



**OREGON
DEPARTMENT OF
AGRICULTURE**

Specialty Crop Block Grant Program 2026 Request for Applications

As prepared by
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2026 Specialty Crop Block Grant Program Request for Applications

Prepared By:

The Oregon Department of Agriculture Market Access and Certification Specialty Crop Block Grant Program.

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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. Eligibility

Specialty Crops

For the purpose of this program, specialty crops are defined as commonly recognized fruits, vegetables, tree nuts, dried fruits, and nursery crops (including floriculture and horticulture). Feed crops, food grains, livestock, dairy products, seafood products and oil seed crops are NOT eligible. For a list of eligible specialty crops visit the USDA Specialty Crop Block Grant website at: <http://www.ams.usda.gov/scbgp>

Eligible Entities

Eligible entities include non-profit organizations, for-profit organizations, local, state and federal government entities, including tribal governments, and public and private colleges and universities for proposals that benefit the production of and access to Oregon specialty crops.

Enhance the Competitiveness of U.S. Specialty Crops

To be eligible for a grant, the project(s) must “enhance the competitiveness of U.S. specialty crops” in either domestic or foreign markets.

Benefit More Than One Product or Organization

Applications for grant funds should show how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual. Grant funds will not be awarded for projects that solely provide a profit to a single organization, institution, or individual. Single organizations, institutions, and individuals are encouraged to participate as project partners.

Project Examples

The following are some examples of acceptable and unacceptable projects:

Examples of Unacceptable Projects

- Company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop to make a profit, or to expand production of a single business or organization.

- Company requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- A non-profit organization uses grant funds to purchase produce and then sells that produce to other entities at cost or a higher price than the purchase price while competing with other private companies who sell produce in the area
- Sole proprietor requests grant funds to redesign her/his logo to make her/his specialty crop value-added product stand out at the local farmers' market.
- Single specialty crop organization requests grant funds to market its organization so that it can increase membership in the organization.

Examples of Acceptable Projects

- Applicant requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which will be shared with many growers throughout the State during the project.
- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in a region that currently does not have one.
- A single non-profit organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- A single farmer erects high tunnels on his/her property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods

3. Project Timeline

Projects must be completed within 2.5 years after project is given its initiation date. The ODA must be notified at least 60 days prior to the ending date of the project if for any reason the project cannot be completed within the timeframe established in the agreement, extensions are awarded for very limited circumstances.

4. Multi-State Partnerships

Multi-state partnerships are encouraged and should provide solutions to problems that cross state boundaries such as, but not limited to, addressing good agricultural practices, food safety, research on crop productivity or quality, pest and disease management, or commodity-specific projects addressing common issues in multi-state regions.

A multi-state partnership is a project that implements activities with measurable outcomes that benefit two or more U.S. states and/or territories. A multi-state partnership proposal must explain the impact the project will have on a multi-state or national level within the Potential Impact section of the application.

For more information about the multistate program, please visit:

<https://www.ams.usda.gov/services/grants/scmp>

5. Funding

Funding Availability

A range of \$50,000 - \$250,000 per project is suggested. Grant funds will be available for projects lasting 2.5 years and cannot be expended before a project initiation date is given by the Oregon Department of Agriculture.

Reimbursement

This is a reimbursement only program reimbursements are submitted through the SCBGP Coordinator for audit of allowable expenditures and prior approval of payments. However, payments are issued by ODA's Accounts Payable Office. Grantee may only request reimbursement for costs that are detailed in the project budget last approved by the ODA.

Required Submission Information

All reimbursements must be submitted through the ODA issued Reimbursement Expenditure Request for Funds workbook process (Funds request form and expense tracking detail form), ODA provides each sub awardee with Excel Workbooks for use – sub awardees will be required to use these to track project expenditures and submit for reimbursements.

Matching Funds and In-Kind Contributions

Though matching funds are not a requirement of the program; match is strongly encouraged to show the importance and value of the project and to show sustainability beyond SCBGP funds. Applicants are encouraged to develop partnerships and provide the estimated amount and letters of support as a part of the proposal.

