

# Western SARE Competitive Grants Professional Development Program 2009 Request for Applications



If you have questions  
contact us at:

Western SARE  
Professional Development  
Program  
2753 State Hwy 157  
Lingle, WY 82223

(307) 837-2674  
[freeburn@uwyo.edu](mailto:freeburn@uwyo.edu)  
[kgreenwa@uwyo.edu](mailto:kgreenwa@uwyo.edu)

<http://wsare.usu.edu>

Host Institution:  
Utah State University

PDP Institution:  
University of Wyoming

SARE is a USDA competitive grants program that supports agricultural systems that are economically viable environmentally sound and socially responsible.

Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Micronesia, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming

The Administrative Council of the Western Sustainable Agriculture Research and Education program announces the request for Professional Development Program competitive grants for 2009.

Professional Development Program (PDP) Grants are aimed at helping Cooperative Extension Service, Natural Resources Conservation Service and other agricultural professionals in the Western Region increase their understanding and proficiency in sustainable agriculture.

Applications are evaluated by a Review Panel against the criteria outlined in this request and in comparison with other PDP grant applications. The Western SARE Administrative Council – a board of agricultural producers, scientists, educators and business leaders – will then make the final selections of projects to fund. The council typically selects applications diverse in subject matter and geography and that demonstrate outcomes that farmers and ranchers in the region can successfully adopt.

**Important note:** Congress mandates that the SARE grant program depart from “business as usual.” To that end, the Administrative Council encourages agricultural producers to be involved from start to finish in the planning, design, implementation and educational outreach of any SARE-funded project. PDP projects should:

- increase ag professionals’ sustainable agriculture knowledge, skills and action
- have outreach plans that demonstrate how the project will effectively deliver this knowledge to producers

## National SARE Goals

Western SARE seeks applications that support outcome and impact-driven research and education and adhere to these national goals:

- Satisfies human food and fiber needs
- Enhances environmental quality and the natural resource base upon which the agricultural economy depends
- Makes the most efficient use of nonrenewable and on-farm resources and integrates, where appropriate, natural biological cycles and controls
- Sustains the economic viability of agricultural operations and their communities
- Enhances the quality of life for farmers and ranchers and society as a whole

## **Professional Development Program Grant Deadlines**

- Deadline for submitting Professional Development Program grant applications: 4 p.m. MST, Nov. 3, 2008
- Technical Review Panel selects applications for grant funding in January 2009
- Western SARE Administrative Council makes final selections February 23–27, 2009. Principal investigators of funded grants are informed April 2009.
- Funds for selected projects disbursed summer/fall 2009

## Criteria for 2009 PDP Grants

Professional Development Program grants are designed to educate agricultural professionals about sustainable agriculture so that they, in turn, can help educate and train farmers and ranchers. Funded PDP grants must help achieve this long-term outcome:

*Cooperative Extension, Natural Resource Conservation Service and other agricultural professionals are conversant in sustainable agriculture principles and systems and have ready access to resources that can help producers make informed decisions about adopting sustainable approaches with greater certainty and less risk.*

Projects must improve the ability of agricultural professionals to conduct educational programs and activities in sustainable agriculture principles and systems and to respond to inquiries on the subject from farmers, ranchers and the public.

This year, Western SARE wants to fund projects that build ag professionals' skills and abilities in:

- ecological weed management strategies
- economics of alternative farming systems
- ecological insect or disease management strategies

Applications that address these topics and that have sufficient technical merit will be given priority over applications that address other subjects.

Approaches can include case studies or other innovative educational methods; demonstrations or tours of successful sustainable enterprises; on-farm research and education; workshops; conferences (including satellite or other interactive video technologies); development of materials (i.e. fact sheets, handbooks, manuals, web-based courses, etc.); combinations of these or other educational activities.

Subject matter can include any sustainable agriculture endeavor, including animal agriculture, agronomic or horticultural crop production or the effects of sustainable practices on quality of life for producers or rural communities.

