



**OREGON  
DEPARTMENT OF  
AGRICULTURE**

## Specialty Crop Block Grant Program Sample Application Example

As prepared by  
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*In compliance with the Americans with Disabilities Act,  
this publication will be made available in alternate formats upon request.*

## **1. Introduction**

The Oregon Department of Agriculture (ODA) is pleased to announce a competitive solicitation process to award Specialty Crop Block Grant Program (SCBGP) funds for proposals that enhance the competitiveness of Oregon specialty crops.

## **2. Sample Application**

Below is a sample application in our new Online portal format. Each page is a new page on the Online portal. Please visit our website found here for a how to apply video and text document.

Application Portal Link:

<https://data.oda.state.or.us/scbgp.html>

SCBGP Website:

<https://www.oregon.gov/oda/agriculture-services/specialty-crop/Pages/default.aspx>



Close Save Go to section...

Organization (Application)

Sample Application

Contact Name

Gabrielle UgaldeL

Title (10 words or less)

SCBGP Coordinator

Address

111 Anywhere Ave

Anywhere OR 00000

Phone Ext.

541-913-3440

Email (primary applicant)

organiccostshare@oda.oregon.gov

Application Title (10 words or less)

Sample Application

Start Date

10/01/2026

End Date

03/25/2027

Status

Submitted

(Higher education only)

Is your application approved by your grants office if required?

Commodities (Enter all that apply e.g. Fruit: Blueberries)

Fruit

Apples

Medical Herbs

Vegetables

Carrots

Culinary Herbs or Spices

Tree Nuts

Nursery, Floriculture or Horticulture Crops

Project Priorities

1. Leveraging efforts to market and promote specialty crops.

Partners

XYZ Labs

Enter to add

Carrots

Tree Nuts

Nursery, Floriculture or Horticulture Crops


Project Priorities

1. Leveraging efforts to market and promote specialty crops.

Partners

XYZ Labs

Enter to add

File	Supporting Document Title	Description
 S cr	Letter of Support	Letter Of Support from XYZ Labs
Click to upload		

**i** Please note, in further application sections:  
Amounts are automatically rounded up to the nearest dollar.  
The navigation arrows will also save the application.

Application (Partner and Summary)

Sample Application

Partner and Summary: Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State Department of Agriculture to lead and execute the project,
2. The project’s purpose, deliverables, and expected outcomes and
3. A description of the general tasks/activities to be completed during the project period to fulfill this goal.

*Example: The ABC University will mitigate the spread of citrus greening (Huanglongbing) by developing scientifically-based practical measures to implement in a quarantine area and disseminating results to stakeholders through grower meetings and field days.(250 word limit)*

The ABC University will partner with the states of A, B & C to objectively measure the quality of irrigation water used of fruit and vegetable farms in several state. This is to help shape the future of irrigation water standards, improve on-farm risk assessments, provide strategies for implementing a water testing program.



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Application (Purpose)

Sample Application

Purpose: Provide the specific issue, problem or need that the project will address (5000 character limit).

Fruit and vegetable crops tend to be irrigated with surface water sources, such as ponds and streams. While there is concern with all sources of water for pre-harvest use, surface water has a higher probability of being exposed to more fecal contamination than ground water. This is expected to pose greater human health risk than irrigation water from deep aquifers with properly constructed and protected wells. In most cases, the sanitary quality of surface water used for irrigation is not known because it is not regularly tested.



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Application (Objective)

Sample Application

Objectives: Provide a listing of the objectives that this project hopes to achieve. These should be SMART goals for your project S-Specific, M-Measurable, A-Achievable, R-Relevant, and T-Time-bound

- 1

Collect scientific data on irrigation water quality in the states to contribute to the National irrigation database. This is a smart the National Irrigation Database organized by the National GAPs Program at Cornell University for fresh fruit and vegetable production in
- 2

Improve on-farm risk assessment, provide strategies for implementing a water testing program, aid in interpreting water testing results and provide assistance for understanding when mitigation strategies should be adopted
- 3

Participate in the development of a National Irrigation Database that will provide new scientific data to support comprehensive efforts by the produce industry and public health regulators to create meaningful and realistic water quality standards

Enter to add





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Application (Beneficiaries / Previous Project)

Sample Application

500 Estimated number of project beneficiaries

☒ By checking the box to the right, I confirm that this project enhances the competitiveness of specialty crops in accordance with and defined by the Farm Bill. Further information regarding the definition of a specialty crop can be found at <https://www.ams.usda.gov/services/grants/scbgp>.

No ☐ Does this project continue the efforts of a previously funded SCBGP project

Describe how this project will differ from and build on the previous efforts (2500 character limit).

N/A

Provide a summary of the outcomes of the previous efforts (3 to 5 sentences)

N/A

What was previously learned from implementing this project, include potential improvements (1500 limit)

N/A

How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes (1500 character limit)

N/A



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Application (Self Support / Other Funding)

Sample Application

Describe the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds (1500 character limit)

This project will be complete at the end of the period of performance and will not require any other funding.

