



**OREGON
DEPARTMENT OF
AGRICULTURE**

Specialty Crop Block Grant Program
How to Apply:
Step By Step Guide to Online System

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.*

2026 Specialty Crop Block Grant Program How to Apply

Prepared By:

The Oregon Department of Agriculture Market Access 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. Find our RFA here.

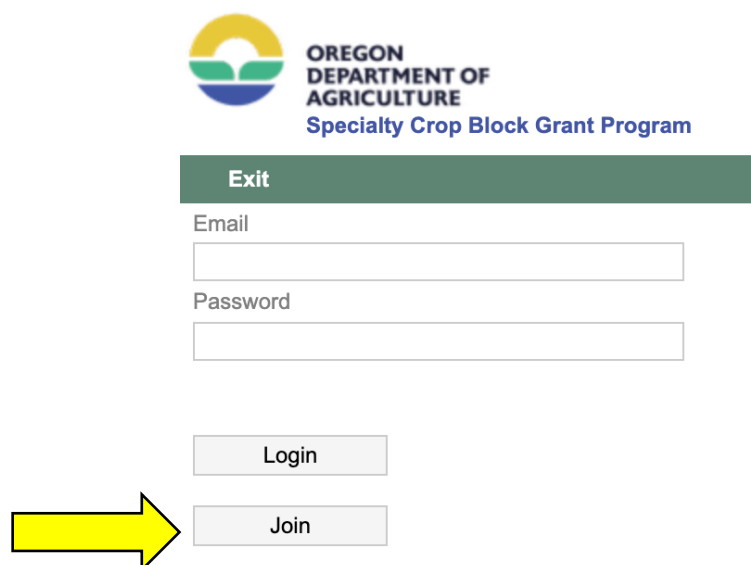
In the 2026 application year the ODA is debuting a new online application system. This document is a step by step guild on how to apply.

2. Making a profile

- Follow the link below
 - <https://data.oda.state.or.us/scbgp.html>
- Select SCBGP on the webpage. Highlighted in purple below.



- Select Join under the log in.

A screenshot of the login page for the Oregon Department of Agriculture Specialty Crop Block Grant Program. At the top is the ODA logo and the text "OREGON DEPARTMENT OF AGRICULTURE Specialty Crop Block Grant Program". Below this is a green bar with the word "Exit". Underneath are input fields for "Email" and "Password". At the bottom are two buttons: "Login" and "Join". A large yellow arrow points to the "Join" button.

- Enter all the requested information, this can be changed, but is easiest if it is not so please ensure they are correct. Once information is entered, select continue.
 - Note – If someone in your origination has already created a profile, they will have an ODA ID number. Have them provide the number to you, this will tie your new account to the origination.



Exit

ODA ID *Enter an ID and **save** otherwise a new organization will be created*

Organization

Federal Tax ID Federal UEI

Address

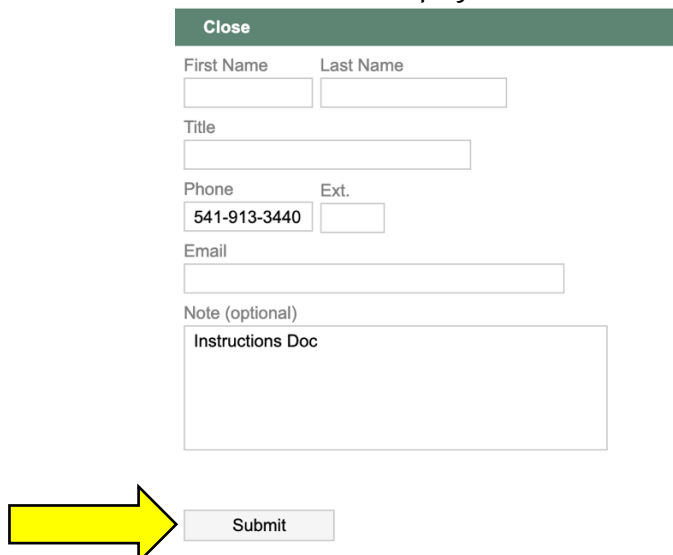
Phone Ext.

Note (optional)

Continue

Cancel

- Enter your contact information on the next page and click submit.



Close

First Name Last Name

Title

Phone Ext.

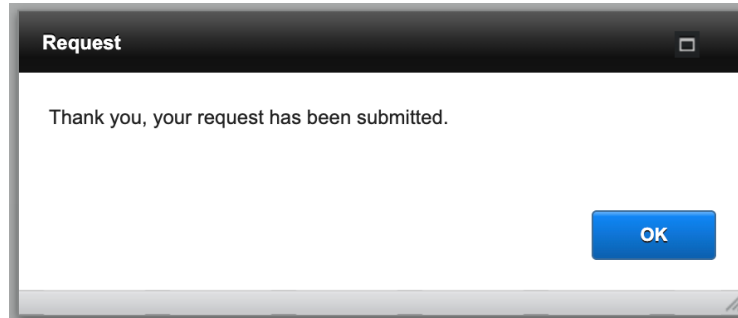
Email

Note (optional)

Instructions Doc

Submit

- You will receive this message once you have created your organization and personal profile. The ODA SCBGP Coordinator will receive this request and approve your profile.



- Using the email your entered in your profile you should receive a notice of your profile being approved with a temporary password.
 - If you do not get an approval in 24 hours or less, please email me at grants@oda.oregon.gov
 - Check your spam folder for this information as well. The email it will come from is noreply@oda.oregon.gov
- Follow the instructions on the email. You will be led back to the log in page.
- Enter your email you used to register
- Enter the temporary password in the email.
- Select Log in
- You will be required to reset your password. Please chose one you will remember and follows the required characters.
 - You can reset your password as needed if you misplace it.
- Select Reset
- You will receive an email from ODA that your password has been changed.

