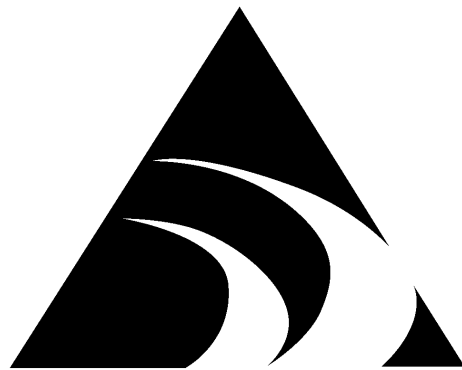


# **AGRICULTURAL DEVELOPMENT AND DIVERSIFICATION (ADD) GRANT PROGRAM**



## **REQUEST FOR PROPOSALS (RFP)**

### **2009 Guidelines**

Proposal submission deadline: March 15, 2009 (5:00 p.m.)

Target date for grant determination: June 15, 2009

Questions related to the proposal submission should be directed to Mike Bandli, DATCP at 608-224-5136 or Fax 608-224-5110 or email: [mike.bandli@wisconsin.gov](mailto:mike.bandli@wisconsin.gov)

ADD Grant materials (RFP, template and evaluation sheet) are available on DATCP website: [www.datcp.state.wi.us](http://www.datcp.state.wi.us) (key words search Agricultural Development and Diversification)

Department of Agriculture, Trade and Consumer Protection (DATCP)  
2811 Agriculture Drive, Madison, WI 53718-6777 \* PO Box 8911, Madison, WI 53708-8911

# **AGRICULTURAL DEVELOPMENT AND DIVERSIFICATION (ADD) GRANT PROGRAM 2008 Proposal (RFP) Guidelines**

## **INTRODUCTION**

The Department of Agriculture, Trade & Consumer Protection (DATCP) invites proposals for projects that will add value to or improve use of agricultural resources, and will create new enterprises and opportunities in the food and agricultural industry. Project work submitted under this request for proposal is to be conducted primarily in Wisconsin and have the following purpose(s), as required under s.93.46(2)(b) and administrative code ch. ATCP 161:

- Creation of jobs in the agricultural industry
- New capital investment in the agricultural industry
- Agricultural product market development and expansion
- Diversification and expansion of production, processing and distribution of agricultural products
- Commercial application of new technologies or practices related to agricultural products
- Increased use of surplus agricultural products
- Improvement of the competitive position of this state's agricultural industry
- Efficient use of farmland and other agricultural resources
- Fund demonstration projects that will encourage the use of sustainable agriculture.

The ADD program is a research and development program designed to help the Wisconsin agricultural industry explore and develop new products, new markets and new technologies. DATCP invites projects that have near term impacts, innovation, commercialization potential, project team strength, and potential benefit to a sector of Wisconsin agriculture.

Grants are awarded following a competitive review process.

## **AVAILABLE FUNDS**

The ADD Grant program has \$380,000 allocated for grant awards in 2009. The maximum grant award is \$50,000 per project. The contract period will begin in the state's fiscal year beginning July 1, 2009. Proposed projects must include work plans and budgets for one year, even though the project may be multi-year in nature. Multi-year projects need to reapply each year with no guarantee of funding for subsequent years.

## **ELIGIBLE PARTICIPANTS**

Proposals will be accepted from individuals, groups, businesses and organizations involved in Wisconsin agriculture. Proposals may involve collaborations or partnerships between producers, industry, academia or agricultural organizations. Applicants may cooperate with any public or private organization.

Each applicant must designate an individual who has authority to sign a contract with DATCP on its behalf if it is an applicant who is not an individual. Each applicant must also indicate an individual who will be the lead person responsible for carrying out the project. Each applicant, including co-applicants, must demonstrate a proven ability to carry out all elements of the proposed project.

Employees of DATCP and family members (*i.e. mother, father, brother, sister, spouse, and children*) are not eligible to receive a grant.

## **ELIGIBLE EXPENSES**

Eligible project expenses include, but are not limited to:

- salaries, wages and fringe benefits,
- consultant services or subcontractors,
- supplies and materials,
- equipment (lease/rental or depreciation costs),
- travel (Maximum rates for meals, lodging and travel will be Department of Employee Relations issued rates for state employees. See: <http://oser.state.wi.us/docview.asp?docid=5025> )
- and miscellaneous costs (i.e. telephone, space rental, etc.).

## **INELIGIBLE EXPENSES**

Ineligible expenses include:

- Capital (land, buildings or equipment) purchases over \$5000 and with a useful life over one year.  
(Grant funds may cover a leased amount up to the straight-line depreciation expenses which apply during the grant period),
- Indirect (administrative support) costs,
- Paying off existing debt,
- Tuition,
- Lobbying activities,
- Entertainment and alcohol.

## **MATCHING FUNDS**

The applicant's contributions to the project need to be identified. The applicant must provide at least 25 percent of the total proposed project costs as a matching contribution. Matching funds may be in the form of cash or in-kind contributions for eligible project expenses. Purchased land, equipment or other assets may be listed as supporting resources in the budget narrative section, but are not considered matching contributions to the proposed project.