No



The SCBGP will not fund duplicative projects. Did you submit this project to a Federal or State grant program other than the SCBGP for funding and/or is a Federal or State grant program other than the SCBGP funding the project currently.

If your project is receiving or will potentially receive funds from another federal or state grant program. Identify the Federal or State grant program(s) (1500 character limit)

N/A

Describe how the SCBGP project differs from or supplements the other grant program(s) efforts (1500 character limit)

N/A



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Application (External Support)

Sample Application

Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project, 1500 character limit)

Apple Commission - Support this project since it will improve on-farm risk assessment, provide strategies for implementing a water testing program, and ultimately lower grower expenses.

Oregon Farm Bureau - The OFB supports this project through providing connections to farmers that are willing to participate in the grant study. They are also disseminating the results to their growers at the end of the grant.

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### Application (Data Collection)

## Sample Application

Select the appropriate outcome(s) and indicator(s)/sub-indicator(s): You must choose at least one of the seven outcomes listed in the [SCBGP Performance Measures](#), which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.

Outcome measure(s): Select the outcome measure(s) that are applicable for this project from the listing below:

## Outcome 1: Increasing Consumption and Consumer Purchasing of Specialty Crops

## Outcome 2: Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution

### Outcome 3: Increase Food Safety Knowledge and Processes

## Outcome 4: Improve Pest and Disease Control Processes

## Outcome 5: Develop New Seed Varieties and Specialty Crops

## Outcome 6: Expand Specialty Crop Research and Development

## Outcome 7: Improve Environmental Sustainability of Specialty Crops

Outcome Indicator(s): Provide at least one indicator listed in the [SCBGP Performance Measures](#) and the related quantifiable result. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator.

[illegible]



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Application (Outcome, Misc.)

Sample Application

Miscellaneous outcome measure: In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s) which will be subject to approval by AMS (1500 character limit)

Data collection to report on outcomes and indicators: Explain how you will collect the required data to report on the outcome and indicator (2000 character limit)

Outcome 4 - Indicator 4.4 - All who access the National Irrigation Database will be required to complete a short survey indicating who they are, what they intend to use the data for, and whether they will implement projects focused on increasing the understanding of the fecal indicators and pathogens.

outcome 6 - Indicator 1 - at the end of the grant we will review if both scientific goals are accomplished through the scientific process.





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Application (Personnel)

Sample Application

List the organization’s employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.3 [Allowable and Unallowable Costs and Activities](#), Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance. Fill personnel information in space below as needed.

Personnel Name	Title	or		Funds Request	
		Hours	Percent		
Student Assistant	Assitant	360		\$9,480	
Researcher	PI	100		\$10,000	
Enter to add					

Amounts are rounded up to the nearest dollar Total: \$19,480

Personnel Justification: For each individual listed in the above, describe the activities to be completed by name including approximately when activities will occur.

Personnel Name	Date (approx.)	Justification (128 character limit each)
Student Assistant	10/01/2026	The student will assist with this project through data entry and training preparation and will also attend and present.
Researcher	10/01/2026	The PI will oversee all operations of the grant, submit the reports, and connect with growers on the results of the grant.



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## Sample Application

### Personnel Name

Title

Rate

Funds  
Request

Student Assistant

## Assitant

20

\$1,896

Researcher

PI

25

\$2,500

1



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Sample Application

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <https://www.gsa.gov>. See the Request for Applications section 4.3 [Allowable and Unallowable Costs and Activities](#), Travel, and Foreign Travel for further guidance.

Destination	Type of Expense	Unit of Measure	# of Units	Cost per Unit	# Travelers	Funds Request	
Sampling Trip 1	Mileage	Miles	7000	0.56	1	\$3,920	🗑️ ^
Sampling trip 1	Hotel	Nights	8	120	1	\$960	🗑️
Sampling Trip 1	Meals	Days	8	64	1	\$512	🗑️
Conference	Airfare	Other	2	200	2	\$800	🗑️
Confrence	Hotel	Nights	3	120	2	\$720	🗑️
Confrence	Meals	Days	3	64	2	\$384	🗑️ v

Amounts are rounded up to the nearest dollar Total: \$7,296

For each trip listed in the above table, describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

Destination	Date	Justification (128 character limit each)	
Sampling Trip 1	03/02/2027 📅	Collect irrigation water samples from 10 farms in each of 3 geographic regions, four times over the production season.	^
Sampling trip 1	📅	See justification above about sampling trip 1.	
Sampling Trip 1	📅	See justification above about sampling trip 1.	
Conference	07/12/2028 📅	Present the results of the grant to the National Irrigation conference. Both the PI and Student are attending.	





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## Sample Application

### Equipment Item Description

Rental or Purchase

Funds Request

None

\$0



Enter to add

\$0

Amounts are rounded up to the nearest dollar    Total:                      \$0

For each Equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn't necessary.