You have now set up your account. Please note you can log in and out at will and the system will save your progress.

If your origination is applying for more than one project, you will be able to see all projects at the main screen. The same goes for the staff allowed to view and edit the projects.

3. Create an application

- Follow the link below – the same one to create an profile.
 - <https://data.oda.state.or.us/scbgp.html>
- Select SCBGP on the webpage. Highlighted in purple below.



- Put your email and password you selected in the form and select login.

A screenshot of a login form. At the top is the logo for the Oregon Department of Agriculture Specialty Crop Block Grant Program. Below the logo is a dark green button labeled "Exit". Underneath are two input fields: "Email" and "Password". At the bottom are two buttons: "Login" and "Join". A large yellow arrow points from the left towards the "Login" button.

- Once logged in, your screen will appear like the screenshot below.
 - This is your main application page, it will list all the applications your organization has started, submitted, and all the staff members that have access.
 - You can update any lines in this main page except for the status and the date added.
 - This is also where you will find the ID number for your organization. See the green arrow below.



Exit

Organization	ID	Application +	Start Date	Status
Instructions Doc	S114			

Federal Tax ID

00-000000

Federal UEI

UEID123456

Added

11/10/2025

Status

Active

Address

111 Anywhere Ave

Anywhere

OR

00000

Phone

541-913-3440

Ext.

Note

Instructions Doc

Contact	Title	Phone	Ext.	Email	Status
Gabrielle Ugalde	SCBGP Coordinator	541-913-3440		organiccostshare@oda.oregon.gov	Active

- To start an application, press the plus sign next to the word application to the right of the organization name and ID number. The yellow arrow above.
 - You will get the pop up message below asking if you want to create a new application. Click “OK”

New Application

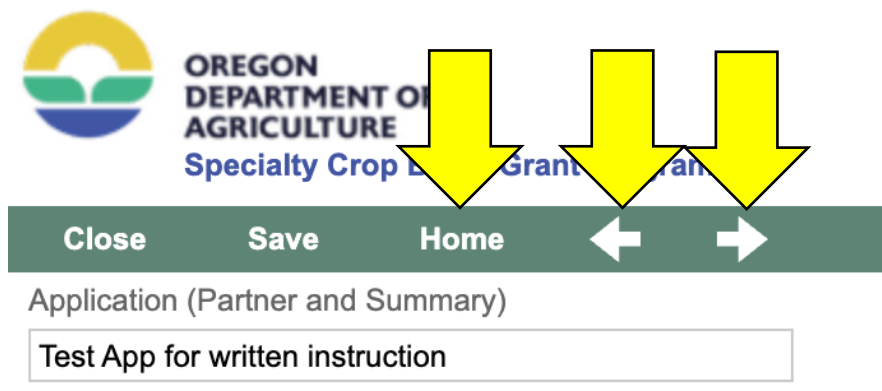
Create a new application?

Cancel

OK

4. Filling out an Application

- Complete the steps in section 3 – creating an application.
- You can move between pages, using the home navigation or the arrows forward and back, please make sure you save before moving to a new page.
 - Note – Selecting home will take you to the title page, where “Go to section...” will appear in its place, you can navigate to any page using the “Go to section...” button.
 - Note – Selecting a forward or backward arrow button will automatically save the application as well.



Section 1: Title Page

- Log in to the application system.
- Select the plus sign to make a new application or if one is already created, select the name of the application.
- The next page will be your title page. This has information about the organization applying for the grant, total request, and a few other required pieces of information.
 - Some of it may be auto filled from the information entered when creating the organization in the profile creation stage.
- The application will auto save anytime you click on any arrow on any page in the application. However – please select save REGULARLY while you fill out your information. Blue arrows below.

- Fill out all sections of the title page, below is a list of what goes in each box.
 - Note – the screenshot below is not the full title page.

OREGON DEPARTMENT OF AGRICULTURE
Specialty Crop Block Grant Program

Close Save → Go To Section

Organization (Agency)
Instruction

Contact Name Title (10 words or less)

