

BUSINESS BUILDER FARM & FOOD GRANT PROPOSAL

INSTRUCTIONS

Use the following sections to prepare your Business Builder Farm and Food Grant proposal. Please pay attention to the highlighted instructions and requirements in each section. Provide complete, concise responses. **Finally, ensure you provide your UEI number in the space allotted for it.** You will be unable to submit your application without it.

Applicants may visit the center's funding page here to learn more about the program and which sub-award may be right for their business.

For questions related to writing this proposal application, contact us via this form.

The Business Builder Farm and Food Grant sub-award applications are due by midnight May 02, 2025.

REMINDERS

- This URL link to this application is unique to each applicant.
- You can save a draft of your application if you wish to continue at a later time.
- An RGC-RFBC staff member will follow up with you about your submission via email.
- Please ensure to check the email entered in your intake form regularly for emails from rgcolonias@ag.tamu.edu.

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BUSINESS BUILDER FARM & FOOD GRANT PROPOSAL

Recipient Name	Demo 1 Test 1
Case Name	21 - Demo 1 Test 1 (26) - 2025-02-27
Case Code	00-0000
Funding Request Type	Business Builder Farm and Food Grant

Business Builder: Part I (1/8)

★ Project Title

★ What is the total amount (USD) of the Business Builder sub-award you are applying for?

★ Is this funding being used to create a new business or to advance the activities of an existing business?

★ Has this business received technical assistance or other services (training, resources, toolkits, webinars, business planning, etc.) from the Regional Food Business Center you are applying to, including support to complete your application?

Please select

★ Has this business submitted an application for funding to any other Regional Food Business Center Business Builder Subaward program?

Please select

★ Has this project been submitted for funding to any other Federal or State grant program other than the Business Builder Subaward program?

Please select

★ Is this project currently receiving funding from any other USDA RFBC subaward program or from any other Federal or State grant programs?

Please select

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Business Builder: Part II (2/8)

DURATION OF PROJECT

Please note that funds may be expended in as little as 1 month but must be expended no later than January 31, 2028 (preferably 18-24 months).

★ Project Start Date



★ Project End Date



★ Which of the following activities or investments will the funds support? (select all that apply)

- Business Expansion*
- Business Planning Activities*
- Food Safety*
- Infrastructure Modernization*
- Maintenance*
- Marketing*
- Other: Please Specify*
- Product Development*
- Purchase of Equipment (such as food safety, processing and/or packaging equipment)*
- Software Implementation*
- Staff Time*
- Trainings*

PROJECT SUMMARY

Write a project summary of no more than 250 words, suitable for public dissemination, that includes the following:

- Name and a brief description of the business/project.
- A description of how the award funds will be used.
- An explanation of how the award will enhance business viability, increase competitiveness, and/or expand access to markets.

★ Project Summary

249 Words left

What activities or impacts do you hope to accomplish with this award? e.g. greater sales, increased customer base, etc. (200 words or less)

Summarize the timelines/milestones for spending down this award. You may type your timeline in the text box below or download, fill out, and upload the timeline pdf provided.

(e.g. Development of food safety protocol: June 2025 - July 2025 etc.)

Please note that timelines may be as little as 1 month but must not exceed January 31, 2028 (18-24 months).



Upload your timeline here.

No file chosen

★ To what counties will you distribute the products or services from this project? (Please list them)

★ What counties will be impacted by the products or services from this project? (Please list them)

★ Briefly describe your organization's management structure and strategic decision-making process (e.g Who is responsible for decision-making, and what is their experience or expertise in running the business?) (200 words or less)

199 Words left

★ Tell us about a little bit your organization or business. (i.e. What is the mission and vision of your organization? When was the organization founded? What are the core values that guide your work?)

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Business Builder: Part III (3/8)

★ Describe your business's/organization's service area? (List the counties that your goods or services are produced, purchased, or distributed) (100 words or less)

99 Words left

★ How many people do you currently employ part-time?

★ How many people do you currently employ full-time?

★ Please provide your business' estimated annual revenue.

Enter your business' fiscal year-end date. (e.g. August 2025)

★ Describe your business's current funding sources and how diversified they are. e.g., loans, grants, sales, etc. (200 words or less)

199 Words left

★ Does your business have a formal budgeting process?

Please select

★ Does your organization have a system for tracking and managing expenses, revenues, and grant funds?

Please select

★ Are your financial statements (e.g., balance sheet, income statement, cash flow statement) up to date?

Please select

★ Has your organization managed any grant awards before?