Projects with a scope beyond a single state or area are encouraged. For single-state or local projects the funding is capped at \$30,000 for one-year projects and \$60,000 for two-year projects. Projects with a regional or multi-state focus can receive up to \$60,000 for one year or \$100,000 for two years. Projects may be extended an additional year to properly evaluate and document impacts and outcomes.

## **Program Goals for Projects Funded by Western SARE**

1. Promote good stewardship of the nation's natural resources by providing site-specific, regional and profitable sustainable farming and ranching methods that strengthen agricultural competitiveness; satisfy human food and fiber needs, maintain and enhance the quality and productivity of soil; conserve soil, water, energy, natural resources and fish and wildlife habitat; and maintain and improve the quality of surface and ground water.
2. Enhance the quality of life of farmers and ranchers and ensure the viability of rural communities, for example, by increasing income and employment, especially profitable self-employment and innovative marketing opportunities in agricultural and rural communities.
3. Protect the health and safety of those involved in food and farm systems by reducing, where feasible and practical, the use of toxic materials in agricultural production, and by optimizing on-farm resources and integrating, where appropriate, biological cycles and controls.
4. Promote crop, livestock and enterprise diversification.
5. Examine the regional, economic, social and environmental implications of adopting sustainable agriculture practices and systems.

## **Application Review**

Applications are evaluated by a panel of Land Grant University and NRCS personnel, educators and agricultural producers knowledgeable about sustainable agriculture. The Western SARE Administrative Council, a board of representatives from organizations with an interest in sustainable agriculture, selects projects for funding. Applications are evaluated on these criteria:

- 1) Relevance to Western SARE.** Each application should address knowledge areas, skill building and behavior changes incorporated into the broad goals and concepts of sustainable agriculture listed on pages 1 and 2 of this request for applications. (20%)
- 2) Target audience:** The primary audiences are extension, university faculty and staff and field personnel of USDA agencies like NRCS. Targeting other federal, state, private or nonprofit agricultural professionals is also encouraged. (20%)
- 3) Appropriate approach:** The activities and methods described must be appropriate for meeting project objectives and outcomes. This includes having an effective combination of disciplines and organizations involved and a realistic plan for managing the project. (20%)
- 4) Integrated involvement:** Applications should illustrate the meaningful involvement of agricultural producers and personnel from land grant universities, nonprofit organizations and other entities in the project's development, implementation and outcomes. (10%)
- 5) Feasibility and evaluation of project outcomes:** Applications must address the desired outcomes in each of the following areas, describing how they will be assessed, measured and documented: (20%)
  - A. Improving the knowledge base of participants in a sustainable agriculture topic or area.
  - B. Improving the skills or capacity of participants to provide educational training in sustainable agriculture.
  - C. Incorporating new knowledge and skills into subsequent educational activities in sustainable agriculture
- 6) Budget:** Provide a concise and appropriate budget. (10%)

## **Key Points to consider in project development**

- 1) Institutional participation:** A goal of the program is to broaden the trainer/educator base of sustainable agriculture expertise. Multidisciplinary, multi-state and multi-university efforts that include other private or public entities are encouraged. Agricultural producers and community leaders might be included as part of the trainer/educator team.
- 2) Integrated training and education:** Applications should emphasize an integrated or holistic approach with methods and outputs that support a broad-based educational effort. SARE encourages applications that integrate multiple aspects of sustainable agricultural production, marketing, families, rural communities and quality of life.
- 3) Training and educational methodology:** Projects must demonstrate enhanced knowledge and skills of participants, and trainer/educator teams are encouraged to develop new and innovative ways for learning to take place. Projects that create electronic or written educational products (e.g. manuals; web-based tutorial or databases) should have an accompanying training component for use of that product, such as training sessions or tutorials.
- 4) Impacts and outcomes assessment:** It is important to provide evidence that educational objectives have been fulfilled, with desired outcomes clearly defined, evaluated and documented. Grantees can use an additional year (up to 3 years total) to properly complete evaluation of project impacts. **Use Appendix E as a reference point as you develop your application.**

- 5) Location:** Proposed projects can be located at any institution, including nongovernmental organizations, that has demonstrated fiscal responsibility and expertise in sustainable agriculture.
- 6) Letters of Support:** Letters of support are helpful for reviewers but are not mandatory.