Definitions:

Cash Match

Cash match is defined as: real cash contributed to project

Examples may include but are not limited to:

- Cash contributed by your organization
- Equipment to be purchased by your organization for project activities
- Personnel to be hired by the organization to help with the project, who will not be hired if the grant is not funded
- Paying for a project brochure and/or its dissemination

In-Kind Match

In-kind match is defined as: paid or given in goods, commodities, or services instead of money

Examples may include but are not limited to:

- Personnel time given to the project
- Person on loan from another organization/corporation
- Use of existing equipment or facilities

6. Indirect Costs

Indirect costs are unallowable under Oregon's grant program. Indirect costs are those costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

Indirect costs (also known as "facilities and administrative costs") are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. The table below includes typical indirect costs for specific types of organizations.

The salaries of administrative and clerical staff should normally be treated as indirect costs.

Direct charging of these costs may be appropriate where all of the following conditions are met:

- administrative or clerical services are integral to a project or activity;
- individuals involved can be specifically identified with the project or activity;

- such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
- the costs are not also recovered as indirect costs.

Typical Indirect Costs by Organization Type:

Type of Organization	Typical Indirect Cost
Non-Profits	General administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting, depreciation or use allowances on buildings and equipment, and the costs of operating and maintaining facilities.
Colleges & Universities	Equipment and capital improvements, operation and maintenance expenses, library expenses, general administration and general expenses, departmental administration, sponsored projects administration, student administration and services, depreciation and use allowances, and interest on debt associated with certain buildings.
State & Local Government	State/local-wide central service costs, general administration of the recipient department or agency, accounting and personnel services performed within the recipient department or agency, depreciation or use allowances on buildings and equipment, and the costs of operating and maintaining facilities.

7. Oregon Program Priorities

The Oregon Department of Agriculture conducted a survey in 2025 with stakeholders to update the priorities of the grant program. The new priorities are a simplified version of past priorities that more closely follow the USDA Specialty Crop Block Grant Program National RFA.

Priorities are not awarded any points in the evaluation process; they are a way to ensure the project meets the required guidelines of the program. The new priorities are listed below.

Priorities

- Leveraging efforts to market and promote specialty crops.
 - International:
 - Understanding and addressing trade barriers or regulatory constraints in foreign markets (e.g. tariffs, TRQs, FTAs, quotas, bilateral agreements).

- Obtaining market information and providing product exposure through trade shows, conferences, seminars, market research, consumer testing, in-bound and outbound trade missions, etc.
 - Applying new technologies to help identify new customers and facilitate shipments (e.g. packaging configurations, customer data, logistics, transportation enhancements, etc.).
- Local:
 - Obtaining market information and providing product exposure through trade shows, conferences, seminars, market research, consumer testing, in-bound and outbound trade missions, etc.
 - Support the development and advancement of co-operatives to leverage grower and producer efforts.
 - Develop and enhance economic opportunities in local communities that increase the awareness and consumption of specialty crops.
- Assisting producers with research and development relevant to specialty crops.
 - Investing in projects that address development, enhancements, innovation, value added products and other production efficiencies for specialty crops.
- Expanding availability and access to specialty crops.
 - Connect farmers to consumers by enhancing direct marketing opportunities that highlight production practices, farmers, and growing locations.
 - Increasing child and adult nutrition knowledge and consumption of specialty crops by expanding access at schools, at work and in local neighborhoods.
 - Increasing child and adult nutrition knowledge and consumption of specialty crops by expanding access at schools, at work and in local neighborhoods.
- Addressing local, regional, and national challenges confronting specialty crop producers.
 - Connecting growers with hiring resources, providing technical information about laws and compliance, or developing mechanization or methodologies for routine or repetitive labor demands.
 - Supporting projects that address regulatory burden on specialty crop growers. Connecting growers with resources, providing technical information about laws and compliance, or developing mechanization or methodologies for routine or repetitive laws and compliance.
 - Create and implement workforce training programs or tools to maintain the technical skills required to keep the Oregon specialty crops sector competitive.
 - Investing in specialty crop research toward food safety compliance and traceability through implementation of practices, trainings, or systems

development and preparation for and/or assistance in compliance with the Food Safety Modernization Act (FSMA).