Please select

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Business Builder: Part IV (4/8)

★ If awarded this grant, describe how your organization will comply with the grant or award requirements? (200 words or less)

199 Words left

★ If awarded this grant, who in your organization will be responsible for managing and overseeing the project for which the grant was awarded? Please provide details of the role of this person in your organization. (200 words or less)

199 Words left

★ Please list any relevant certifications or licenses your business currently has (for example: Good Agricultural Practices (GAP), organic, food safety, environmental, etc.) (200 words or less)

Describe how your proposal would create jobs within the local or regional food system? (200 words or less)

200 Characters left

★ How many jobs (full-time, part-time, or seasonal) is the project proposal expected to generate? (200 words or less)

200 Characters left

★ How would your proposed project increase partnerships with other food producers, distributors, processors, or food outlets? (200 words or less)

200 Characters left

★ Please describe how your proposed project will attract additional investment or funding. (200 words or less)

200 Characters left

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Business Builder: Part V (5/8)

★ Briefly describe how your business or organization addresses the needs of your community or its stakeholders. (200 words or less)


199 Words left

★ Briefly describe how your business fosters strong relationships with its customers, partners, and the community. (200 words)

249 Words left

★ How does your business demonstrate adaptability in response to changing market or community needs? (200 words or less)

199 Words left

★ Briefly describe any efforts or initiatives your organization has implemented to  **ENR** operations more environmentally sustainable or to improve the efficiency or conservation of

resources. (250 words or less)

249 Words left

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Business Builder: Part VI (6/8)

★ Describe the gap(s) your project proposal will be addressing in the regional food supply chain. Think of how your proposal will address gaps in food access, transportation, infrastructure, and community engagement, etc. (250 words or less)

249 Words left

★ How will those gap(s) mentioned above strengthen the regional food supply chain? (250 words or less)

249 Words left

Describe how your project proposal will contribute to strengthening the regional food supply chain. Think of how your business strengthens local agriculture, food access, transportation, infrastructure, and community engagement. (250 words or less)

249 Words left

★ How will the project proposal foster partnerships or coordination between key stakeholders in Texas and New Mexico, such as producers, distributors, retailers, and policymakers, to enhance regional food system efficiency? (250 words or less)

249 Words left

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Business Builder: Part VII (7/8) - Budget Narrative

BUDGET REQUIREMENTS

The budget must show the total cost for the project and provide a description and justification for each of the relevant category costs listed.

The budget justification must provide enough detail to easily understand how costs were determined and how they relate to the project objectives and expected outcomes.

Leave blank any expense category that does not apply to this project.

Please download the attached fillable PDF form in each applicable section, fill, and upload for each narrative.

PLEASE NOTE:

- The budget **MUST** include costs only for post-harvest or post-production activities. These activities involve the delivery of a crop or agricultural produce from the time and place of harvest to the time and place of consumption.
- Allowable costs are those that are necessary, reasonable, and allocable to the approved project. Examples include:
 - Personnel Costs
 - Special Equipment Costs
 - Supplies
 - Travel Expenses
 - Maintenance Costs
- Certain costs are deemed unallowable under USDA Agricultural Marketing Service (AMS) grants, including:
 - Construction Costs

- Land or Property Costs
- Purchase of oil, seeds, shovels, gardening tools, greenhouses, hoop houses
- Payment of existing debts
- Alcoholic beverages
- Charity donations
- While the purchase of General Purpose Equipment is unallowable, the rental of such equipment is allowable and must be described concisely in the "equipment section" of the budget.
- For a comprehensive list of allowable and unallowable costs and activities, recipients should refer to Section 8.2 of the AMS General Terms and Conditions document.
- Supplies include consumable items, expendable materials, and lower-cost tangible property with a per-unit cost of less than \$5,000 or a shorter lifespan (less than 1 year).
- Equipment is defined as tangible, non-expendable property with a per-unit acquisition cost of \$5,000 or more and a useful life of more than one year.
- Indirect costs may be charged at a 10% flat rate of the budget items and must be considered as part of the total funds requested for each award, with the maximum amount that can be awarded to any entity being \$100,000.

PERSONNEL

Please download this fillable Personnel PDF file. List the personnel whose time and effort can be specifically identified and easily and accurately traced to award activities.

Upload the file once completed.

Upload your Personnel file here

Choose File No file chosen

Please enter your SUBTOTAL PERSONNEL COST (\$)

TRAVEL

Please download this fillable Travel Justification PDF file and explain the purpose for each Trip Request.

Please note: 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 www.gsa.gov.

Upload the file once completed.