Address
111 Anywhere Ave

Anywhere OR 00000

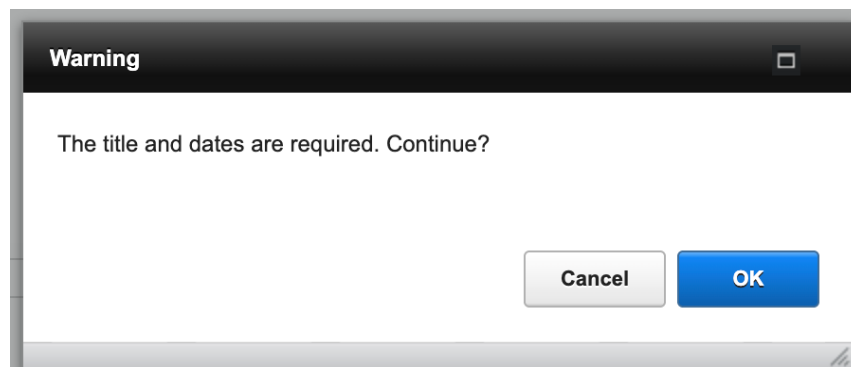
Phone Ext.
541-913-3440

Email (primary applicant, not modifiable)
organiccostshare@oda.oregon.gov

Application Title (10 words or less) Start Date End Date Status
New

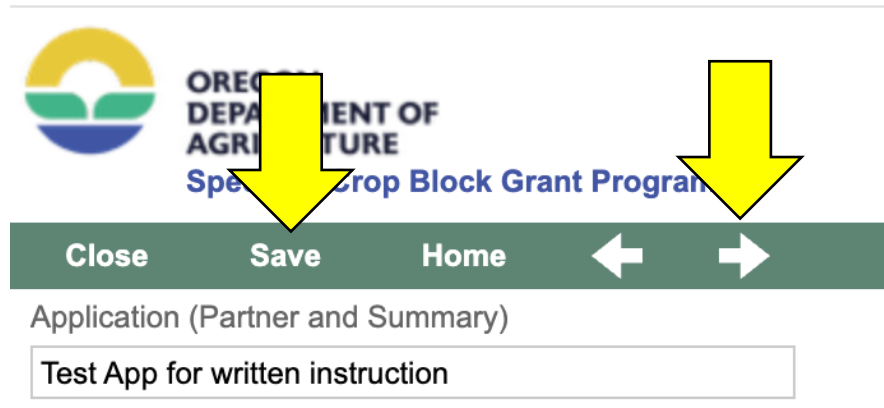
- Organization – Official name of the organization applying for the grant that matches the IRS filing on the W-2
- Contact Name – Person who will be the main contact on the grant or the person who has signature authority for the organization
- Title – Title of the person listed as contact
- Address – Mailing address for the organization
- Phone – Phone number for the contract person
- Email – Email for the contact – this is auto filled from the profile creation
- Application title – title of the project grant – 10 words or less.
- Start Date – Please list October 1, 2026.
- End Date – This date can be any time between October 1, 2026 -March 31, 2029.
- Status – This is auto filled
- Higher Education Only – For applications from higher education please select if your application has gone through an internal review prior to applying.
- Commodities – Select the type of commodity your project will be working with and type the type of commodity it in the box below.

- Example – A project working with blueberries would type blueberries in the box under “Fruit”
- Project Priorities – Select the category that best fits your project type from the drop-down menu.
 - A full list of program priorities can be found on our website here.
 - <https://www.oregon.gov/oda/agriculture-services/specialty-crop/Pages/program-funding-priorities.aspx>
- Partners – This is a list of other organizations or businesses that are ACTIVELY working on the grant with you.
 - Note – this is not just anyone who wants your project to success, these are organizations or businesses that have a section of the project they will complete.
- Files – This is the section to upload your letters of support or other documentation like reference pages or charts and graphs.
 - Please note no more the 5 letters of support will be reviewed, but all other support documentation will be reviewed.
- Select Save or click any arrows.
 - Blue arrows in the screenshot on the last page.
- Select the arrow next to save to move to the next section.
 - Yellow arrow on the screenshot on the last page.
- You will receive a warning (like the one below) if required information is not filled in.
 - You cannot submit an application if required information is not completed.
 - On the last page of the application all warnings will appear telling if there are any issues and where to find and fix them.



Section 2: Partners and Summary

- After selecting save or the next arrow, the section page is your project summary section, follow the instructions on the application for what information to include.
- Fill in the large box under the instructions with the project summary.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section.



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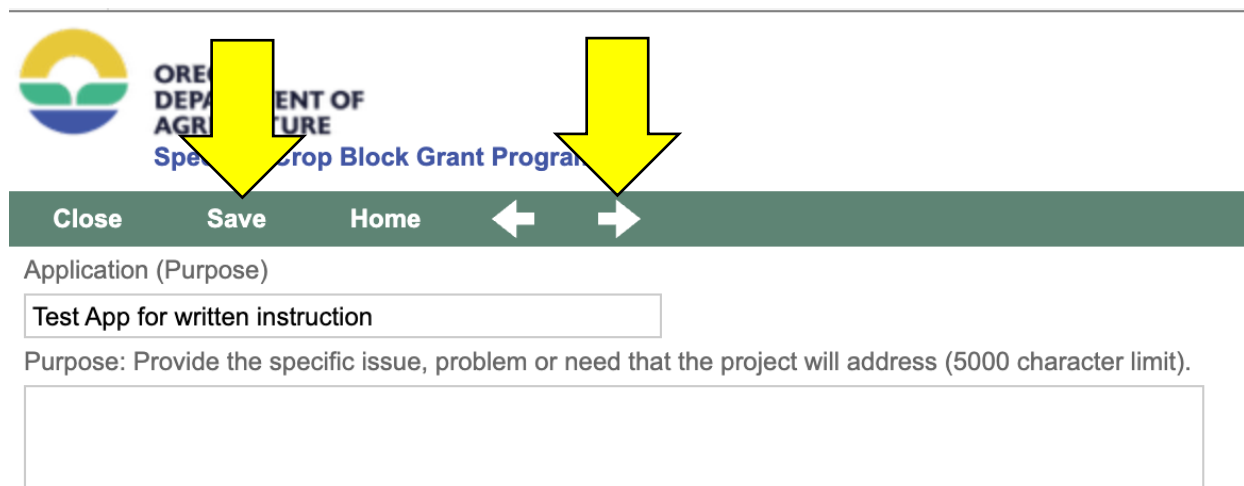
Close Save Home ← →

Application (Partner and Summary)

Test App for written instruction

Section 3: Purpose

- After selecting save or clicking in the white space to save, select the next arrow on your summary section.
- The next page will be your project purpose.
- Follow the instructions on the application for what information to include.
- Fill in the large box under the instructions with the project purpose.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section.



