



2023 Rural Development Fund Grant Webinar



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Agriculture Development Division – Grant Programs

Agenda

- Program Guidelines Overview
- Application Form Review
- Question & Answer via Chat

* Today's webinar is being recorded.





Business Development

[Business Development](#)

[Economic & Community Development](#)

[Success Stories](#)

[International Marketing](#)

[Michigan Craft Beverage Council](#)

[Grants & Funding Opportunities](#) >

[Producer Security](#)

[Commodity Organizations](#)

[Meet the Team](#)

Grants & Funding Opportunities

[Agriculture Preservation Fund Grants](#)

[Animal Welfare Fund Grants](#)

[County Fairs Capital Improvement Grants](#)

[Farm Innovation Grants](#)

[Farm Stress Grants](#)

[Fertilizer Research Grants](#)

[Food and Agriculture Investment Fund Grants](#)

[Food Safety Education Fund Grants](#)

[Livestock and Commodity Exposition Competitive Grants](#)

[Michigan Craft Beverage Council Research Grants](#)

[Rural Development Fund Grants](#)

[Seafood Processors Pandemic Response and Safety Block Grant](#)

Grant Timeline

Proposal

Release Request for Proposals

October 3, 2022

Informational Webinar

October 19, 2022 at 11am

Proposals Due

November 22, 2022 at 3pm EST

JEC

Evaluation Meeting

January 2023

Award

Announce Award Funding

February 2023

Project Description

Qualifying Land-based Industries

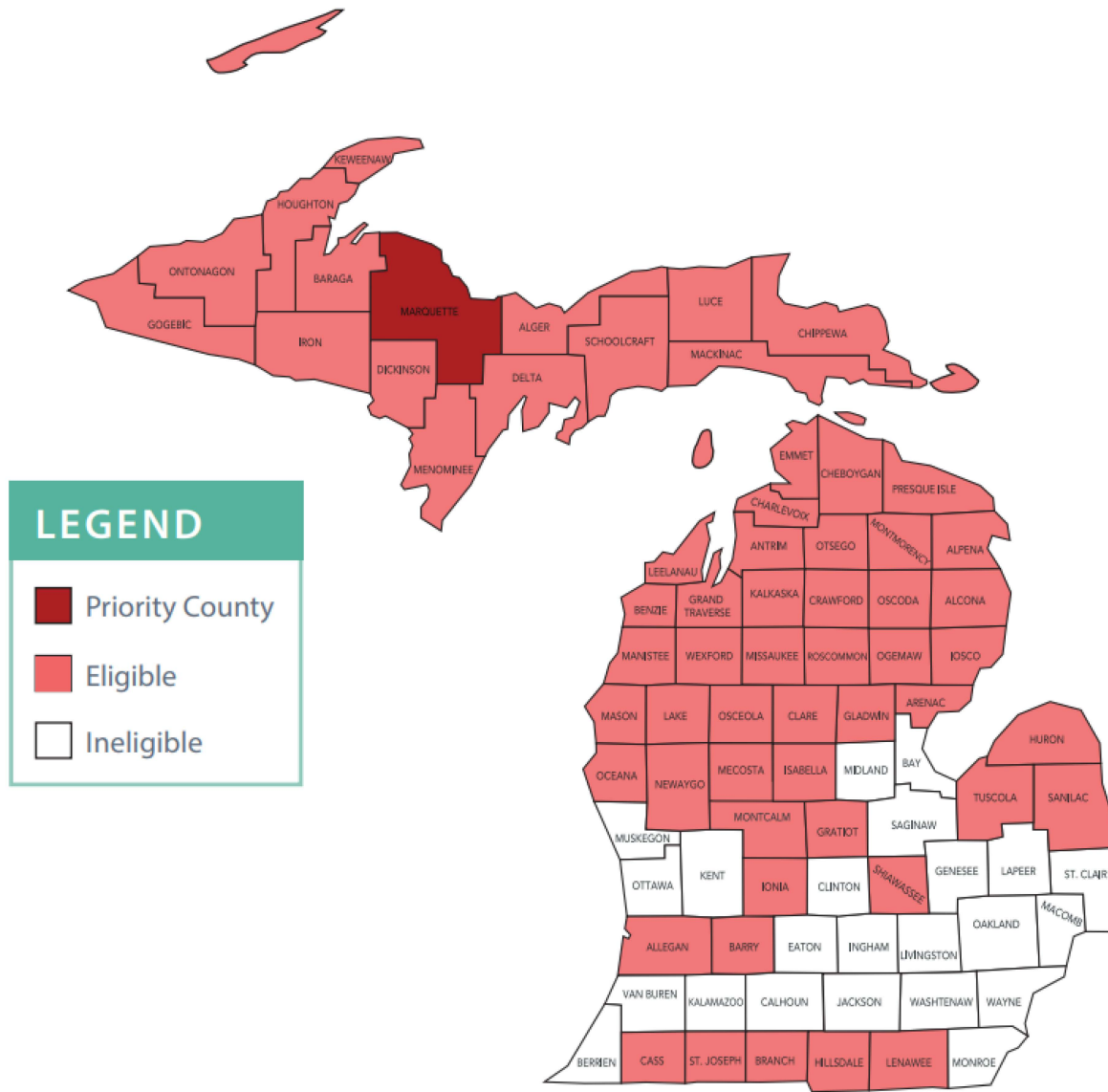


PROJECT TYPE	EXAMPLES
INFRASTRUCTURE DEVELOPMENT	Roadways, bridges, renewable energy, wastewater, rural housing, broadband, etc.
RURAL CAPACITY BUILDING	Museums, local and regional tourism campaigns, technical assistance programs, shared service models, feasibility studies, etc.
BUSINESS DEVELOPMENT	Business expansion ensuring long-term creation or retention of jobs with a strong local and/or regional impact. For this year, projects with a focus on livestock processing are encouraged.
TALENT DEVELOPMENT AND TRAINING	Local and regional workforce development programs, workforce training, rural housing projects, childcare, etc.

Grant Criteria

- \$100,000 maximum request
- 30% match required
- Project and Applicant need to be from an eligible county

Eligible Counties Map



Application

PROJECT TYPE (PLEASE CHECK PRIMARY PROJECT TYPE)

Infrastructure Development
 Rural Capacity Building

