address the following:

- Number(s) and Project Titles Previously Funded.
- Describe how this project will differ from and build on the previous efforts.
- Provide a summary (3-5 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 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.

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

- The SCBGP will not fund duplicative projects. Did you submit this project to a Federal or State grant program other than the SCBGP for funding and/or is a Federal or State grant program other than the SCBGP funding the project currently?
- If your project is receiving or will potentially receive funds from another federal or state grant program, identify the Federal or state grant program and describe how the SCCP project differs from or supplements the other grant program(s) efforts.
 - Identify the Federal or State grant program(s).
 - Describe how the SCBGP project differs from or supplements the other grant program(s) efforts.

EXTERNAL PROJECT SUPPORT

Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project). If including letters of support they should be sent as a separate PDF attachment

EXPECTED MEASURABLE OUTCOMES

The U.S. Department of Agriculture, Agricultural Marketing Services and the Office of Management and Budget developed standardized outcome measures and performance indicators that apply to the Specialty Crop Block Grant Program (SCBGP). The reason for this is to compile data across all states making it easier to see the effect the program has on the specialty crop industry, which in turn strengthens the need for continued funding.

Applicants submitting proposals to the SCBGP must select at least one of the seven outcomes listed below and at least one of the indicators listed underneath the selected outcome(s). If there are multiple sub- indicators under the selected indicator, applicants must select at least one. All selected outcome measures and related indicators/sub-indicators must be achievable during the grant duration. Altering the language of the outcomes or indicators or providing responses in a format other than that described in the document will result in disqualification of a proposal.

The grant program outcomes and performance measures outlined below reflect direct stakeholder feedback and provide a framework that allows grant recipients to evaluate project activities more accurately in relation to each program's statutory purpose.

For recipients, the measures are:

- More feasible to accomplish and measure within a grant's period of performance;
- Better aligned with grant program purpose and recipient activities; and
- More reflective of work performed during the project.

To obtain a word document of the required Outcomes and Indicator Measures visit online at <https://de.gov/scbg>

Miscellaneous Outcome Measure (if needed)

In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s) that will be subject to VDACS and AMS approval.

Data Collection to Report on Outcomes and Indicators

Explain how you will collect the required data to report on the outcome and indicator in the space below. Please refer to SCBGP Performance Measures for information on data collection tips for each outcome indicator selected.

BUDGET NARRATIVE

All expenses described in the Budget Narrative must be associated with expenses that the SCBGP will cover. Applicants should ask about Unallowable and allowable costs prior to developing their budget narrative.

PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. If the listed employee's salary/position will not be paid with SCBGP funds list \$0.00 in the Funds Requested column.

For each employee paid with SCBGP grant funds, provide the following:

- Name and title
- Level of effort (number of hours and rate OR% FTE)
- Total funds requested for each employee
- Include a subtotal for all SCBGP-funded Personnel costs
- Provide additional justification of personnel expenses, as needed

FRINGE BENEFITS

Provide the fringe benefit rates for each of the project's salaried employees described in the Personnel section that will be paid with SCBGP funds. This section must include the following:

- Name and title
- Fringe benefit rate
- Corresponding funds requested for each person
- A subtotal for all SCBGP-funded fringe benefit costs.
- Provide additional justification of fringe expenses, as needed

TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. If unsure, ask about Allowable and Unallowable Costs for TRAVEL.

Please provide the following information for each trip:

- Explain the purpose for each Trip Request.
 - Trip destination
 - Type of expense (airfare, car rental, hotel, meals, mileage, etc.)

- Unit of Measure (days, nights, miles)
- Estimated number of miles and mileage rate
- Estimated ground transportation costs
- Estimated lodging and meal costs
- Number of travelers claiming expense
- Total funds requested for each expense
- Include a subtotal for all SCBGP-funded travel costs
- Provide additional justification of travel expenses, as needed

EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$10,000 per unit and is used only for research, medical, scientific, or other technical activities. If the acquisition cost of the item is less than \$10,000 then the item is considered a supply and should be listed in that section. Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. If unsure, ask about the Allowable and Unallowable Costs for EQUIPMENT.