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Close Save Home ← →

Application (Purpose)

Test App for written instruction

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

Section 4: Objectives

- After selecting save or clicking in the white space to save, select the next arrow on your project purpose section.
- The next page will be your project objectives.
- Follow the instructions on the application for what information to include.
- Fill in the large white square under the instructions with your first objective.
 - Purple arrow below.
- Click out of the box once you have filled it in, to add more.
- You can also delete objective using the trashcan icon next to the box you want to delete.
 - Blue arrow below
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section

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Close Save Home ← →

Application (Objective)

Test App for written instruction

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

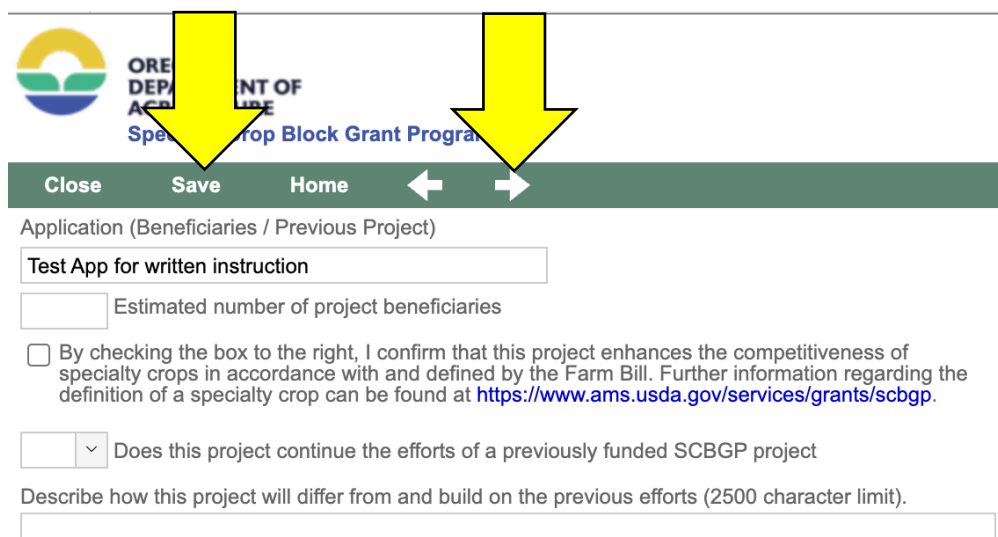
1 This is a smart goal

Enter to add

Section 5: Beneficiaries / Previous Project

- After selecting save or clicking in the white space to save, select the next arrow on your Objectives section.
- The next page will be your project beneficiaries and previous project information section.

- Follow the instructions on the application for what information to include.
- Fill in the large white square under each set of instructions.
 - Note – the screenshot below is not all the questions.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section



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Close Save Home ← →

Application (Beneficiaries / Previous Project)

Test App for written instruction

Estimated number of project beneficiaries

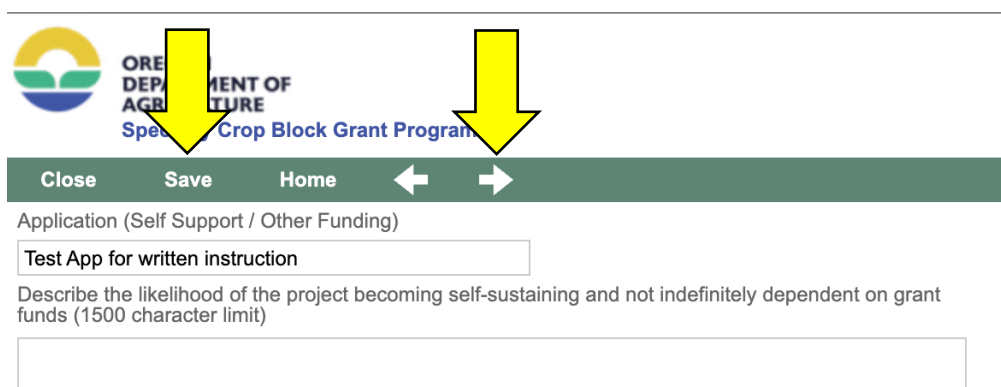
☐ By checking the box to the right, I confirm that this project enhances the competitiveness of specialty crops in accordance with and defined by the Farm Bill. Further information regarding the definition of a specialty crop can be found at <https://www.ams.usda.gov/services/grants/scbgp>.

☐ 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).

Section 6: Self Support

- After selecting save or clicking in the white space to save, select the next arrow on your beneficiaries section.
- The next page will be the self-support / other funding information section.
- Follow the instructions on the application for what information to include.
- Fill in the large white square under each set of instructions.
 - Note – the screenshot below is not all the questions.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section



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Close Save Home ← →

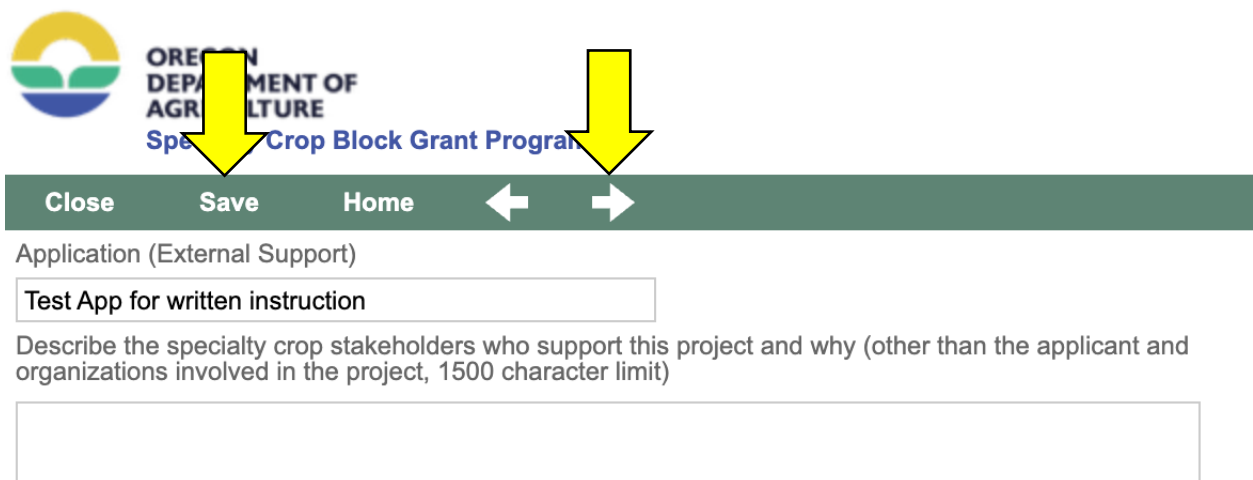
Application (Self Support / Other Funding)

