



Request for Proposals

Northern New York Agricultural Development Program (NNYADP) 2019-2020

The Northern NY Agricultural Development Program (NNYADP) is pleased to announce its small grants program for 2019-2020. Funds from this program will support projects that focus on research, education, and technical assistance in support of the agricultural production sectors in the six-county NNY Region (Lewis, Jefferson, St. Lawrence, Franklin, Clinton, and Essex Counties). Eligible projects must focus their activities at the Cornell E.V. Baker Research Farm in Willsboro, the W.H. Miner Agricultural Research Institute in Chazy, other agriculture research farm facilities, and/or other operating farms across the NNY region.

Funding for the small grants program will be provided through a contract with the NYS Department of Agriculture and Markets. Funds to support the program (\$600,000) are made available through the 2018-2019 NYS budget by the NYS Senate and the sponsorship of the Senate and Assembly Agricultural Committees.

The following guidance will be helpful in preparing proposals:

- Your proposal should be submitted to NNYADP (sent electronically to Michele Ledoux, Cornell Cooperative Extension Contact for the NNYADP, at mel14@cornell.edu) using the proposal template that is attached.
- **Please use MS Word Format with no special formatting features. Do not cut and paste from documents that are not Word documents or that contain special formatting.**
- The proposed work must be conducted between January 1, 2019 and December 31, 2019 with the **FINAL PROJECT REPORT DUE ON FEBRUARY 1, 2020.**
- Proposals must be **submitted on or before October 29, 2018.** If you cannot meet this deadline, certain exceptions for an extension may be granted on a case- by-case basis.
- Each project **MUST** contain research as well as education and/or technical assistance components. **Joint projects among CALS researchers, CCE educators, and other private/public sector collaborators in the region are very strongly encouraged.**
 - **Projects should include one or more research sites in the six-county NNY Region.** Research and demonstration sites can include the W.H. Miner Institute in Chazy, the W.H. Miner Agricultural Research Institute in Chazy, other agriculture research farm facilities and/or other operating farms across the NNY region. The latter are **strongly** encouraged wherever possible for research and/or demonstration.
- **The outreach component MUST be designed to reach all six NNY counties.**
- Extensive budget detail is not required, but a breakdown in broad categories **must be provided.** See proposal template for accepted budget categories.

- **For joint CALS/CCE projects, budgets should clearly reflect funds to cover expenses incurred by CCE Associations as a result of their participation in the research and/or extension component of the project. Commitments from CCE educators as well as agreement on funding to support their work must be obtained prior to submission of the proposal.**
- Requests for funds associated with personnel will need clear and compelling justification. Only that portion of personnel time allocated strictly to the NNYADP project will be considered for support.
- Travel funds to support work in NNY are eligible. Funds for travel to areas outside NNY will not be awarded without very strong justification.
- Funds for publications and outreach must be to support those that will clearly target the agricultural community in the six-county NNY region.
- **Proposal narratives should not exceed three pages in length. The budget is on a separate attached template. (Attachment A)**
- Your proposal will be reviewed following the standard NNYADP process using one of four farmer review panels, depending upon the focus of the work that is proposed: 1) dairy/field crops production, 2) livestock production, 3) fruit, vegetable, greenhouse, and nursery production, and 4) maple and forestry products.
- The farmer members of the NNYADP Executive Committee will review the results of the review panels and make final funding decisions.
- You will receive notification of the funding decisions in December 2018.
- **All applicants please note you are required to contact Program Coordinator if you anticipate changes in Project Scope or Budget.**
- **No changes in Project Scope unless approved by Program Coordinator.**
- **Unspent funds cannot be held beyond existing project year.**
- **Substantial changes in Project Scope or Budget that are determined to be avoidable may impact your ability to receive future funding.**
- **Project Leaders are required to immediately notify the Program Coordinator if you are not able to meet Project Objectives.**

The Northern New York Agricultural Development Program is a farmer-driven research and technical assistance serving Clinton, Essex, Franklin, Jefferson, Lewis and St. Lawrence counties. Funding for the Northern New York Agricultural Development Program is supported by the New York State Senate and administered through the New York State Department of Agricultural and Markets.

NNY Agricultural Development Program 2019-2020 Project Proposal Form

Proposals should be **no more than four pages** in length—maximum of three pages for the narrative plus one page for the attached budget sheet. Please submit your proposal to Michele Ledoux (mell14@cornell.edu) as an attached MS Word file using this template on or before **October 29, 2018**.

Title of project.

Name of Lead Organization

Project Leader(s).

Contact information (address, phone, email).

Collaborators.

Justification. *(Why is it important? What is its relevance to NNY's agricultural production sector?)*

Research activities. *(What you will do and where you will do it. Detailed explanations of the experimental approach and methodology should not be included; outlines are sufficient. Proposed locations — counties if not individual farms — should be identified.)*

Education and Outreach Plan. *(What you will do, including how information on this project will reach farmers in each of the six counties in the region.)*

Time frame. *(Briefly describe a timeline for your project. Projects must be completed by December 31, 2019.)*

Budget. – Use attached budget sheet. (Attachment A)