- For such other purposes determined to be appropriate by the Director of the Oregon Department of Agriculture, in consultation with specialty crop stakeholders

8. Solicitation Process

Event	Date
Request for applications (RFA) open	December 1, 2025
Pre-Recorded Application Webinar posted	Early December 2025
Requests for Applications (RFA) Closes	January 30, 2025, at NOON
Projects Reviewed by the SCBGP Advisory Committee	February – March 2026
Projects Reviewed by ODA Leadership	Late March 2026
Subgrantees Selected to Participate in the FY2026 SCBGP	Early April 2026
Projects sent to USDA for review	May 2026
USDA approval of SCBGP projects	September 2026
FY2026 Subgrantees may begin work on FY2026 Projects	October 2026

*Timeline subject to change without notice.

9. Application Procedures and Requirements

A sample application is attached in appendix C.

Grant proposal requirements:

Grant application submission requirements are as follows and must be submitted using the new online application portal provided by the ODA. An application templet is provided at the end of this RFA as appendix A.

Please note you will not be submitting the grant via email or FTP upload as we have in the past and the templet is to assist in the development of your proposal.

Grant applicants can also submit up to 5 letters of support from the industry. Letter of support are encouraged but not required.

Items included in the application:

- Title Page
 - Project title, applicant contact information, award request, etc.

The information provided in this report is accurate as of 11.10.2025

- Project proposal
 - Summary, project activities, objectives, budget, etc.
- Matching Funds
 - List of In-kind and cash matching funds
- Work Plan
 - Summary of who will and what will be accomplished in the project
- Letters of Support (up to 5)

Deadline for submission: Friday, January 30, 2025 • 12 pm (noon)


Letter(s) of support and/or participation from industry –

- Letters of support are not required but highly encouraged.
- Limited to 5 letters.
- PDF is an encouraged format, but any format will be accepted.

Submission

Please note we have upgraded our application system to fully online application portal. This means we will no longer accept PDF, word or other version of the application via email or FTP upload as we have in the past. You are required to register for the new system prior to applying, however all of the sections and questions of the grant application have not changed from previous years.

This new system may take a while to get used to, thus we encourage you to create a profile early and review your application often.

- Please create an account and follow the steps of the how to apply video below.
 - Application link:
 - <https://data.oda.state.or.us/scbgp.html>
 - How to Apply Video:
 - 
 - How to Apply Written Version:
 - <https://www.oregon.gov/oda/agriculture-services/specialty-crop/Pages/application-process.aspx>
- **No email submission will be accepted.**
- Only applications where all required elements are present will be considered for funding.
 - Required Elements are listed in the grant proposal requirements section above.

- Applicants may submit multiple proposals; however, each proposal must be submitted separately.

Proposals that are not responsive to the requirements listed above are subject to rejection.

Deadline for submission: Friday, January 30, 2025 • 12 pm (noon)

10. Review Criteria and Process

Review Criteria

ODA's intent is to fund projects that can produce the highest degree of measurable benefits to Oregon specialty crop producers in relation to each dollar spent. See appendix B for a copy of the scoresheets.

Process

The first level is an administrative review to determine whether proposal requirements are met, and if applicable, assess an applicant's past ODA grant performance. This is performed by the SCBGP Coordinator to ensure the grant is allowable in the constraints of the program.

The second level is a technical review to evaluate the merits of the proposals. The SCBGP Advisory Committee along with the ODA Internal Review Team will perform the Technical Review.

The Advisory Committee is made up of growers, industry, public agencies, and representatives from nonprofits with technical interest and expertise in specialty crops and agricultural systems. See appendix B for a copy of the score sheets.