- Description of equipment item
- Indicate if each item is rented or purchased
- When the equipment will be acquired
- Total funds requested for each item.
- Include a subtotal for all SCBGP-funded equipment costs.
- Provide additional justification of equipment expenses, as needed

SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$10,000 per unit, and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. If the actual cost per unit or number of units is not known, please use your best estimate. This will assist Grants Management Specialists to better determine allowability.. If unsure, ask about Allowable and Unallowable Costs for SUPPLIES.

This section must include the following:

- Description of each supply item
- Per-unit cost of each supply
- Number of units/pieces purchased
- When the supplies will be acquired
- Total funds requested for each supply
- Include a subtotal for all SCBGP-funded supply costs
- Provide additional justification of supply expenses, as needed

CONTRACTUAL/CONSULTANT

Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a

procurement relationship. If there is more than one contractor or consultant, each must be described separately.

Create a new line for each contractor/consultant. Provide a list of contractors/consultants, detailing out the name, hourly or flat rate, and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

- Name/Organization
- Hourly Rate/Flat Rate
- Funds Requested
- Include a subtotal for all SCBG- funded Contractual/Consultant costs
- Provide additional justification of contractual/consultant expenses, as needed

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the project's objectives and outcomes. Each section should also justify why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. 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/policy-data-oversight/pay-leave/salaries-wages/>), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. If unsure, ask about Allowable and Unallowable Costs for CONTRACTUAL and CONSULTANT Costs.

Each applicant must verify that their organization will follow the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in 2 CFR Part 200.317 through.326, as applicable. If the contractor(s)/consultant(s) have not already been selected, the organization will follow the same requirements.

OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. If unsure, ask about Allowable and Unallowable Costs for OTHER costs.

This section must include the following:

- Justification for the expense
 - A description of the item
 - Per-unit cost of each item
 - Number of units
 - Acquisition Date
 - Total funds requested for each item
 - Include a subtotal for all SCBGP-funded other costs

INDIRECT COSTS

Indirect costs are not permitted.

PROGRAM INCOME

Program income is gross income—earned by a recipient or sub-recipient under a grant—directly generated by the grant-supported activity or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.

Describe how program income will be used to further the objectives of this project during the performance period. Any income generated must be reinvested back into the project and not set aside or reserved for future expenses after the grant ends.

This section must include the following:

- Source/nature of program income
- Description of how you will reinvest the program income back into the project or program to enhance the competitiveness of specialty crops
- The estimated amount of program income
- Include a subtotal for all SCBGP-funded program income costs

APPLICATION CHECKLIST

- Attachment A– Application Cover Sheet

- Application Project Profile Template
 - Organization Detail
 - Project Title
 - Duration Of Project
 - Project Partner And Summary
 - Project Purpose
 - Provide The Specific Issue, Problem Or Need That The Project Will Address
 - Provide A Listing Of The Objectives That This Project Hopes To Achieve
 - Project Beneficiaries
 - Statement Of Enhancing Specialty Crops
 - Continuation Project Information (**ONLY FILL OUT IF THIS IS A CONTINUATION**)
 - Other Support From Federal Or State Grant Programs
- External Project Support
- Expected Measurable Outcomes
 - Select The Appropriate Outcome(S) And Indicator(S)/Sub-Indicator(S)
 - Miscellaneous Outcome Measure (If Needed)
 - Data Collection To Report On Outcomes And Indicators
- Budget Narrative
 - Budget Summary
 - Personnel
 - Fringe Benefits
 - Travel
 - Equipment
 - Supplies
 - Contractual/Consultant
 - Other
 - Indirect Costs (Skip This Section. Indirect Costs Are Not Permitted.)
 - Program Income