### **Submission and funding**

Send 10 copies of the full application in the format specified below, plus 10 copies of a one-page summary (including project title and abstract) with the budget on the reverse side. Most of the reviewers will see only the one-page summary, so be sure the title and abstract are complete. Send to:

Jim Freeburn, PDP Coordinator  
Western SARE  
2753 State Hwy 157  
Lingle, WY 82223

Applications must be received by 4 p.m. MST, November 3, 2008. Faxed or emailed copies will not be accepted. Applicants will be notified by April 30, 2009. To ensure regional implementation of the program, highly rated projects may be subject to adjustments of work plans and budgets.

Funds are expected to be available no later than Oct. 1, 2009, although Congress has yet to determine available funds. If appropriations are similar to last year, approximately \$400,000 should be available for Western SARE PDP competitive grants.

**For more information about this request for applications:** Contact Jim Freeburn or Kelly Greenwald, *Phone* – (307) 837-2674 or *email* – [freeburn@uwyo.edu](mailto:freeburn@uwyo.edu) or [kgreenwa@uwyo.edu](mailto:kgreenwa@uwyo.edu). You may also contact Al Kurki at (406) 449-0104; email [alk@ncat.org](mailto:alk@ncat.org).

**About Western SARE:** Information can be found at the Western SARE website, <http://wsare.usu.edu> or by emailing [wsare@ext.usu.edu](mailto:wsare@ext.usu.edu). All Western SARE request for applications (Research & Education, Farmer/Rancher, Ag Professional + Producer and Professional Development Program) are listed on the website, as are previously funded applications.

**About the Western SARE PDP program in your state:** Cooperative Extension has designated a leader in each state and island protectorate in the Western region to lead strategic planning and implementation of the SARE PDP program. Contact the PDP team or the website for names.

**Alternative Farming Systems Information Center:** The Center, a division of the National Agriculture Library, provides database searches, referrals to expert sources, information on current USDA research, bibliographies and publications. Contact: AFSIC, Room 304, National Agriculture Library, 10301 Baltimore Blvd., Beltsville, MD 20705-2351, (301) 504-6425, [afsic@nal.usda.gov](mailto:afsic@nal.usda.gov).

**National Outreach Office:** This outreach arm of National SARE disseminates information on results of funded projects and other sustainable agriculture principles and systems through publications, bulletins and the National Outreach Office website. Contact: Andy Clark, NOO Coordinator, 10300 Baltimore Avenue, BARC WEST, Bldg 046, Beltsville, MD 20705, (301) 504-6425, [san@sare.org](mailto:san@sare.org) or visit the NOO website at [www.sare.org](http://www.sare.org).

## Application Format

Applications should be printed in 12-point type, single-spaced, with 1-inch margins. All pages following the first page should be numbered. Copies may be double-sided. Applications that fail to follow the prescribed format may be disqualified.

**1) Cover Sheet:** Use Appendix C or a close replica and fill in completely.

**2) Narrative:** Write a maximum of six pages covering items a through f.

**a)** Describe the context and need that justifies your project. Describe the factors that influence the implementation and success of the project, including climate, politics, regulations, socio-economic conditions or market forces.

**b)** List and explain the assumptions and beliefs you and others have about the project, the participants and the way you expect the project to operate – the principles that guide your work. (Faulty assumptions may scuttle expected outcomes.)

**c)** Describe the resources, contributions and investments (inputs) that will be used in the project. Resources can be financial (requested funds), human (volunteers, partnerships, contributions of farmers, ranchers and other practitioners) and physical (technology, equipment, etc.)