Test App for written instruction

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

Section 7: External Support

- After selecting save or clicking in the white space to save, select the next arrow on your self support section.
- The next page will be the external support information section.
- Follow the instructions on the application for what information to include.
- Fill in the large white square under each set of instructions.
 - Note – the screenshot below is not all the questions.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section



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Close Save Home ← →

Application (External Support)

Test App for written instruction

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

Section 8: Outcome and indicators

- After selecting save or clicking in the white space to save, select the next arrow on your external support section.
- The next page will be the outcomes and indicators information section.
- Follow the instructions on the application for what information to include.
- Select the number from the drop down menu under outcomes to pick the outcome you would like your project to collect data on.
- Select the number from the drop down menu under indicators to pick the outcome you would like your project to collect data on.
 - The description will autofill the indicator
- Enter the value you anticipate your data to collect from this outcome and indicator
 - NOTE – when you select the drop down all indicator information will be present for you to select from.

- Click in the white space or below the newly added outcome. This will allow you to add more outcomes.
- If you need to delete an outcome, a trashcan icon will be at the end of the line for that outcome. Select the icon and delete the outcome.
- Fill in all outcomes and indicators you would like to track for your grant data.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section

Application (Data Collection)

Test App for written instruction

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


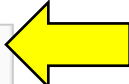
Outcome 4: Improve Pest and Disease Control Processes

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.

Outcome	Indicator	Description	Value	
1	1.1	Total number of consumers who gained knowledge about	2	 

Section 9: Data collection

- After selecting save or clicking in the white space to save, select the next arrow on outcomes and indicators
- The next page will be the data collection information section.
- Follow the instructions on the application for what information to include.
 - Note – the majority of applications do not have miscellaneous outcomes, please only fill this section in if you cannot find a outcome or indicator that fits your project and call Gabrielle, SCBGP Coordinator if you are filling in this section. 541-913-3440.
- Fill in the large white square under each set of instructions.
 - Note – the screenshot below is not all the questions.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section

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Close Save Home ← →

Application (Outcome, Misc.)

Test App for written instruction

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)

Section 10: Personnel

- After selecting save or clicking in the white space to save, select the next arrow on data collection
- The next page will be the start of the budget with the personnel information section.
- Follow the instructions on the application for what information to include.
- Fill in the first white square with the personnel name, tab or click to the next square for their title, the next is number of hours or percent (FTE), the last box is the amount of funding you are requesting for that person.
 - Note – the screenshot below is not all the questions.
- Click save or an arrow to save your application progress.
- If you need to delete a line, a trashcan icon will be at the end of the line for that staff

member. Select the icon to delete.

- In the section below where you added personnel, you need to add a date the staff is starting on the project.
 - Green arrow below.
- In the section below where you added personnel, you need to add a justification for each person added to the grant. Their name will auto fill.
 - See the blue arrow below for where to place the justification.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section



Close Save Home ← →

Application (Personnel)

Test App for written instruction

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	Hours	or Percent	Funds Request
Enter to add				

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)
Gabrielle Ugalde		

Section 11: Fringe

- After selecting save or clicking in the white space to save, select the next arrow on personnel budget section.
- The next page will be the fringe information section.
- Follow the instructions on the application for what information to include.
- The names of the staff members entered in the personnel section will auto fill in this budget section.
- Fill in the rate or percentage that the staff will be charging to the grant.
- Fill in the amount requested for each staff member,
 - Note – no justification is needed.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section

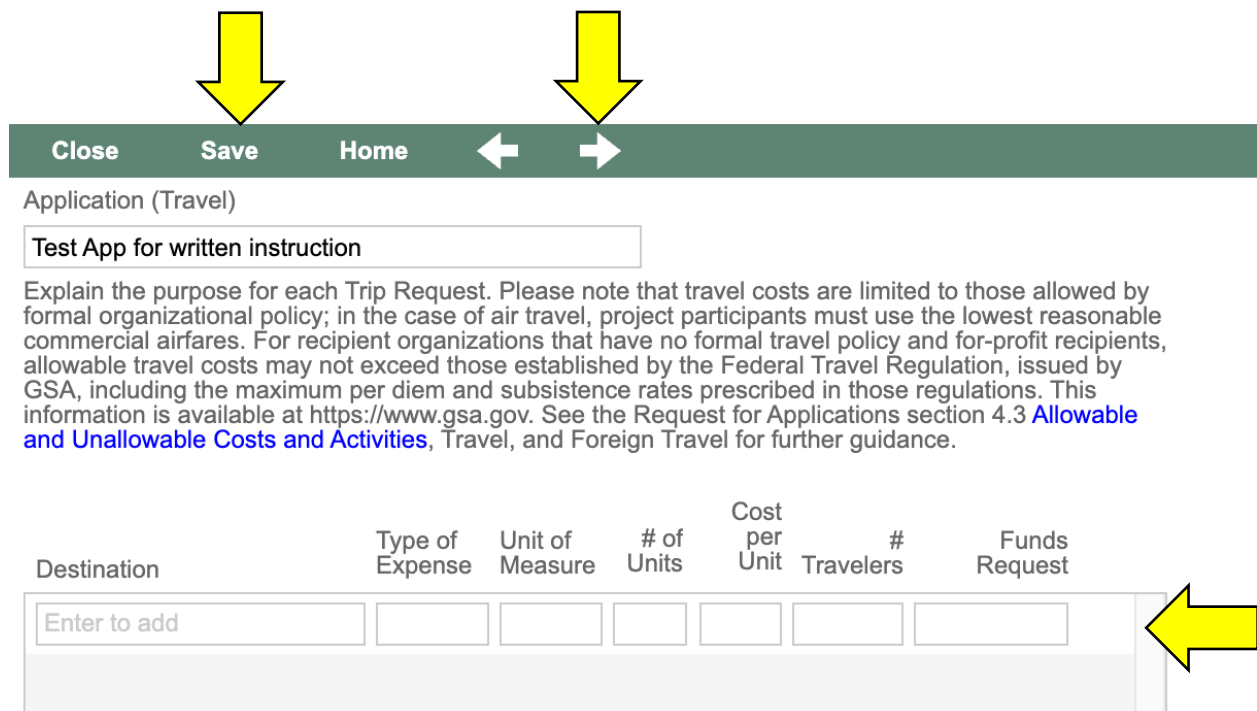
The screenshot shows the 'Application (Fringe Benefits)' form. At the top is a dark green navigation bar with buttons: 'Close', 'Save', 'Home', and two arrows (left and right). A yellow arrow points to the 'Save' button. Below the bar is a text input field containing 'Test App for written instruction'. Below this is a paragraph of instructions: 'Provide the fringe benefit rates for each of the project's salaried employees described in the Personnel section that will be paid with SCBGP funds.' Below the instructions is a table with four columns: 'Personnel Name', 'Title', 'Rate', and 'Funds Request'. The first row contains 'Gabrielle Ugalde' and 'SCBGP Coordinator'. A yellow arrow points to the 'Rate' column header, and another yellow arrow points to the right arrow in the navigation bar. The table has a light gray background and a vertical scrollbar on the right.