Upload your Travel file here

No file chosen

Please enter your SUBTOTAL TRAVEL COST (\$)

EQUIPMENT

Please download this fillable Equipment PDF file.

Describe any special-purpose equipment (e.g. food safety, processing, and packaging equipment) to be purchased or rented using sub-award funds.

“Special purpose equipment” is tangible, nonexpendable, personal property having a useful life of more than one year, an acquisition cost that equals or exceeds \$5,000 per unit, and is used only for research, medical, scientific, or other technical activities.

Rental of "general purpose equipment" must also be described in this section.

The purchase of general-purpose equipment (e.g., office equipment, telephone networks, IT equipment, air conditioning, printing equipment, and motor vehicles) is **not allowable** under this grant.

BUDGET JUSTIFICATION FOR SPECIAL PURPOSE EQUIPMENT ABOVE \$5,000

- Describe how it is necessary for research, scientific, or other technical activities related to the project.
- Explain how the equipment is not normally available/accessible and how it will be used to achieve project objectives and outcomes.
- Describe how the equipment is normally charged as a direct cost by the organization and will be acquired in accordance with organizational practices.
- All equipment requests must include three quotes per item on vendor letterhead (Please upload quotes as a separate file).
- Your preferable quote should be the one included in the equipment cost budget.

Please note: Equipment to be purchased is subject to the full range of acquisition, use, management, and disposition requirements under **2 CFR 200.313**

If approved, special equipment requests above \$5,000 will be paid directly to the vendor.

Upload the file once completed.

Upload your Equipment file here

No file chosen

Upload your Equipment Quotes here

No file chosen

If approved, would you require funds for special equipment to be paid upfront and directly to a vendor? (Please note: Our upfront funding policy applies only to special equipment. This only applies when you may need the funds upfront for a cost.)

Please select

Please enter your SUBTOTAL EQUIPMENT COST (\$)

SUPPLIES

Please download this fillable Supplies PDF file. List the materials, supplies, and fabricated parts costing less than \$5,000 per unit. Describe how they will support the purpose and goal of the proposal and enhance the mid-supply chain and infrastructure efforts of this cooperative agreement.

Upload the file once completed.

Upload your Supplies file here

No file chosen

Please enter your SUBTOTAL SUPPLIES COST (\$)

CONTRACTUAL/CONSULTANT

Please download the fillable Contractual/Consultant PDF. 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.

Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. OMB salary scale.

Upload the file once completed.

Upload your Contractual/Consultant file here

No file chosen

Please enter your SUBTOTAL CONTRACTUAL/CONSULTANT COST (\$)

OTHER

Please download this fillable Other PDF file and 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, 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.

Upload the file once completed.

Upload your OTHER file here

No file chosen

Please enter your SUBTOTAL OTHER COST (\$)

INDIRECT COSTS

You are allowed to charge 10% Indirect Cost Rate to your budget--with a maximum allowable budget of \$100,000.

Note: Indirect costs are any costs incurred for common or joint objectives that, therefore, cannot be readily identified with an individual project, program, or organizational activity. These are modified total direct costs (MTDC) and generally include facilities operation and maintenance costs, depreciation, and administrative expenses. Some examples are rent, utilities, office supplies, and general administrative salaries. IDCs should not be budgeted for anything directly related to the project. These include: equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs.

Again, MTDCs are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel.

See **Program Scope and Requirements section 4.2 Indirect Costs** for further guidance.

Would you like us to add this 10% Indirect Cost Rate to your allowable budget items?

Please select

CALCULATED TOTAL INDIRECT COST (\$) (will be added to Total Budget Summary)

0

TOTAL BUDGET SUMMARY

0

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BUSINESS BUILDER FARM & FOOD GRANT PROPOSAL

Business Builder: Part VIII - (8/8) Attestation

I hereby attest that all the information provided in this application has been completed truthfully and to the best of my knowledge.

No

I confirm that all statements, documents, and data contained in this submission reflect accurate and valid information regarding the proposed project.

No

I understand that any false information or misrepresentation provided may result in the rejection of this application and/or ineligibility for future funding opportunities from the Rio Grande Colonias RFBC.

No

I attest that I have not received duplicative funding from a federal or alternative funding source for the same activities. By submitting this application, I agree to comply with the terms and conditions of the program, and I acknowledge that any awarded funds will be used solely for the purposes stated in this application.

No

I fully understand and accept the guidelines, and I submit this attestation as confirmation of my compliance.

No

Please enter your Unique Entity Identifier (UEI #).

★ Are you sure you want to submit this application? (Once you select "Yes" and click "Save & Close," you can not edit your application.)

 No

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