Business Development
 Talent Development/Training

APPLICANT INFORMATION (SEE GUIDELINES FOR ELIGIBLE APPLICANTS)

Title of Project:

Legal Name of Applicant Organization:
Address (Street, City, Zip):

Only one application per applicant

County:

Applicant & Project Need to be in
an Eligible County

Profit or Non-Profit Organization:

Primary Contact Name:

Title:

Address:

Phone:

E-Mail:

Application

FUNDING REQUEST (ROUND TO NEAREST \$100, MAXIMUM TOTAL GRANT AMOUNT REQUEST IS \$100,000)

Total Grant Amount Requested: \$ Maximum Request \$100,000

Total Match
(Must be at least a 30% cash match of the grant amount requested above) \$ Required 30%

Total Project Amount: \$ Requested amount + match

PROJECT PURPOSE

Provide a concise description of the current situation and need for the project. Why is the project important and timely?

Application

PROJECT INFORMATION/IMPACT

Provide a focused and well-defined project description and the specific goals and outcomes that will be accomplished due to this grant. (Please address the following in your response.)

- A. What are the distinct, quantifiable, measurable outcomes you will achieve due to the project?
Maximum Request \$100,000
- B. How will those outcomes be measured? (ex. conduct surveys, use questionnaires, etc.)
Required 30%
- C. How will the project build capacity and support land-based industries in rural communities?
**Return on investment
Requested amount + match**
- D. How will the project become financially viable? Who is providing the match? When will funds to complete the project become available?
Partnerships
- E. How will the project be sustainable at completion and long-term?
Impacts – purchase more MI product, jobs, etc.
- F. What is the near-term and long-term impact of the project?
Measurable – baseline and goals
- G. How will the project lead to job creation and private investment?
- H. Will the project leverage additional federal, state, or local funding? When will the project funds be available?
- I. Please list stakeholders/supporters of the project.
- J. Has your organization received a Rural Development Fund Grant from the Michigan Department of Agriculture & Rural Development in the past? List project name and year.

Application

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 18-month grant period. Approximate projected start date for grant project March 2023.