Personnel Name	Title	Rate	Funds Request
Gabrielle Ugalde	SCBGP Coordinator		

Section 12: Travel

- After selecting save or clicking in the white space to save, select the next arrow on fringe section.
- The next page will be the travel information section.
- Follow the instructions on the application for what information to include.
- Fill in all boxes in the row of each destination.
 - Note – each item for travel should have its own line.
 - Example – Travel to a conference for a staff member, the flights should be their own line, on the next line down, you would list the hotel for the travel.

- Fill in the amount requested for each item
- Click save or an arrow to save your application progress.
- In the section below where you added travel you need to add a justification for each travel location added to the grant.
 - Note – you only need to justify the trip as a whole, not each item.
 - Example – A conference trip would be one justification rather than a justification for the flight, a justification for the hotel, etc.
- If you need to delete a line, a trashcan icon will be at the end of the line for that item. Select the icon to delete.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section



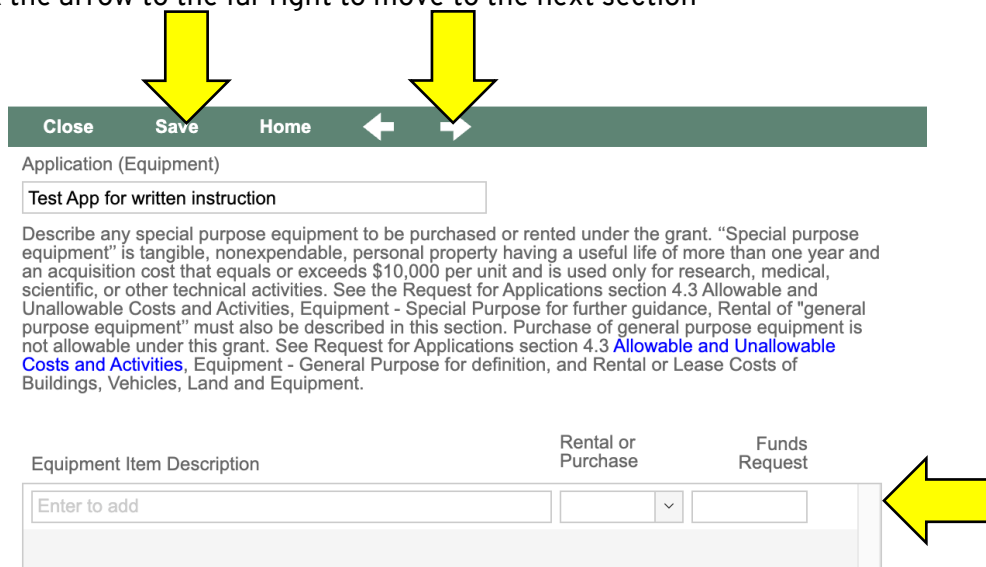
The screenshot shows a navigation bar with buttons: Close, Save, Home, a left arrow, and a right arrow. Two yellow arrows point to the 'Save' button and the right arrow. Below the bar is a section titled 'Application (Travel)' with a text box containing 'Test App for written instruction'. A paragraph of text explains travel cost policies. Below this is a table with columns: Destination, Type of Expense, Unit of Measure, # of Units, Cost per Unit, # Travelers, and Funds Request. The first row has a text input 'Enter to add' in the Destination column. A yellow arrow points to the right arrow in the navigation bar.

Destination	Type of Expense	Unit of Measure	# of Units	Cost per Unit	# Travelers	Funds Request
Enter to add						

Section 13: Equipment

- After selecting save or clicking in the white space to save, select the next arrow on travel section.
- The next page will be the equipment information section.
- Follow the instructions on the application for what information to include.
 - NOTE – most projects do not have equipment. Please contact the SCBGP Coordinator if you need assistance.
- Fill in all boxes in the row for each item.
- Click save or an arrow to save your application progress.