**d) Outputs:** This section should also explain linkages between outputs and outcomes.

**1) Audience:** Include data on the numbers and types of individuals that will be participating in your project.

**2) Activities and methods:** Include formal professional development sessions (workshops, meetings, field days) and informal approaches (networks, facilitation, coaching sessions).

**3) Products:** What will the project produce? Products may include educational materials, curricula and partnerships.

**e) Outcomes:** These are the results and benefits for individuals, groups, communities and systems. Objectives are outcomes of your activities, not the activities themselves.

Outcomes should be measurable, quantitatively or qualitatively and include increased awareness and knowledge (short-term outcomes), improved skills and capacity of Participants to provide educational programs (medium-term outcomes) and evidence of changed behavior of educators (long-term outcomes).

**f) Evaluation:** Show how you intend to measure outcomes stated in your application. Who will conduct the evaluation, what will it cost and at what time during or after the project will evaluation take place?

**3) Literature cited:** Include references for literature cited in your application.

**4) Timetable:** Outline timing of accomplishments within the limit of two years, plus evaluation year.

**5) Major participants:** List the names and affiliations of each major participant in your project.

**6) Budget:** Use the format posted on the web (<http://wsare.usu.edu>) and include a narrative justification for each line item as instructed. If multiple institutions are involved, include the total project budget page followed by a separate budget and narrative page for each institution. Funds may not be requested for research, indirect costs or tuition reimbursement.

**7) Signature page(s):** This must include all administrative approvals of the project coordinator's institution and signatures of major participants. Where multiple institutions are involved, signoffs from each participating unit must be included. More than one page may be needed. See Appendix D.

**8) Vitae:** A vita (brief resume) is required for each project coordinator and major participant. The limit is one page for each.

**One-page title and summary:** As noted above, the full application must be accompanied by 10 copies of a one-page summary. On a separate sheet, list the project title and a concise summary of the project application, summarizing objectives, justification, methods and evaluation. You may use any format, but it should be printed in 12-point type on one side of an 8 ½- by 11-inch sheet of paper with 1-inch margins on all sides. The budget should appear on the reverse side with the appropriate figures filled in. Attachments are not required with this budget as they are with the full application.

**Important note:** Several reviewers will evaluate your full application in detail. Others will evaluate your application using only the summary and budget. For that reason, it's important to provide a well-written and complete summary and budget.

**Checklist for full applications and summaries:**

- ( ) Application should be received in the PDP office no later than November 3, 2008.  
Faxed or emailed copies will not be accepted.
- ( ) The application is printed in 12-point type or larger with 1-inch margins on all sides.
- ( ) The application package includes 10 copies of the full application.
- ( ) The application package also includes 10 copies of the summary (including title) with the budget on the reverse side.
- ( ) Required sections are completed, pages are numbered and the page limits have been observed.

## **Appendix A**

### **Special Notes Regarding Western SARE and USDA Policies and Requirements**

All SARE grant recipients must read and subscribe to the spirit and letter of the policies, requirements and restrictions listed in the following special notes:

1. The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternate means of communication of program information (Braille, large print, audio tape, etc.) should contact the Western SARE program by phone at (435) 797-2257 or email at [wsare@ext.usu.edu](mailto:wsare@ext.usu.edu).
2. The Western SARE program considers all funded applications and subsequent reports and related information to be in the public domain. A prime directive from Congress in the SARE enabling legislation ensures that results from all studies be provided to producers and other interested parties in a timely and effective manner. Successful applicants (and their institutions) must agree to grant to Utah State University, the host institution, an irrevocable royalty-free, nonexclusive right and license to use, reproduce, make derivative works, display, publish and perform any copyrights or copyrighted materials (including any computer software and its documentation and/or databases) developed under Subcontract for the purpose of education and research or to the extent required to meet USU's obligations under its Prime Award. All reports related to funded projects will be made available to all interested parties in printed, electronic or other means of communication without discrimination. Names, addresses, telephone numbers and email addresses of investigators (from funded projects) may be provided to interested news entities, producers or organizations for subsequent inquiries.
3. The Western SARE Administrative Council will give considerable weight to reporting records (length of time that reports are overdue, etc.) of previous recipients of SARE contracts or grants when evaluating projects for any future Western SARE funding. Previous grant recipients are encouraged to submit reports in a timely manner as this will affect Administrative Council decisions.

