



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

JAMIE CLOVER ADAMS
DIRECTOR

REQUEST FOR PROPOSAL

Food Safety Training and Education

Offered By:
Michigan Department of Agriculture and Rural Development
Food and Dairy Division
P.O. Box 30017
Lansing, MI 48909

Background

The Michigan Food Law of 2000, Section 4117, establishes a food safety education fund that is to be used for 1) training and education to consumers on food safety, and 2) training and education to food service establishment employees and agents of the director who enforce the Act. The fiscal year 2017 budget will direct that up to \$225,000 of the fund be used for these purposes. Due to multi-year grant commitments, \$100,000 will be available for new grant applications. Monies that go into the fund come from assessments of \$3.00 to \$5.00 on food establishment licenses.

The Michigan Department of Agriculture and Rural Development (MDARD) is now accepting proposals for grants that will run from January 1, 2017 through December 31, 2017.

Timetable

MDARD is soliciting proposals for grant awards between October 5, 2016 and October 31, 2016. An advisory committee will convene in November to review and make recommendations to MDARD on the proposals to be awarded.

Information Format

- I. Project Title
- II. Background – include problem statement
- III. Project Goal and Objectives – please be specific
- IV. Project Description – please be specific
- V. Outcomes and Measures of Effectiveness
- VI. Project Timeline and Deliverables – please be specific
- VII. Key Partners
- VIII. Budget – include both total project cost and grant award portion. To include but not limited to:
 - a. Salaries
 - b. Travel
 - c. Supplies

- d. Equipment
- e. Overhead
- IX. Primary Project Contact Name, Address, Phone, E-mail
- X. Name, Address, Phone and E-mail of the person who is authorized to sign grant agreements. This can be the same name as the Primary Contact.

Considerations in Preparing Proposals

The following criteria should be taken into consideration when preparing a proposal:

- Opportunities to build upon previously funded projects
- Opportunities to partner with other organizations
- Opportunities to leverage funds or match funds
- Meets a broad statewide need
- Measurable outcomes
- Improves food safety or food safety education
- Proposals with sub-grantees will be considered

Please note that while there is no cap on individual grant awards, the selection committee has historically awarded grants annually averaging \$5,000 to \$75,000.

Eligibility

Michigan Food Law of 2000, Section 4117 states, "The money in the fund shall be used to provide food safety training and education to food service establishment employees and agents of the director who enforce this act." Producers, marketers and growers do not meet this standard. Applicants must be non-profit organizations and entities. Applications should not include funding for required routine training like HACCP and manager certification.

Grant recipients must be willing to complete the vendor registration process via the State of Michigan in order to allow for electronic payments of grant funds.

Proposal Submission

Please send completed proposal ***no later than October 31, 2016*** to:

MDA-FoodDairyInfo@michigan.gov. Electronic submission of grant proposals is encouraged and will be confirmed via email receipt. Hard copy submissions must be postmarked/facsimile dated no later than October 28, 2016 (please allow ample time for delivery) to:

Michigan Department of Agriculture & Rural Development
Food and Dairy Division
P.O. Box 30017
Lansing, Michigan 48909
Facsimile: (517) 373-3333

For more information, contact Tim Slawinski, Emerging Issues Specialist, at 517-420-5364 or slawinski@michigan.gov.