

NV CARES Inventory and Distribution System for Nevada Agriculture Produce and Products Project Application - Round 2

Plant Division



Organization Name:

Organization Address:

Name of Contact Person and Title:

Email Address:

Phone Number:

Application Instructions

Proposed projects must demonstrate the ability to assist Nevada communities during the Coronavirus (COVID-19) pandemic. Application must include a copy of organization's 501(c)(3) if applicable, most recent financial audit, letters of support, indirect cost rate, and any additional documentation related to requested project. Please submit documentation as attachments to application. All sections below must be completed with concise and sufficiently detailed information on the proposed project. Questions regarding the application may be submitted to NVtrade@agri.nv.gov prior to application deadline of September 28, 2020.

Application and all supporting documentation must be submitted no later than 5:00 p.m. PDT on September 28, 2020 via email to NVtrade@agri.nv.gov. Refer to the Terms and Conditions section of this application announcement for specifications.

Organization Background

Provide background information for your organization. Mission statement, length of time in operation, food distribution and/or assistance experience, food safety and inventory management experience, etc.

[Empty text box for organization background information]

Organization Information

How many total Full Time Equivalents (FTE)s are there in your organization?
How many total FTE perform accounting functions within your organization?

Please detail your organization's current sources of funding (including other NDA contracts and grants).
Identify the funding agency, program name and types of funds (i.e. Federal, State, local, private, etc.).

Are you currently seeking other funds from the Nevada Department of Agriculture through RFA's or
RFP's? If yes, please list.

Has your organization administered programs like your current grant proposal? If yes, please list and
explain.

How will sub-grant funds be accounted for separately from other funding sources in your organization's
accounting records?

Project Description

Provide a detailed description of the proposed project. Describe how the project will address challenges involving inventorying and distributing Nevada agricultural products, specifically during the COVID-19 pandemic. Include all project deliverables.

[Empty text area for project description]



Project Description, continued

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Project Goals

Provide a detailed description of the project's key goals and objectives.

[Empty text area for project goals and objectives]

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Work Plan			
<u>Activity</u>	<u>Who will accomplish</u>	<u>Timeline</u>	<u>Relation to Goal</u>

Project Partners and Beneficiaries

Describe key project partners. Key project partners should provide letters of support to be submitted as attachments to the application. Describe the beneficiaries of the project. How many beneficiaries are anticipated? What anticipated audiences/customers will be served? How will Nevada agricultural producers be involved?

[Empty response area for Project Partners and Beneficiaries]

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Budget Narrative

All expenses described in this budget narrative must be associated with expenses that will be covered by the sub-grant award.

Budget Summary

Expense Category	Funds Requested
Personnel	
Travel	
Equipment	
Supplies	
Contractual	
Other/Food Purchases	
Total Budget	

Below, describe requested budget category needs.

Personnel Justification

List the organization’s employees whose time and effort can be specifically identified and easily and accurately traced to project activities. Describe the activities to be completed by name/title including approximately when activities will occur.

Travel

Explain the purpose for travel and how it applies to the project. Please note that travel costs are limited to those directly associated to proposed project. Detail amount of travel, reason for travel, number of trips/deliveries/distributions per day/week/month, cost of travel per trip, etc.

Travel Subtotal	
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Travel Justification: Provide detailed travel justification for project.

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Equipment

Describe any special purpose equipment to be purchased, leased 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 \$5,000 per unit and is used for the project.

Equipment Subtotal	
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Equipment Justification List each item the organization may need for proposed project and describe how equipment will be used to achieve the objectives and outcomes of the project.

Supplies

Describe any supplies to be purchased under the grant. “Supplies” are materials and fabricated parts costing less than \$5,000 per unit.

Supplies Subtotal	
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Supplies Justification Describe the purpose and types of supplies needed, and how it is necessary for your project.

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Contractual

Describe any services to be contracted with a vendor or other provider to support project activities.

Contractual Subtotal	
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Contractual Justification Describe the purpose and types of contractual agreements and how it is necessary for your project. Describe the contractor’s experience performing similar services.

Other Purchases/Food Purchases

Other Purchases Subtotal	
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Other Purchases Justification Describe the purpose and types of other expenses and how it is necessary for your project.

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Business References

Please provide information for three business references who can speak to your organization's ability to administer programs/services related to the scope of the proposed project. Business references can be vendors, suppliers, customers, direct partners, etc. For the purpose of this application, the business references should not be project partners listed on the application. NDA staff may contact the references of grant finalists during the review process.

Business/Organization	Reference's connection to applicant	Contact Name	Contact Email	Contact Phone

Grantee Requestor Signature & Title

Date