The final selection process is selection of grants to advance into the USDA State Plan application. This step in the process is done by the ODA Leadership. This last level of review takes into consideration all previous levels of the review process and other aspects of the grant application including but not limited to the physical location of grant activities, connection with climate change mitigation and adaption, demographics of the grantee as well as the groups affected by the project, crops impacted, and size of the grant in relation to grant activities.

ODA Leadership will then select which grants will be receiving funding and moved forward to the USDA State Plan. Once selected for award, the application is sent to the USDA for final approval in the State Plan. After acceptance from the USDA, activities can begin on the grant work.

The information provided in this report is accurate as of 11.10.2025

11.Policies and Requirements

Allowable costs, unallowable costs, and restrictions

Federal administrative requirements and cost principles are policies used to determine which costs of an activity, project, or program should be borne by the Federal Government. These policies ensure the consistent treatment of costs, regardless of whether reimbursement is received directly from the State Government or through another recipient of Federal funds. For each organization type, there is a set of Federal requirements.

All SCBGP awards are subject to the terms and conditions, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and other considerations as described in the most recent USDA SCBGP Terms and Conditions. All costs must be allowable in accordance with the Federal cost principles outlined in 2 CFR part 200 Subpart E.

Appendix A describes specific funding restrictions under the SCBGP. This section is not intended to be all-inclusive. The applicant should consult the Federal cost principles for the applicable organization for the complete explanation of the allowability of costs they address.

All subgrantees are subject to those cost principles applicable to the organization concerned. All costs must be associated with project activities that enhance the competitiveness of specialty crops. Please refer to the applicable cost principles when developing your project activities and budget. Please see 2 CFR 200 Uniform Guidance for further guidance on cost principles.

ODA reserves the right to:

- Reject any or all proposals received;
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant;
- Provide partial funding for specific proposal components that may be less than the full amount requested in the grant application;
- Require a good faith effort from the project sponsor to work with ODA subsequent to project completion to develop reporting data or implement the project results, where applicable;
- Withhold any payments that do not meet grant conditions.

- Require return or refund of grant monies used for expenditures that are not allowed or unauthorized.

Federal Funding Accountability and Transparency Act

Recipients of 2020 SCBGP funds must comply with the Federal Funding Accountability and Transparency Act of 2006 (FFATA). This includes obtaining a Dun and Bradstreet Data Universal Numbering System (DUNS) numbers and maintaining a current registration in the Central Contractor Registration (CCR) database.

Please visit <http://www.sam.gov/> to obtain a unique ID number and/or <https://www.uscontractorregistration.com/> to register on the CCR database.

For a complete listing of additional data fields that may be required under the FFATA, please refer to <https://www.fsrs.gov>

12. Post Award Management

Post-Award Management (Subject to Change Within Subaward Agreement Terms)

Subgrantees must ensure they are:

- Making adequate progress toward achieving the grant project's goals, objectives, and targets
- Expending grant funds in a way that meets provisions of pertinent statutes, regulations, ODA administrative requirements, and relevant Office of Management and Budget (OMB)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (circulars)
- Aware of the requirements imposed upon them by Federal statute and
- regulation
- In compliance with records retention and access requirements (6 years retention of all records and documents pertaining to award post final check received on agreement)
- Using federal funds responsibly

Change Key Personnel

When it is necessary to change the program contact for a period of more than three (3) months, submit a written request (ODA has a templet to provide when needed) to ODA. Request should contain the new individual's name and contact information.

Scope or Performance Measures

When it is necessary to modify the scope or performance measures of the award, submit a written justification for the change along with the revised scope or performance measures of the award to ODA. ODA has a templet for grantees to use.

