



# Michigan Department of Agriculture and Rural Development

## Bureau of Food Safety and Animal Health 2025 Food Safety Education Fund Grant Application

**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.

**Instructions:** Please read the Food Safety Education Fund request for proposal prior to completing the grant application. The application form must be submitted as a Microsoft Word document (font size Arial 12). The deadline to submit your application is no later than 3 p.m. Eastern Standard Time on **Monday, June 16, 2025**. Applications not submitted in one email will not be eligible for consideration. Electronic submission of grant proposals is encouraged and will be confirmed via email receipt. Submit applications to: [MDARD-FSEF@michigan.gov](mailto:MDARD-FSEF@michigan.gov). If you do not receive a confirmation of receipt from our office after 5 business days of your submittal, please call 517-420-3249 or email [MDARD-FSEF@michigan.gov](mailto:MDARD-FSEF@michigan.gov).

Hard copy submissions must be postmark dated no later than **June 12, 2025**. Please allow ample time for delivery to:

**Michigan Department of Agriculture and Rural Development  
Bureau of Food Safety and Animal Health  
Human Food Division  
P.O. Box 30017  
Lansing, Michigan 48909**

**Project Title – (must be completed)**

*Provide a descriptive project title in 15 words or less.*

**Applicant Information – (must be completed)**

**Name of Applicant Organization:**

**Mailing Address (Street, City, State, ZIP):**

**Primary Project Contact Name:**

Primary Phone:

Primary Email:

**Contact Person Authorized to Sign Grant:**

Title of Authorized Person:

Phone of Authorized Person:

Email of Authorized Person:

**Check One – This grant is intended for...**

- Training and Education to **Consumers** on Food Safety
- Training and Education to Food Service Establishment Employees and Agents of the Director (**Regulators**) who Enforce the Act
- Both Consumers and Regulators

**Total Grant Amount Requested** (round to nearest dollar):

If the proposal is for both Consumer and Regulator, list each budget:

Consumer:

Regulator:

### **Project Summary – (must be completed)**

*Include a project summary of 200 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one paragraph, if possible) description of your project. Please include a description of the general objectives and tasks to be completed during the project period to meet the expected outcomes.*

### **Project Purpose/Impact – (must be completed)**

Please address the following in your response:

- A. How will the overall Michigan community benefit from this food safety education project outcomes?
- B. What is the specific issue, problem or need being addressed by the project?
- C. Why is the project important and timely?
- D. Who is the targeted audience?
- E. If the project is not statewide can the project be duplicated and used in other parts of the state after the grant ends?
- F. Please list stakeholders/supporters of the project.
- G. How will the project be sustainable at completion and long-term?

*Provide a focused and well-defined project description and the specific goals and outcomes that will be accomplished due to this grant (500 words or less).*

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### **Project Timeline and Work Plan**

*Describe all activities that will be performed to accomplish the objectives of the project. All projects must be completed within the 12-month grant period.*

Grant Work Plan	
Tasks	Project Completed By (date)

**Outcomes and Measures of Effectiveness**



**Budget Narrative**

This a **Cost Reimbursement** grant program.

Budget – Included but not limited to:

- A. Salaries and Fringe Benefits
- B. Contractual (provide name of company)
- C. Travel
- D. Supplies
- E. Indirect
- F. Other

Budget Item	Requested Funds	Project Totals

**Partners and Stakeholders**

*List any key partners or stakeholders supporting and/or benefiting from the project.*

**Consideration and Selection Criteria**

**Duration of Project:**

Start Date: October 1, 2025

End Date: September 20, 2026

**Proposals will be scored and selected based on the following criteria:**

- Goals/objectives to improve food safety
- Statewide need and audience
- Measurable outcomes
- Partnering with other organizations
- Matching funds
- Opportunities to build upon previously funded projects

**Grant Criteria:**

This is a cost reimbursement grant program. Grantees are responsible for costs until proper reports, invoices and receipts are received and reviewed. If an exception is required, this must be clearly identified in the project proposal. Grantees will be eligible for reimbursement up to four times at specified dates, during a 12-month grant cycle.

Each grantee will be required to submit written reports and appropriate financial reports with documentation to MDARD, including: an invoice with a financial summary compared to the budget, and a supporting general ledger report. Reporting must include

outcomes and impacts of the grant in addition to other criteria identified in the grant agreement.

**Eligibility:**

The Michigan Food Law of 2000, Section 4117, directs money in the fund to be used for providing food safety training and education to consumers, food service establishment employees and agents of the director who enforce the Michigan Food Law of 2000.

Applicants must be Michigan governmental and non-profit organizations and entities. Producers, marketers, processors, growers are NOT eligible for this grant opportunity. Proposals with subgrantees will be considered. *Proposals should not include funding for required routine training such as HACCP or manager certification such as ServSafe.*

**Examples of Previously Awarded Projects:**

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

Examples of previously awarded projects include:

*Note: This is not an exhaustive list but is intended to provide general examples.*

- Training and scholarship funds that provided training opportunities for state and local food safety regulatory staff.
- Training for dairy industry and regulatory staff on latest technologies and practices to assure milk safety and promote the development of the dairy industry in Michigan.
- Multi-media training to educate consumers, industry professionals, and regulatory staff on food safety issues.
- Food safety education to consumers across the state of Michigan focusing on safe food handling practices.
- Training for foodservice industry on specialized processing such as sous vide, reduced oxygen packaging, and fermentation.
- Implementation of share tables for school nutrition programs through provision of educational and training information to food service directors.

**Timetable and Proposal Submission:**

**2025-2026 Grant Cycle Timetable and Application Process**

MDARD is soliciting proposals for grant awards between **May 1 and June 16, 2025**. The Joint Evaluation Committees will convene in July and August 2025 to review and make recommendations to MDARD on the proposals to be awarded.

<b>Proposal</b>	
Release Request for Proposals	May 1, 2025
Proposals Due	June 16, 2025

<b>Proposal Evaluation and Selection</b>	
Evaluation committee receives and reviews proposals	July 2025
Evaluation committee convenes and selects proposals for funding	August 2025
<b>Award Announcement</b>	
Announcement of award funding	September 2025

**Proposal Submission**

Please send completed proposal ***no later than 3 p.m. on Monday, June 16, 2025,*** to: [MDARD-FSEF@michigan.gov](mailto:MDARD-FSEF@michigan.gov).

Electronic submission of grant proposals is encouraged and **will be confirmed via email receipt. If you have not received a confirmation email within 5 business days of submission, please email [MDARD-FSEF@michigan.gov](mailto:MDARD-FSEF@michigan.gov).**

Hard copy submissions must be postmark dated no later than **Tuesday, June 12, 2025** (please allow ample time for delivery) to:

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Bureau of Food Safety and Animal Health  
Human Food Division  
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Lansing, Michigan 48909**

If you do not receive a confirmation of receipt from our office after **5 business days** of your submittal, please email [MDARD-FSEF@michigan.gov](mailto:MDARD-FSEF@michigan.gov).

For more information the Food Safety Education Fund grants manager at [MDARD-FSEF@michigan.gov](mailto:MDARD-FSEF@michigan.gov).