Tasks	GRANT WORK PLAN Projected Completed by (date)

3 support letters required

Application

BUDGET NARRATIVE

*THIS IS A **COST-REIMBURSEMENT GRANT** - You will be required to have the funds available to front the costs of the project until reimbursement. Please answer all three questions below:*

- A. Do you currently have the funds available to front the initial costs for this project?*
- B. Do you currently have a secured loan in place for the costs of the project?*
- C. Have you secured the necessary permits and approvals to begin the project? If not, where are you at in the process?*

Please use the table below and provide a brief description of how funds will be used for each funding category. Do not alter the table, besides adding needed rows. Going across:
Requested Funds + Matching Funds = Project Totals.

Application

Item	Requested Funds	Matching Funds – (30% cash match required)	Project Totals
Equipment (Add lines if necessary)			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Equipment	\$	\$	\$
Materials and Supplies			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Materials/Supplies	\$	\$	\$
Contractual			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Contractual	\$	\$	\$
Salaries/Fringes			
FTE, % of time, salary, etc.	\$	\$	\$
	\$	\$	\$
Total Salaries/Fringes	\$	\$	\$
Other			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Other	\$	\$	\$
Total Project Cost	\$	\$	\$

Project & expenses cannot begin before the grant agreement is in place in March of 2023.

Application – Organizational Capacity Survey

Person completing this survey: _____

Title: _____

Phone / e-mail: _____

1. Technology Resources. Does your organization:
 - a. Provide a computer for all employees/persons? Yes No
 - b. Have a dedicated e-mail account for all employees/persons Yes No
 - c. Have high-speed internet access? Yes No
2. What was your average annual employee turnover rate for the past two years?
3. Does your organization have the ability to effectively respond to sudden personnel changes on a:
 - a. Short-term basis (unexpected illness) Yes No
 - b. Intermediate-term basis (unexpected resignation) Yes No
 - c. Long-term basis (budgetary cutbacks necessitating staff reduction) Yes No
4. If you are a food establishment, do you hold a current license? Yes No
5. Has an audit by a Certified Public Accounting been finalized for the most recently completed fiscal year? Yes No
6. If "No", is one currently underway or scheduled? Yes No
7. Has your organization received funding for this project from another source?
Yes No
8. Has your organization received a federal or state grant award in the last two (2) years?
Yes No
9. Does your organization use an automated accounting system? Yes No
If "Yes", what is the name of the system?
10. Has your organization registered with [Welcome to CGI Advantage Vendor Self Service Portal: Home \(michigan.gov\)](#)
Yes No
11. Has your organization registered with State of Michigan Licensing and Regulations [LARA - Corporations Division \(michigan.gov\)](#) Yes No

Answers on this assessment are not used in the scoring of your application.

No wrong answers.

Submit the application and support letters to mda-grants@michigan.gov

Cost-Reimbursement

Items needed for reporting:

- * Completed report – in Word
- * Invoice to MDARD
- * Completed Excel spreadsheet
- * All supporting financials
 - Financials can be scanned to a pdf in one document (proof of payments = zero balance receipts/invoices, canceled checks)
 - Salaries can be from payroll software center or timesheets with supervisor signatures
- * Final Site Visit



Application Review Process

- Competitive Review
- JEC – scoring and review meeting
- Scoring Based off a 100- point scale
 - A well-defined and focused project – 15 points
 - Overall impact of the project on the food and agriculture industry in the state of Michigan. Product sourced and produced in Michigan and capacity building/grower connection/increase in supply of locally available products – 20 points
 - Measurable outcomes – 15 points
 - Strong budget, expenditures correlate with the work plan and scope of the project – 15 points
 - The amount of match provided – 10 points
 - Does the plan of work contain appropriate activities for the project and are they detailed to show how the objectives will be met in a timely manner – 15 points
 - The sustainability of the project, the near-term and long-term impact, including jobs and investment in Michigan – 3 required support letters – 10 points
 - Priority – Marquette County – 10 points

Grant Program Contacts

Heather Throne

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Sasha Eliason

All questions email: mda-grants@michigan.gov

Question and Answer



@MIDeptofAgriculture



@MichDeptofAg



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of Agriculture & Rural
Development



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