



REQUEST FOR PROPOSAL
Agriculture Producer Research Grant Program (APRGP)
Deadline for Proposals – 5:00pm – October 15, 2015

DATE: September 1, 2015

TO: Agriculture Producers, Educational Entities and Qualified Entities with an interest in Applied Agriculture Research and the Agriculture Producer Research Grant Program.

FROM: Michelle MacDonald, Wyoming Department of Agriculture

RE: Request For Proposal (RFP) for the Wyoming Department of Agriculture's – Agriculture Producer Research Grant Program.

The Wyoming Department of Agriculture (WDA) is pleased to announce the second round Request For Proposal for the Agriculture Producer Research Grant Program (APRGP). The program was developed with the intent to foster funding for applied agriculture research projects that focuses on practical results that can be implemented by Wyoming producers to enhance agriculture in Wyoming. The Rule Making Process (Chapter 20) for this grant can be review on the WDA website <http://agriculture.wy.gov/divisions/nrp/aprg-program>.

The program has \$38,789.44 to offer for agriculture research with each project grant not exceeding \$20,000. An applicant may submit more than one project proposal. Applications will be reviewed and scored by an independent review committee; they will provide their recommendations to the WDA Director. Per the Chapter 20-Rules, the Director will then make his recommendations to the Board of Agriculture (BOA) who has final authority for approval of applications and grant funds.

The following lists the requirements and information for consideration in responding to this RFP:

- **Deadline for application is 5:00pm October 15, 2015.**
- **Submit a copy of the application and supporting documents by the deadline provided to:**
 - the Wyoming Department of Agriculture, Attention: Michelle MacDonald; or
 - Email to michelle.macdonald@wyo.gov or justin.caudill@wwyo.gov.

Make sure all appropriate partnership signatures are provided.

- Please review Chapter 20 – Rules for additional information pertaining to the application and process.

- Grant funding will only be granted to an educational institution or qualified entity.
- APRGP project grant requests may be written for up to three (3) years and must entail a defined start and end dates for the project.
- Contract will be written for funded projects and will specify the responsibilities of the educational institution and/or qualified entity for record keeping and reporting.
- If a Research Advisor is utilized in the implementation of the proposed project, the qualifications or current vita of the Research Advisor must be provided with the application, including their signature on the application.
- Each application will only be considered if it meets the criteria listed in the application and Chapter 20 – Rules.
- A match is not required for the grant funding, but a 20% or greater match will provide preference in the selection process.
- A budget will be developed and provide detailed justification of costs and expenses.
- A progress report will be required annually on the status of the project and budget.
- A final report must be submitted at the completion of the project. This will include a detailed description of the project and its findings and a thorough discussion of the budget.
- A review of existing literature and research projects must be completed at the time of the application. This will ensure the project is not duplicating previous efforts.
- A detailed outreach plan must be included in order to disseminate the research findings to the widest possible audience of affected agriculture producers.
- Applicants will be notified of the actions taken by the BOA. A WDA contract must be signed and approved before the implementation of the project. Upon execution of the contract and an approved voucher, funds will be distributed.

Please refer to the WDA website <http://agriculture.wy.gov/divisions/nrp/aprg-program> to view the application, supporting documents, Chapter 20-Rules, and the criteria score sheet by which each application will be scored.