The Sustainable Agriculture Research and Education program (SARE) is funded through the USDA Cooperative State Research, Education and Extension Service (CSREES) under Chapter 1 of Title XVI of the Food, Agriculture, Conservation, and Trade Act of 1990 and extended by the 1995 Farm Bill reauthorization. The purpose of the subtitle is to encourage research with education and on-farm demonstration projects designed to increase the producer knowledge base and assist in the adoption of sustainable practices on the land. Ideally, projects will integrate research, education and on-farm demonstrations within whole-farm sustainable agricultural systems involving plants and animals, demonstrating tangible outcomes and addressing Western SARE goals.

**Appendix B**  
**USDA/CSREES BUDGET**

ORGANIZATION PRINCIPAL INVESTIGATOR(S)/PROJECT CONTACT	SARE FUNDS 2009	NON-FEDERAL MATCHING 2009	SARE FUNDS 2010	NON-FEDERAL MATCHING 2010	TOTAL SARE	TOTAL MATCHING
A. Salaries and Wages						
1. No. Of Senior Personnel	\$	\$	\$	\$	\$	\$
a. (Co)/PI (s)/PD(s).....						
b. ___ Senior Associates .....						
2. No. Of Other Personnel (Non-Faculty)						
a. ___ Research Associates-Post-doctorate.....						
b. ___ Other Professionals.....						
c. ___ Graduate Students.....						
d. ___ Hourly Labor.....						
e. ___ Secretarial-Clerical.....						
f. ___ Technical, Shop and Other.....						
Total Salaries and Wages.....						
B. Fringe Benefits (If charged as Direct Costs)						
C. Total Salaries, Wages and Fringe Benefits (A plus B)						
D. Non-expendable Equipment (Attach supporting data. List items and dollar amounts for each item.)						
E. Materials and Supplies						
F. Travel (domestic)						
G. Publication Costs/Page Charges						
H. Computer (ADPE) Costs						
I. All Other Direct Costs (Attach list of items and dollar amounts. Each subcontract should also have a separate budget sheet.)						
J. Total Direct Costs ( C through I).....						
K. Indirect Costs/Tuition Reimbursement (Not Allowed)						
L. Total Amount of this Request.....	\$					

**Appendix C**  
**COVER PAGE FORMAT**

*Western Region SARE Professional Development Application*

**Project Title (PLEASE, MAKE IT BRIEF AND DESCRIPTIVE)**

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**PROJECT CONTACT (One Person Only):**

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

Funding: (Non-Federal)	<u>Requested Funds</u>
1 <sup>st</sup> Year Funding Request:	_____
2 <sup>nd</sup> Year Funding Request:	_____
Total Funding Request:	_____

Appropriate Organization and Official to receive USDA Funds (i.e., Contract & Grant Officer):

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

**APPLICATION SUBJECT MATTER AREA – PLEASE MARK ONLY ONE:**

Agricultural Marketing _____	Integrated Pest Management _____
Agricultural Systems _____	Models _____
Agricultural Economics _____	Natural Resources _____
Agroforestry _____	Quality of Life _____
Agronomy _____	Range Science _____
Animal Science _____	Soil Science _____
Education _____	Tropical Agriculture _____
Entomology _____	Water Quality _____
Horticulture _____	Other _____

Ten (10) copies of your application and ten (10) copies of the summary with the attached “Cover Sheet” (or a close replica) for each submitted application must be received by 4:00 p.m., MST, November 3, 2008 at:

