The Application Process and Timeline . . . continued

On the basis of the review process in Phase 1, NMDA will invite applicants to submit a Full Grant Proposal based on the Concept Proposal submitted in Phase 1. Specific requirements and instructions for the Full Grant Proposal will be included in the invitation letter. The full proposal will require a more detailed description of each component in the Concept Proposal with a few additional requirements set by USDA and NMSU.

### Phase 2: Full Grant Proposal

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* Dates are contingent upon the availability and release of SCBGP funding
* NMDA will work one-on-one with applicants to finalize their proposals during Phase 2.

### Phase 3: Grant Implementation

Applicants who submit Full Grant Proposals and are granted funding will be required to:

- Follow the work plan and budget detailed in their approved proposal.
- Keep up-to-date records on all project expenses.
- Provide progress reports to NMDA quarterly (depending on project length).
- Provide NMDA a final report upon completion of the project and in accordance with SCBGP guidelines.

USDA and NMSU allow funds to be paid only on a reimbursement basis after proper reporting and documentation requirements have been met.

**Purpose**

“To solely enhance the competitiveness of New Mexico’s specialty crops in either domestic or foreign markets.”

### 2013 Federal Specialty Crop Block Grant Funding

NEW MEXICO DEPARTMENT OF AGRICULTURE
MSC 5600, P.O. Box 30005, Las Cruces, NM 88003-8005

Visit www.nmda.nmsu.edu
Click on Grant Programs under Quick References
### Federal Funding - Specialty Crops Block Grant Program (SCBGP)

The United States Department of Agriculture’s (USDA) Agricultural Marketing Service (AMS), through the Specialty Crops Competitive Act of 2004, is authorized to provide grants to state departments of agriculture solely to enhance the competitiveness of specialty crops in either domestic or foreign markets. Consideration for grants that increase the competitiveness of specialty crop farmers, including Native American and disadvantaged farmers, will be addressed. Increasing competitiveness may include developing local and rural food systems and improving food access in underserved communities.

Specialty crops are defined as “fruits, vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture).”

### THINGS TO REMEMBER

Grant funds will not be awarded to projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or an individual.

Restrictions and limitations of grant funds include:

- Capital Expenditures - (equipment, buildings, land) or expenditures to make improvements to capital assets that materially increase their value or useful life.
- General Purpose Equipment - equipment not limited to research, scientific, or other technical activities.
- Equipment - an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost equal or greater than $1,000.

### THE APPLICATION PROCESS AND TIMELINE

**PHASE 1: CONCEPT PROPOSAL**

**WHO?**  
NMDA  

**WHAT?**  
Send out a Request for Concept Proposals

**WHEN?**  
*TBD

**HOW?**  
Through a press release, a posting on NMDA’s website, and industry gatherings

**APPLICATION TIMELINE**

- Letters of support from potential industry beneficiaries are welcome, but not required. The letters will not count toward the two-page minimum.
- Concept proposals will be reviewed by a panel of NMDA staff and experts in agriculture and business. Panelists must be free of any conflict of interest that would prevent them from performing impartial reviews.

The Concept Proposal should be no more than two pages in length (including budget) and must briefly describe the following:

- **PROJECT TITLE**
  - Should be short and descriptive

- **APPLICANT DETAILS**
  - Applicant Name
  - Type of Business/Organization
  - Contact Information
- **Contact Information**
  - Is this a new funding request?
  - A resubmission?
  - Have you received funding through the SCBGP before?
  - If so, what year, and how much did you receive?

- **PROJECT PURPOSE**
  - Objective, Problem, Importance

- **POTENTIAL IMPACT**
  - People or Operation Affected
  - Intended Beneficiaries
  - Potential Economic Impact

- **EXPECTED MEASURABLE OUTCOMES**
  - Outcome Goals, Benchmarks, Targets, and Performance Measures

- **WORK PLANS**
  - Project Activity including a Timeline

- **BUDGET (MUST TOTAL)**
  - Detailed budget in bullet or table format

* Letters of support from potential industry beneficiaries are welcome, but not required. The letters will not count toward the two-page minimum.

For More Information  
CONTACT FELICIA FROST  
NMDA Marketing Specialist  
at (575) 646-4929 or send an e-mail to specialtycrops@nmda.nmsu.edu  
Fax (575) 646-3303  
www.nmda.nmsu.edu
On the basis of the review process in Phase 1, NMDA will invite applicants to submit a Full Grant Proposal based on the Concept Proposal submitted in Phase 1. Specific requirements and instructions for the Full Grant Proposal will be included in the invitation letter. The full proposal will require a more detailed description of each component in the Concept Proposal with a few additional requirements set by USDA and NMSU.

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FULL GRANT PROPOSAL

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PURPOSE
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2013 Federal Specialty Crop BLOCK GRANT FUNDING

WHY? WHAT? WHEN? HOW?

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