



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

JAMIE CLOVER ADAMS
DIRECTOR

REQUEST FOR PROPOSALS

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. 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) anticipates awarding up to \$250,000 from the fund to be used for these purposes.

The MDARD is now accepting proposals for grants that will run from January 1, 2015 through December 31, 2015. Please note: MDARD will consider multi-year proposals on an individual basis contingent upon future year funding.

Timetable

MDARD is soliciting proposals for grant awards between September 23, 2014 and October 24, 2014. An advisory committee will convene in November 2014 to review and make recommendations to MDARD on the proposals to be awarded.

Information Format

- I. Project Title
- II. Project Purpose – brief summary statement of the purpose of the project
- III. Background – include problem statement
- IV. Project Goal and Objectives – please be specific
- V. Project Description – please be specific
- VI. Outcomes and Measures of Effectiveness
- VII. Project Timeline and Deliverables – please be specific
- VIII. Key Partners
- IX. 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
- X. Primary Project Contact Name, Address, Phone, E-mail

- XI. 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

The 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." Additionally:

- 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 24, 2014*** to:

Mda-FoodDairyInfo@michigan.gov.

Electronic submissions are encouraged and will be confirmed via e-mail receipt.

Hard copy submissions must be postmarked/facsimile dated no later than October 24, 2014:

MDARD Food and Dairy Division
P.O. Box 30017
Lansing, Michigan 48909
Facsimile – (517) 373-3333

Questions

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