Extension of Grant Agreement

Where an extension of time is required; the extension(s) must be received in writing no later than 60 days prior to the expiration date of the award. The request must contain the following information:

- The length of additional time required to complete project objectives and a justification for the extension
- A summary of progress to date (status of project timeline and objectives);
- An estimate of remaining funds on the scheduled expiration date
- A projected timetable to complete the project for which the extension is being requested
- Updated work plan from originally submitted project proposal
- Signature of the Program Coordinator

Budget Changes

The project budget is subject to change. If it becomes necessary to modify the Budget, a request for the change must be submitted to the program coordinator at ODA in writing for prior approval. The ODA has a templet for subgrantees to use. The request for a Budget change shall include a description of the change and a justification for the change.

NOTE: Formal amendments to the budget will be required for all movement of funds between categories or costs. Some budget amendments are subject to USDA prior approval per federal grant terms and conditions.

Reporting Requirements – (Subject to Change Within Subaward Agreement Terms)

The Department will provide required templates for submission of reports.

The report template is projected to include at a minimum the following sections to detail progress:

- Project information
- Activities preformed
- Accomplishments
- Challenges
- Outcomes and indicators
- Additional information

- Upcoming activities
- Expenditures and discussions about spending
- Program income and use
- Other items regarding project activities as indicated in the templets provided by the ODA.

Records Retention

In accordance with Federal regulations, grant recipients should retain all records relating to the grant for a period of three years after the official close out of the award by the USDA or until final resolution of any audit finding or litigation.

Note – Grantees will receive a final closeout letter that states when records retention will end for the grant. Records retention does not begin when the grantee finishes the work, but rather when the USDA officially closes the grant at the state level, which can be upwards of two years after the grant work is complete.

13. Assistance and Questions

Oregon Department of Agriculture
Att: Specialty Crop Block Grant Program MAC
635 Capitol Street NE, Suite 100
Salem, OR 97301

Gabrielle Ugalde, SCBGP Coordinator
(503) 986-6473 – Office
(541) 913-3440 – Cell (Text Line)
gabrielle.ugalde@oda.oregon.gov
<https://oda.direct/SCBGP>

14. Appendix A - Allowable and Unallowable Costs

Restrictions

All costs must be associated with project activities that enhance the competitiveness of specialty crops. Failure to mention a particular item of cost in this section is not intended to imply that it is allowable.

Please see [2 CFR 200 Uniform Guidance Subpart E](#) for further guidance on cost principles.

The following list describes specific funding restrictions under the SCBGP. This list is not intended to be all-inclusive. Grantees should consult the Federal cost principles for the applicable organization for the complete explanation of the allowability of costs they address. [2 CFR 200 Uniform Guidance Subpart E](#).

All AMS awards are subject to the applicable federal cost principles, [USDA regulations, and the AMS General Terms and Conditions](#).

Note that the allowable costs listed below may also be cost-shared or brought as part of the required match. Unallowable costs cannot be brought as a match

15. Appendix B – Score Sheets



**2026 SPECIALTY CROP GRANT PROGRAM
Grant Proposal – Score Sheet – Non- Research**

PROJECT #: _____
REVIEWER #: _____ DATE: _____

Criteria	Reviewer's Score	Points Available	Notes
Proposal: (Sections: Project purpose and industry impact; External support; Work plan attachment) - Is the specific issue or problem clearly defined, including a description of how the project benefits the industry? - Is the project clear why it is important and timely? - Does the project demonstrate how it increases the competitiveness of specialty crops? - Does the project express how it fits into one or more of Oregon's funding priorities? - Are beneficiaries addressed in the narrative and are they clearly defined? - Does the project define innovative and/or creative solutions?		30	
Collaboration and cooperation (Section: Work Plan, External Project Support, Commitment) - Does the project include partners across sectors and/or across the region to leverage impact? - Does the project indicate what stakeholders outside the organization support this project and how? - Does the project indicate how the organization and stakeholders will work together? - Is the work plan clear and indicates a planned execution of the project activities? - Is it clear how producers (growers or processors) actively involved in the project?		10	
Feasibility and measurement. (Sections: Performance measures, Work Plan) - Do the proposed expected measurable outcomes meet the defined project? - Does the project indicate how the project will be monitored and evaluated? - Can the project be measured, reported and tracked? - Do project activities to reach the outcomes markedly move an industry within the 2.5-year duration or substantially thereafter? - Is the workplan and performance measures complete and accurate?		25	
Budget and matching funds. (Section: Budget Narrative; Match tracking attachment) <i>Matching funds aren't a requirement however- strongly encouraged to show sustainability of the overall effort.</i> - Is the budget financially realistic and reasonable? - Do budget line items correspond with the project activities in the work plan? - Is the budget detailed enough to give a picture of how grant funds will be used to accomplish project goals? - Does the project exhibit collaboration and cooperation through cash and in-kind match contributions?		25	
Overall quality of proposal. (Sections: All) - Based on your knowledge does the project indicate a high likelihood of success? - Does the organization explain its ability to complete the project within the budget and timelines as submitted? - Are the expected benefits commensurate with the total investment? - Does the project meet one or more of the SCBGP priorities?		10	
Total		100	