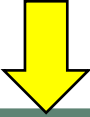
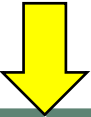
- In the section below where you added equipment you need to add a justification for each item added to the grant.
- If you need to delete a line, a trashcan icon will be at the end of the line for that item. Select the icon to delete.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section



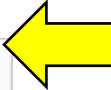
The screenshot shows a dark green navigation bar at the top with buttons for 'Close', 'Save', and 'Home', along with left and right navigation arrows. Below this is a section titled 'Application (Equipment)' containing a text input field with the placeholder 'Test App for written instruction'. A paragraph of instructional text follows, describing the requirements for special purpose equipment. At the bottom, there is a table with three columns: 'Equipment Item Description', 'Rental or Purchase', and 'Funds Request'. The first row of the table has input fields for each column. Yellow arrows are overlaid on the image: one points to the 'Save' button, another points to the right navigation arrow, and a third points to the 'Equipment Item Description' input field.

Section 14: Supplies

- After selecting save or clicking in the white space to save, select the next arrow on equipment section.
- The next page will be the supplies information section.
- Follow the instructions on the application for what information to include.
- Fill in all boxes in the row for each item.
- Click save or an arrow to save your application progress.
- In the section below where you added supplies you need to add a justification for each item added to the grant.
 - Note – Each item needs its own justification, you cannot bundle items in this section.
- If you need to delete a line, a trashcan icon will be at the end of the line for that item. Select the icon to delete.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section






Close	Save	Home	←	→
Application (Supplies)				
<input type="text" value="Test App for written instruction"/>				
<p>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.</p>				
Supply Item Description	# of Units	Cost per Unit	Funds Request	
<input type="text" value="Enter to add"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

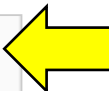


Section 15: Contractual / Consultant

- After selecting save or clicking in the white space to save, select the next arrow on supplies section.
- The next page will be the contractual / consultants information section.
- Follow the instructions on the application for what information to include.
- Fill in all boxes in the row for each item.
- Click save or an arrow to save your application progress.
- In the section below where you added contractors you need to add a justification for each group or person added to the grant.
- If you need to delete a line, a trashcan icon will be at the end of the line for that item. Select the icon to delete.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section

Close	Save	Home	←	→
Application (Contractual/Consultant)				
<input type="text" value="Test App for written instruction"/>				
<p>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).</p>				
Contractual Name/Organization	Hourly Rate	or	Flat Rate	Funds Request
<input type="text" value="Enter to add"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>



Section 16: Other

- After selecting save or clicking in the white space to save, select the next arrow on contractual section.
- The next page will be the other budget information section.
- Follow the instructions on the application for what information to include.
- Fill in all boxes in the row for each item.
- Click save or an arrow to save your application progress.
- In the section below where you added other items you need to add a justification for each item added to the grant.
- If you need to delete a line, a trashcan icon will be at the end of the line for that item. Select the icon to delete.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section

Close Save Home ← →

Application (Other)

Test App for written instruction

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
Enter to add			

Section 17: Work Plan

- After selecting save or clicking in the white space to save, select the next arrow on other budget section.
- The next page will be the work plan information section.
- Follow the instructions on the application for what information to include.
- Fill in all boxes in the row for each item.
- Click save or an arrow to save your application progress.
- If you need to delete a line, a trashcan icon will be at the end of the line for that item. Select the icon to delete.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section

Close Save Home ← →

Application (Work Plan)

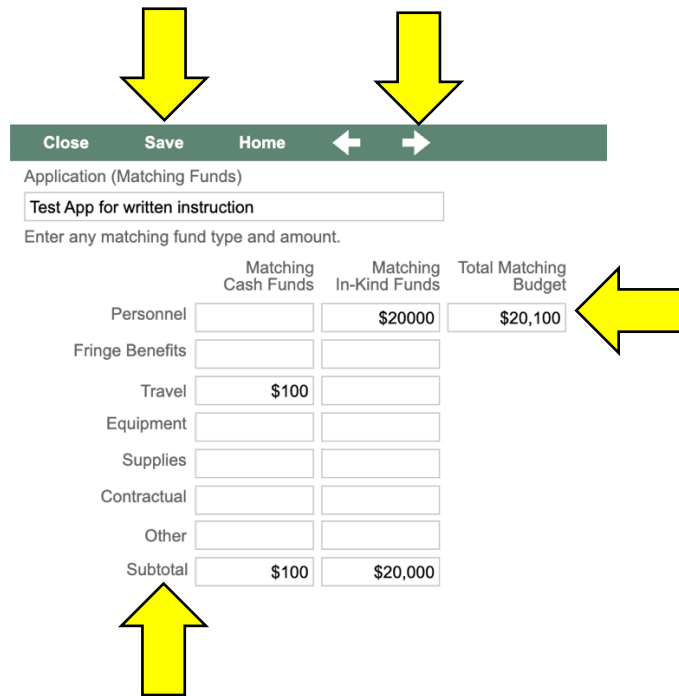
Test App for written instruction

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)
Enter to add		

Section 18: Matching Funds

- After selecting save or clicking in the white space to save, select the next arrow on work plan section.
- The next page will be the matching funds information section.
 - Note – Matching is not required but HIGHLY encouraged.
- Follow the instructions on the application for what information to include.
- Fill in each box for matching funds that are cash match or in-kind matching that you will be including in your grant work
 - Note – Indirect costs are not allowed in this grant and not allowed as matching funds. Do not include indirect costs.
 - Note – If you are successful in receiving a grant, you will be asked to provide a breakdown of your matching funds items please keep track of what you are putting in your application.
- Click save or an arrow to save your application progress.
- In the section below where you added other items you need to add a justification for each item added to the grant.
- Click save or an arrow to save your application progress.
- Click the arrow to the far right to move to the next section



Close Save Home ← →

Application (Matching Funds)

Test App for written instruction

Enter any matching fund type and amount.

	Matching Cash Funds	Matching In-Kind Funds	Total Matching Budget
Personnel		\$20000	\$20,100
Fringe Benefits			
Travel	\$100		
Equipment			
Supplies			
Contractual			
Other			
Subtotal	\$100	\$20,000	

Section 19: Narrative

- After selecting save or clicking in the white space to save, select the next arrow on the matching funds section.
- The next page will be the narrative page of all the funds requested and the matching funds.
- The page will auto calculate from all information entered.
 - Note – the grant request cannot be more than \$250,000, however the total project cost can be more with the matching funds.
- This page auto saves, and you do not need to add anything to this.
- Click save or an arrow to save your application progress.
- Click the arrow to move to the next section.

