**Nebraska Grape and Winery Board**

**Request for Proposal Application Instructions**

**2024 – 2025 Fiscal Year**

**A. Cover Page**

**Applicant:**

**Contact Person:**

**Address:**

**City:**            **State:**             **Zip Code:**

**Phone:**             **Email:**

**Name of Project:**

**Project Location(s):**

**Total Request:**

**Abstract of Proposed Project (200 words or less)**

**Listing of all other individuals, entities, organizations, or businesses involved with the project (List the name of the organization(s), contact name, address, city, state, and zip code.)**

**B. Project Purpose (5 points)**

**In one or two paragraphs, clearly state the specific issue, problem, interest, or need to be addressed. Explain why your project is important and timely. Indicate the amount of time needed to complete the project. The project must benefit the entire grape and/or wine industry in general and not a particular business venture.**

**C. Potential Impact (10 points)**

**In one page or less, discuss the number of people or operations affected, the intended beneficiaries of the project, and/or potential economic impact, if data from the project are available.**

**D. Goals (5 points)**

**Describe the overall goal(s) of the project in one or two sentences.**

**E. Work Plan (45 points)**

**Describe your proposal and its expected benefit to the Nebraska grape and wine industry. Explain how each goal and measurable outcome will be accomplished. The measurable outcomes must list the elements that will be monitored or evaluated, by whom, how often and for how long? Expected measurable outcomes may be long term and exceed the grant period. If so, provide a timeframe when long term outcome measures will be achieved.**

**F. Project Commitment (10 points)**

**On one page or less, describe the partnerships, alliances, networks, or other collaborative efforts that will be created to implement this project. List all parties involved and describe what each contributes in skills and abilities to make this proposal succeed and work toward the goals and outcomes, as well as the commitments for each party (in-kind, monetary, labor, etc.).**

**This question requires a standard budget outline. How do you intend to use the grant funds? Provide a breakdown of the components of the proposal and where the grant funds fit into the overall project financing. Prioritize funding needs, if possible. Provide budget estimates for the total project cost.**

**List the source and amount of funds which the applicant plans to use for the project. This information provides assurance that the applicant will have sufficient resources to meet project goals. Below is a budget example from which to refer to and use when creating your budget.**

**G. Financial Feasibility (25 points)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type | Nebraska Grape and Winery Board Funds | Applicant Contributions (In-Kind or Cash) | Total | Purpose | |
| **Personnel** |  |  | **$0.00** | |  |
| **Fringe Benefits** |  |  | **$0.00** | |  |
| **Travel** |  |  | **$0.00** | |  |
| **Supplies** |  |  | **$0.00** | |  |
| **Contractual** |  |  | **$0.00** | |  |
| **Other** |  |  | **$0.00** | |  |
| **Total** | **$0.00** | **$0.00** |  | |  |

**H. Signed Agreements Page**

**Agreement:**

I/we the undersigned applicants (name/names)       of (city)      , Nebraska, hereby make an application for Nebraska Grape and Winery Board funds, under the terms and conditions of the Nebraska Department of Agriculture, in the amount of (amount requested) $     . The total cost of the project is (total project amount) $     .

The undersigned hereby warrant to the Nebraska Grape and Winery Board that, to the best of my/our knowledge, all information presented in this grant application is factual and true; that I/we understand that if this proposal is funded, I/we will be required to sign a grant agreement and other necessary documentation containing terms and conditions upon which funds will be released; and that I/we understand that I/we will be required to submit a final report at the completion of the project as a condition to receiving grant funds.

Federal Tax ID Number of Applicant:

Name of Applicant:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applications Due by U.S. Mail: **May 1, 2024**

Applications must be postmarked on or before the above date.

Submit applications by U.S. mail to:

Casey Foster

Nebraska Department of Agriculture

P.O. Box 94947

Lincoln, NE 68509

(402) 471-6857

[casey.foster@nebraska.gov](mailto:casey.foster@nebraska.gov)

Applications Due Electronically: **May 1, 2024**

Applications are due on or before the above date.

Questions regarding this grant should be directed to Casey Foster at [casey.foster@nebraska.gov](mailto:casey.foster@nebraska.gov).