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**2026 SPECIALTY CROP GRANT PROGRAM
Grant Proposal – Score sheet – Research Proposals**

PROJECT #: _____
REVIEWER #: _____ **DATE:** _____

Criteria FOR RESEARCH PROPOSALS	Reviewer Score	Points Available	Notes
<u>Proposal:</u> (Sections: Project purpose and industry impact; External support; Work plan attachment) - Does the project have a defined and industry driven outcome related to? o Market access implication o Impacts to market access o Improvements to market access by improving or creating industry related practices o Responds/resolves a market barrier - Is the project clear why it is important and timely? - Does the project demonstrate how it increases the competitiveness of specialty crops? - Does the project express how it fits into one or more of Oregon's funding priorities? - Does the project define innovative and/or creative solutions?		30	
<u>Collaboration and cooperation</u> (Section: Work Plan, External Project Support, Commitment) - Does the project include partners across sectors and/or across the region to leverage impact? - Does the project indicate what stakeholders outside the organization support this project and how? - Does the project have active outreach to the industry and stakeholders throughout the duration? - Is it clear how producers (growers or processors) actively involved in the project? - Are beneficiaries addressed in the narrative and are they clearly defined?		10	
<u>Feasibility and measurement.</u> (Sections: Performance measures, Work Plan) - Do the proposed expected measurable outcomes meet the defined project? - Does the project indicate how the project will be monitored and evaluated? - Does the project have well defined and attainable within the 2.5-year duration? - Do project activities to reach the outcomes markedly move an industry within the 2.5-year duration or substantially thereafter? - Is the workplan and performance measures complete and accurate?		25	
<u>Budget and matching funds.</u> (Section: Budget Narrative; Match tracking attachment) Matching funds aren't a requirement however- strongly encouraged to show sustainability of the overall effort - Is the budget financially realistic and reasonable? - Do budget line items correspond with the project activities in the work plan? - Is the budget detailed enough to give a picture of how grant funds will be used to accomplish project goals? - Are all project costs justified and accounted for? - Does the project exhibit collaboration and cooperation through cash and in-kind match contributions?		25	
<u>Overall quality of proposal.</u> (Sections: All) - Based on your knowledge does the project indicate a high likelihood of success? - Does the organization explain its ability to complete the project within the budget and timelines as submitted? - Are the expected benefits commensurate with the total investment? - Does the project meet one or more SCBGP program goals?		10	
TOTAL		100	

16. Appendix C - Sample Application



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
<div> S cr</div>	Letter of Support	Letter Of Support from XYZ Labs
<div>Click to upload</div>		

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



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

^



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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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Application (Equipment)


Sample Application

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$10,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance, Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See Request for Applications section 4.3 [Allowable and Unallowable Costs and Activities](#), Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

Equipment Item Description	Rental or Purchase	Funds Request
None	<input type="text"/>	\$0 
Enter to add	<input type="text"/>	<input type="text"/>

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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Application (Contractual/Consultant)

Sample Application

Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately (repeat this section for each contract/consultant).

Contractual Name/Organization	Hourly Rate	or Flat Rate	Funds 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

[Visit us online](#)

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