## Equipment

Date \_\_\_\_\_

Justification (128 character limit each)

None



No equipment requested |

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Application (Supplies)

Sample Application

List the materials, supplies, and fabricated parts costing less than \$10,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. See Request for Applications section 4.3 [Allowable and Unallowable Costs and Activities](#), Supplies and Materials, Including Costs of Computing Devices for further information.

Supply Item Description	# of Units	Cost per Unit	Funds Request	
Sample Tubes	750	1.00	\$750	
Boxes for shipping samples to the lab	200	5.00	\$1,000	
Water samplers	750	3.00	\$2,250	
Enter to add				

Amounts are rounded up to the nearest dollar Total: \$4,000

Describe the purpose of each supply listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

Supply Item Description	Date	Justification (128 character limit each)
Sample Tubes	06/02/2027	To collect water samples we need sampler tubes for the water samples.
Boxes for shipping	06/02/2027	As we take samples we need to mail it to the lab for analyzation. To keep the samples separate we have special boxes required to ship.
Water samplers	06/02/2027	In order to collect water samples we need a specific water sampler tool that is only used once for cross contamination.



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## Sample Application

Contractual Name/Organization

Hourly  
Rate

or

Flat  
RateFunds  
Request

XYZ Labs

10,980.00

\$22,960



Enter to add

Amounts are rounded up to the nearest dollar Total: \$22,960

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project.

Contractual Name/Organization

Justification (128 character limit each)

XYZ Labs

Two years of water sampling and data creation at a 10980 rate.



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Application (Other)

Sample Application

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection. If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.3 [Allowable and Unallowable Costs and Activities](#), Meals for further guidance.

Other Item Description	# of Units	Cost per Unit	Funds Request	
Shipping Costs	250	50.00	\$12,500	
Publication Costs	1	1.00	\$1,000	
Conference registration	2	200.00	\$400	
Enter to add				

Amounts are rounded up to the nearest dollar Total: \$13,900

Describe the purpose of each item listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

Supply Item Description	Date	Justification (128 character limit each)
Shipping Costs	07/01/2027	We need to ship the samples to XYZ labs, this cost covers shipping
Publication Costs	03/31/2028	We will publish the results of the grant in the national irrigation and on our university web site,
Conference registration	07/01/2029	Both the PI & Student will attend the irrigation national conference to present the results of the grant.





Application (Work Plan)

Sample Application

1. Describe the project activities that are necessary to accomplish the objectives. Make sure you include your performance monitoring/data collection activities.
2. Who will do the work? Indicate the project participants who will do the work of each activity, including subrecipients, and/or contractors. If you request grant funds for personnel and contractors, you must include them in the work plan to demonstrate the requested funding is warranted. If you request funds for travel, these activities must also be included.
3. When will the activity be accomplished? Include a timeline that indicates when each activity will occur (at least month and year) and beginning and end dates for the project. Make sure the work plan timeline shows that the project will be completed within the allowable grant period.

Activity (30 words or less)	Participants (30 words or less)	Timeline (30 words or less)	
Collect Samples	Student	Firs year and a half of the grant	^
Send samples to the lab	PI	After every collection	
Review and analize data from the lab	Student & PI	Second year of the grant	
Create and publish paper about results of the grant.	PI	Last six months of the grant.	
Attend national irrigation conference	PI & Student	07/02/2029	
Enter to add			



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**Application (Matching Funds)**

**Sample Application**

Enter any matching fund type and amount.

	Matching Cash Funds	Matching In-Kind Funds	Total Matching Budget
Personnel		\$20000	\$21,000
Fringe Benefits			
Travel	\$1,000		
Equipment			
Supplies			
Contractual			
Other			
Subtotal	\$1,000	\$20,000	

How will the matching  
funds will be spent

Matching funds will be spent on ground transpiration, shipping examples for the conference and personnel time towards the data review.



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Application (Narrative)

Sample Application

Budget narrative: All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and a description of their use is required by the State department of agriculture, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications section 4.0 Funding Considerations prior to developing their budget narrative.

	Funds Requested	Matching Cash Funds	Matching In-Kind Funds	Total Budget
Personnel	\$19,480		\$20000	\$93,032
Fringe Benefits	\$4,396			
Travel	\$7,296	\$1,000		
Equipment	\$0			
Supplies	\$4,000			
Contractual	\$22,960			
Other	\$13,900			
Budget Subtotal	\$72,032	\$1,000	\$20,000	



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Application (Submit)

Sample Application

Please review the application before submitting, you can view each section together by selecting the Print option. Once you submit an application you will not be able to edit it unless contact us:

If you have questions, please contact us:

Specialty Crop Block Grant Program  
(503) 986-6473 or (541) 913-3440

[grants@oda.oregon.gov](mailto:grants@oda.oregon.gov)

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