## **PROPOSAL FORMAT**

Proposals should be no more than eight (8) pages in length. Letters of support from sectors of the Wisconsin agriculture industry are encouraged. Supporting documents and letters of support do not count toward the 8 page length limit.

Each proposal should include the following sections:

- 1) Cover Sheet,
- 2) Proposal Background and Description of Market Opportunity,
- 3) Project Objectives and Plan of Work,
- 4) Project Results and Expected Economic Impacts,
- 5) Key Personnel, and
- 6) Project Budget.

Please see the proposal template for further detail. The template is attached to the end of this document and is also available on the DATCP webpage or from the DATCP-ADD office.

## PROPOSAL REQUIREMENTS AND SUBMITTAL PROCESS

Proposed projects must adhere to the requirements, objectives and format identified in this RFP. Each proposal must be limited to one project; however applicants may submit separate proposals for different projects. An original of each proposal submitted must be received at DATCP by **5:00 p.m., March 15, 2009** in order to meet the application deadline. Proposals may be submitted by one of the following options:

1. Email (encouraged): [add@wisconsin.gov](mailto:add@wisconsin.gov)  
Please submit proposals as a Word<sup>®</sup> or pdf file attached to the email message. We advise support documents to be sent separately. (NOTE: Files larger than 3MB may be blocked by the DACTP email server. Please check with ADD program staff for instructions.)
2. Mail: DATCP-ADD Grant  
2811 Agriculture Drive (53718-6777)  
PO Box 8911  
Madison, WI 53708-8911
3. Fax: 608-224-5110 Attention: Mike Bandli
4. Hand-Delivery to DATCP: 2811 Agriculture Drive, Madison, WI  
(Office hours are Monday-Friday 7:45a.m. – 4:30 p.m.)

## PROPOSAL REVIEW CRITERIA

Each proposal must include sufficient information to allow the reviewers to evaluate the proposal. The proposal must merit financial support and demonstrate to the evaluators the proposed project has clearly stated objectives, a sound workplan, and necessary expertise to successfully complete the project.

As part of the evaluation process, a meeting with applicants and/or a visit to the applicant's enterprise may be required. DATCP reserves the right to make final selections.

Please see the ADD Grant Proposal Evaluation Sheet for further details on project evaluation. The evaluation sheet is attached to this document and is also available on the DATCP webpage or from the DATCP-ADD office.

## CONTRACTS

A contract will be developed by DATCP for each funded project. Upon agreement to the contract terms by the applicant, the DATCP Secretary will consider the contract for final approval. No funding commitment is final until the contract is signed and executed.

DATCP's ADD Program staff will monitor and evaluate each funded project. DATCP reserves the right to audit the applicant's books and records relating to the performance of the project during and up to three years after completion of the project.

## PAYMENTS

Payments will be made following DATCP receipt of an invoice documenting expenses incurred by the grantee. Final payment will be made upon submission of a final invoice and DATCP approval of the project final report.

## **REPORTING REQUIREMENTS**

DATCP reserves the right to modify reporting requirements during the course of the project. Interim reporting requirements will be based on: duration, nature and cost of the project and approved work plan. The project final report summary shall include the following:

- a. A brief description of original intent of the project and perceived benefit of the project.
- b. A summary of tangible accomplishments created or achieved by the project.
- c. Analysis of data collected under the project and conclusions based upon the analysis.
- d. A description of information or educational materials developed through the project. (field days, presentations, manuals, directories, etc.)
- e. Future plans for the project, including identifying the need for additional research and development.
- f. Recommendations for enhancing the benefits of the project.

In addition to the final project report DATCP reserves the right to conduct a follow-up survey of funded projects in order to determine long-term impacts of the project.

## **LIABILITY**

DATCP will not be held liable for any costs incurred by any firm for work performed in the preparation of and production of a proposal or for any work performed prior to the formal execution of a contract.

## **OPEN RECORDS**

Proposals submitted for funding and all related contracts and reports shall be subject to disclosure under the Public Records law. The grant applicant or recipient must clearly mark any information deemed a 'trade secret' that is included in the proposal, progress reports or final reports as "Confidential – Trade Secret – Not For Public Disclosure" at the time of submission. The Department shall notify the Grant Recipient if a public records request is made for the information claimed to be trade secret by the Grant Recipient. The Grant Recipient may then proceed to obtain judicial protection for the information. Such information may be kept confidential by the Department only as authorized by law (see s. 19.36(5), Wis. Stats.)

## **OTHER CONSIDERATIONS**

All proposals submitted in response to this RFP become the property of DATCP. DATCP reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use materials produced under this grant agreement.

DATCP also reserves the right to:

- Post funded proposals or final reports to the DATCP website;
- Reject any or all proposals received;
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant;
- Use any or all ideas submitted unless those ideas are covered by legal patent or proprietary rights;
- Clarify the scope of this program, within the RFP requirement and with appropriate notice to potential applicants, to best serve the interests of the State of Wisconsin;
- Amend program specifications after their release, with appropriate written notice to potential applicants;
- Require a good faith effort on part of the project sponsor to work with DATCP subsequent to project completion to develop or implement project results in Wisconsin;
- Withhold any payments when contract conditions are not met.