Close
Save
Home
←
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Application (Narrative)

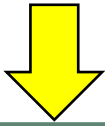
Test App for written instruction

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	\$100		\$20000	\$20,200
Fringe Benefits				
Travel		\$100		
Equipment				
Supplies				
Contractual				
Other				
Budget Subtotal	\$100	\$100	\$20,000	

Section 20: Submission – FINAL SECTION

- After selecting save or clicking in the white space to save, select the next arrow on the narrative funds section.
- The next and final page is the submission page.
- The page will show all application errors
 - Note – an application cannot be submitted until you have cleared all errors.
- Once you have cleared all errors, you can click the submit button about halfway down the page.
- Upon submission you will get a pop-up window that indicates your application has been submitted.
- Selecting Close will move you back to the Profile page where the status of the application will change from new to submitted.



Close

Home



Application (Submit)

Test App for written instruction

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:

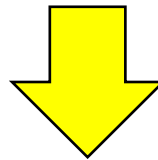
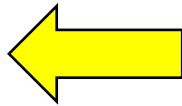
If you have questions, please contact us:

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

grants@oda.oregon.gov

[Visit us online](#)

Submit



There is at least one error with this application

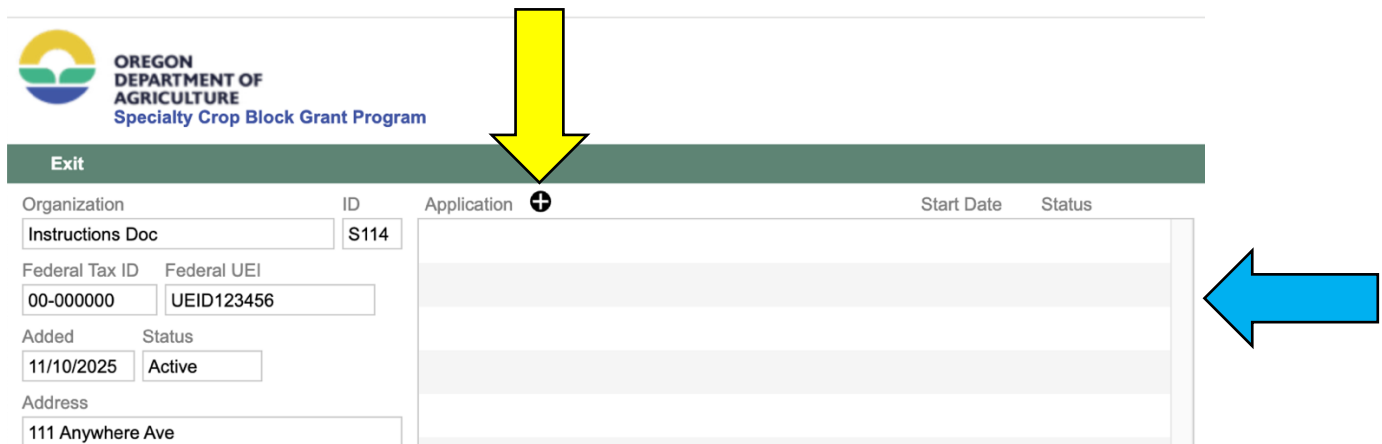
Beneficiaries: The number of beneficiaries and confirmation are required.
Data Collection: At least one outcome is required.
External Support: Information is required.
Misc. Outcome: Data collection reporting method is required.
Partners: Partner is required.
Self Support: Information is required.
Work Plan: At least one work plan activity is required.


5. Submitting Multiple Applications

Organizations are allowed to submit more than one application. Each project needs to have its own application and can be created from the profiles page by selecting the “plus” button next to the application list on the right side of the profiles page.

All the applications for your organization will appear in the list below in the application section. Show by the blue arrow. The start date notes the day the application was started. The status shows one of the following:

- New – Application is in the edit stage, not yet submitted and is active in the system.
- Active – Application has been accepted by the ODA in to the review stage and cannot be changed by the applicant.
- Submitted – The application has been sent to the ODA and changes cannot be made
- Closed – This is for old applications, applications that have been canceled by the applicant or ODA for a specific reason, or if the application was not submitted by the deadline.
 - Note – We anticipate using this system for the years to come, previous applications will show this designation in the future.



 **OREGON DEPARTMENT OF AGRICULTURE**
Specialty Crop Block Grant Program

Exit

Organization	ID	Application +	Start Date	Status
Instructions Doc	S114			
Federal Tax ID	Federal UEI			
00-000000	UEID123456			
Added	Status			
11/10/2025	Active			
Address				
111 Anywhere Ave				

6. Adding Editors to Applications

Each person that will be editing the application needs to create their own profile. After the first person creates the main organizations profile, each subsequent editor will need the organizations ID to be added. This can be found on the profile page of the organizations next to the name of the organizations. See screenshot below.

A full list of all the editors on the grant applications will show on the organization profile page.

AGRICULTURE
Specialty Crop Block Grant Program

Exit

Organization ID Appointment Start Date Status
Instructions Doc S114 [Yellow Arrow pointing left]

Federal Tax ID Federal UEI
00-000000 UEID123456

Added Status
11/10/2025 Active

Address
111 Anywhere Ave

Anywhere OR 00000

Phone Ext.
541-913-3440

Note
Instructions Doc [Yellow Arrow pointing down]

Contact Title Phone Ext. Email Status
Gabrielle Ugalde SCBGP Coordinator 541-913-3440 organiccostshare@oda.oregon.gov Active