

**NCD&CS Research Stations
Bioenergy Research Initiative Grant Program
Application Cover**

Grant Proposal Due: Monday, March 31, 2014 5:00 PM

Project Title:

Grant Request: \$ _____ Total Project Cost: \$ _____

Requested Start Date (Must be prior to June 30, 2014): _____

Anticipated End Date: _____

Applicant Organization Name: _____

Organization's Fiscal Year: (i.e.: Jan-Dec, July-June) _____

Organization's Federal Tax ID Number: _____

Organization's DUNS Number: _____

Mailing Address:

Physical Address (if different):

Web site (if available): _____

Primary Contact / title / contact information:

Telephone: (O) _____ (C) _____

E-mail: _____

Authorized contract signer / title (if different from Primary Contact, please include address, telephone and e-mail address):

Applicant's status: (check one)

- Non profit - Classification: _____ (ie.501(c) (3), etc...)
- State or local governmental unit
- University, College
- Other: _____

Counties in North Carolina the project will serve: (check one)

- Statewide
- County or counties (list each county) _____

Special check list for Non-Profits only:

- An IRS Tax Exempt Status letter must be filed with your application.
- Does your organization have a board approved and implemented Conflict of Interest policy? A copy of your Conflict of Interest policy must be presented prior to contract execution and funds release. A COI template is available on the NCDA&CS Bioenergy Research Initiative web site.
- Two original notarized Sworn Statement of No Overdue Taxes letters must be presented prior to contract execution and funds release. An example of this form is available on the NCDA&CS Bioenergy Research Initiative web site.

Instructions for Completing Application

Each proposal should include the following information. Complete all information requested. Proposals that are incomplete and do not satisfy all the requirements may be disqualified and returned to the proposing organization without review. The acceptable font size is 12 point, Arial Font and all margins must be 1 inch. Information for each section should be specific and brief. There is a maximum limit of 6 pages exclusive of supplemental material [i.e. support letters]. Each proposal must be in the following format with numbered pages:

A. Application Cover

B. Scope of Work

I. PROJECT TITLE:

The title shall adequately describe the project. (Limit to eight words)

II. ABSTRACT:

Include a project abstract of 200 words or less. The project abstract must contain a summary of the proposed project suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed.

III. PROJECT PURPOSE:

This section shall address the following questions:

- What is the specific issue, problem or need addressed by this project?
- What is the importance of the project and how is it timely?
- What are the Objectives of the project?
- If the project builds on a previously funded Bioenergy Research Initiative project, then
 - Describe how the projects differ from one another. Provide a summary (3 to 5 sentences per project) of the results of the completed work on this project, the long-term quantifiable effects of these results (especially as they impact on the Bioenergy industry), and how this year's funding will supplement or build on previous funding from the Bioenergy Research Initiative.

IV. POTENTIAL IMPACT:

How will this project impact the advancement of the bioenergy industry in North Carolina?

V. EXPECTED MEASURABLE OUTCOMES:

The following questions shall be answered in this section:

- What is at least one distinct, quantifiable, and measurable outcome that directly and meaningfully supports the project's purpose and is of direct importance to the intended beneficiaries?

The measurable outcome, when possible, should include the following:

- GOAL
- PERFORMANCE MEASURE
- BENCHMARK
- TARGET
- How will performance toward meeting the outcome(s) be monitored?
 - What data sources will be used to monitor performance?
 - How will the data be collected? For example: survey, questionnaire, or research.

VI. WORK PLAN AND TIME LINE: *(Form Provided)*

The following questions shall be addressed in this section.

- What activities are necessary to accomplish the project objectives?
 - When will your performance monitoring / data collection plan activity be accomplished?
 - How will outcomes be measured within the grant period?
- Who will do the work of each activity? If collaborative arrangements or subcontracts are used, make sure you specify their role and responsibilities in performing project activities.
- When will each activity be accomplished? Include timelines for accomplishing each activity. Make sure to include the month and year the project is scheduled to begin and end.

Include all workshops, training, field trips, seminars, etc.

Complete the attached WORK PLAN AND TIME LINE form and include it at the end of the SCOPE OF WORK document.

VII. BUDGET NARRATIVE: *(Form Provided)*

- Complete the “Line Item Budget and Budget Narrative Justification” form and include it at the end of the SCOPE OF WORK document.
- Develop a budget narrative in your document that is in paragraph format. This budget narrative is to allow the NCDA&CS to determine that the costs are reasonable and allowable. It should clearly show the State funds that support the project and should match up with the “Line Item Budget and Budget Narrative” form that is provided to you.

VIII. PROJECT OVERSIGHT:

The following questions and information should be addressed in this section:

- Who or what organization will oversee the project activities?
- How will oversight be performed? For example, will weekly or monthly meetings be held to discuss performance toward the completion of the project?

IX. PROJECT COMMITMENT:

Provide the following information in this section:

- What Bioenergy stakeholders outside the lead organization support this project and how?
- How will project stakeholders work toward the goals and outcomes of the project?

C. Authorization

By signing this Application, the Authorizing Agent is guaranteeing that the information contained in this Application is correct and verifiable. The Authorizing Agent is also affirming that the funds requested herein will be used for the specific purpose outlined in this Application and for no other purpose. (Attach a resolution of the governing body of the applicant organization, authorizing this person to submit the application in the name of the organization.)

D. Biographical Sketches

Provide a resume or biographical sketch of each person who has primary responsibility for developing and implementing the proposal. Information should clarify each person’s project responsibilities and highlight their qualifications.

E. Letters of Support (Optional)

Attach any letters providing evidence of support for the project.

Authorized Official's Signature:

*An authorized official of the organization **MUST** sign in **BLUE INK** the following statements that will bind the organization to the representations made in the grant.*

THE FUNDS GRANTED BY THE NORTH CAROLINA DEPT. OF AGRICULTURE & CONSUMER SERVICES WILL BE USED EXCLUSIVELY FOR THE PURPOSES FOR WHICH THEY ARE GRANTED.

THE INFORMATION PROVIDED IN THIS APPLICATION IS CORRECT AND COMPLETE AND THE PERSON SIGNING THIS APPLICATION IS AUTHORIZED TO BIND THE APPLICANT.

THE APPLICANT ASSURES THE NCDA&CS THAT IT WILL PERMIT AUDITS AND SITE VISITS FOR THE PROJECT DESCRIBED IN THIS APPLICATION.

THE APPLICANT UNDERSTANDS THAT THIS APPLICATION AND ALL ATTACHMENTS SUBMITTED WITH THIS APPLICATION ARE PUBLIC RECORDS.

Applicant Organization: _____

Signature Date

Print Name & Title

Witnessed By: _____

Date

Print Name & Title