Jim Freeburn, PDP Coordinator  
Western Region SARE Program  
2753 State Hwy 157  
Lingle, WY 82223

**Appendix D**  
**SIGNATURE PAGE FORMAT**

**Project Coordinator (Please include title and affiliation):**

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**Additional Participants (Please include title and affiliation):**

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Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

## Appendix E

### SARE PDP Logic Model

ACTIVITIES – What SARE does		PARTICIPANTS- Who we REACH	OUTCOMES- SHORT	OUTCOMES - MEDIUM	OUTCOMES - LONG-TERM	
Professional Development Program Grants and State PDP training funds Communications	<b>Grants and support for educational projects and activities</b> that include, e.g. <ul style="list-style-type: none"> <li>• Web-based curriculum</li> <li>• Farm tours</li> <li>• Scholarships</li> <li>• Meetings and conferences</li> <li>• Demonstrations</li> <li>• Videos</li> <li>• Handbooks and Publications</li> </ul>	<b>Extension Faculty</b> (1890/1994/1862) <ul style="list-style-type: none"> <li>• PDP coordinators</li> <li>• County-based educators</li> <li>• Campus-based educators</li> </ul> <b>Other Ag Professionals</b> <ul style="list-style-type: none"> <li>• NRCS</li> <li>• NGOs</li> <li>• FSA</li> <li>• Farmers/Ranchers</li> <li>• Youth educators</li> <li>• Consultants</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Increased knowledge</b> of SARE, SA practices and technologies (critical content areas); resource materials</li> <li>• <b>Increased acceptance</b> of SA practices/principles</li> <li>• <b>Increased skills</b> to conduct educational programming in sustainable agriculture.</li> <li>• <b>Increased awareness</b> of local farmer knowledge about SA</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Increased integration of SA in all programming</b>/Deliver more educational programs linked/dealing with SA</li> <li>• <b>Increased use of SAN/SARE results and products</b> (incl. R&amp;E, producer grants)</li> <li>• <b>Increased referral of farmers to local and/or SARE resources</b> (esp. other farmers)</li> <li>• <b>Develop/participate in on-farm participatory research</b></li> <li>• <b>Greater participation in overall SARE activities</b></li> <li>• <b>Promote SAN/SARE resources</b></li> </ul>	<b>Advanced Sustainable Agriculture Knowledge</b> <b>Adoption of Sustainable Agriculture Practices</b>	<b>Improved conditions, e.g.</b> <ul style="list-style-type: none"> <li>• Increased profitability and/or reduced risk</li> <li>• Improved soil quality</li> <li>• Improved surface water quality</li> <li>• Increased healthful products available; increased access to locally grown food</li> <li>• Healthier environment</li> <li>• Increased farm/ranch efficiencies (eg. net grazing efficiency)</li> <li>• Improved quality of life/increased satisfaction with quality of life</li> </ul>

## **Appendix F**

### **Animal Welfare Assurance Statement**

The subcontractor acknowledges that USU, and thus Western SARE, is a governmental entity and is thus subject to USDA-CSREES IACUC (Institutional Animal Care and Use Committee) guidelines for all warm-blooded vertebrate animal research projects. This includes, but is not limited to: beef, swine, poultry, etc. The subcontractor acknowledges that it is his/her responsibility to ensure that a bona fide research organization, with a USDA-acknowledged IACUC organization and policies, review and oversee the animal welfare issues of the project. Otherwise, the subcontractor guarantees that a **qualified veterinarian** will visit the project and certify that the project complies with the research animal welfare guidelines prepared by the FASS (Federation of Animal Science Societies), which can be found at: [http://www.fass.org/care\\_guide.htm?dept\\_id=5001&sku=FASS-CUAAA](http://www.fass.org/care_guide.htm?dept_id=5001&sku=FASS-CUAAA). This will help speed the approval process.

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(Signed: Project Coordinator)

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(Signed: IACUC Representative or Qualified Veterinarian)