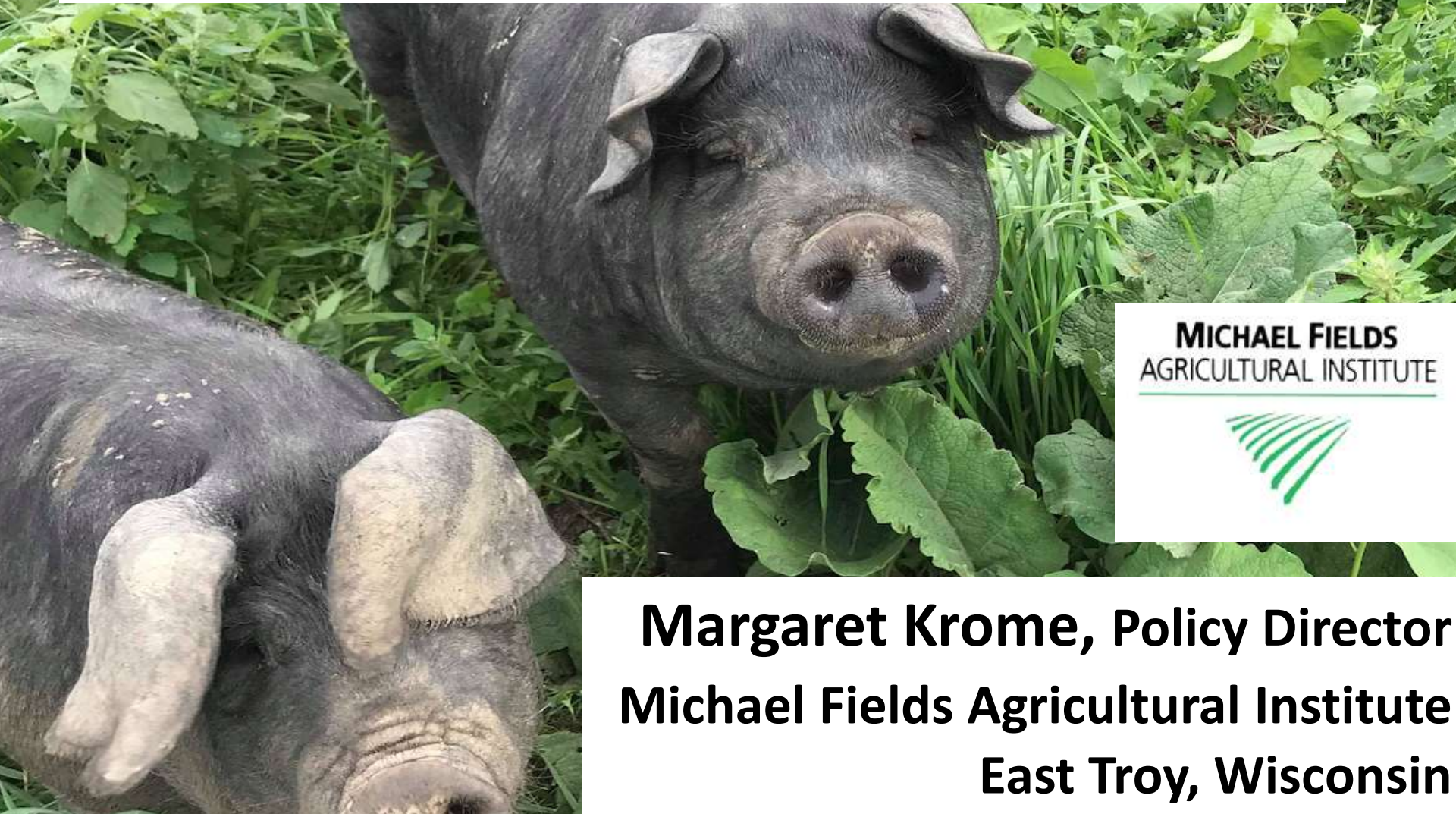


# **Federal Funding Opportunities for Livestock Farmers**

**January 17, 2023**



**MICHAEL FIELDS  
AGRICULTURAL INSTITUTE**



**Margaret Krome, Policy Director  
Michael Fields Agricultural Institute  
East Troy, Wisconsin**

**MICHAEL FIELDS**  
AGRICULTURAL INSTITUTE

---



**Michael Fields Agricultural Institute helps rural and urban farms and agricultural communities in Wisconsin and beyond be healthy environmentally, economically, and socially**



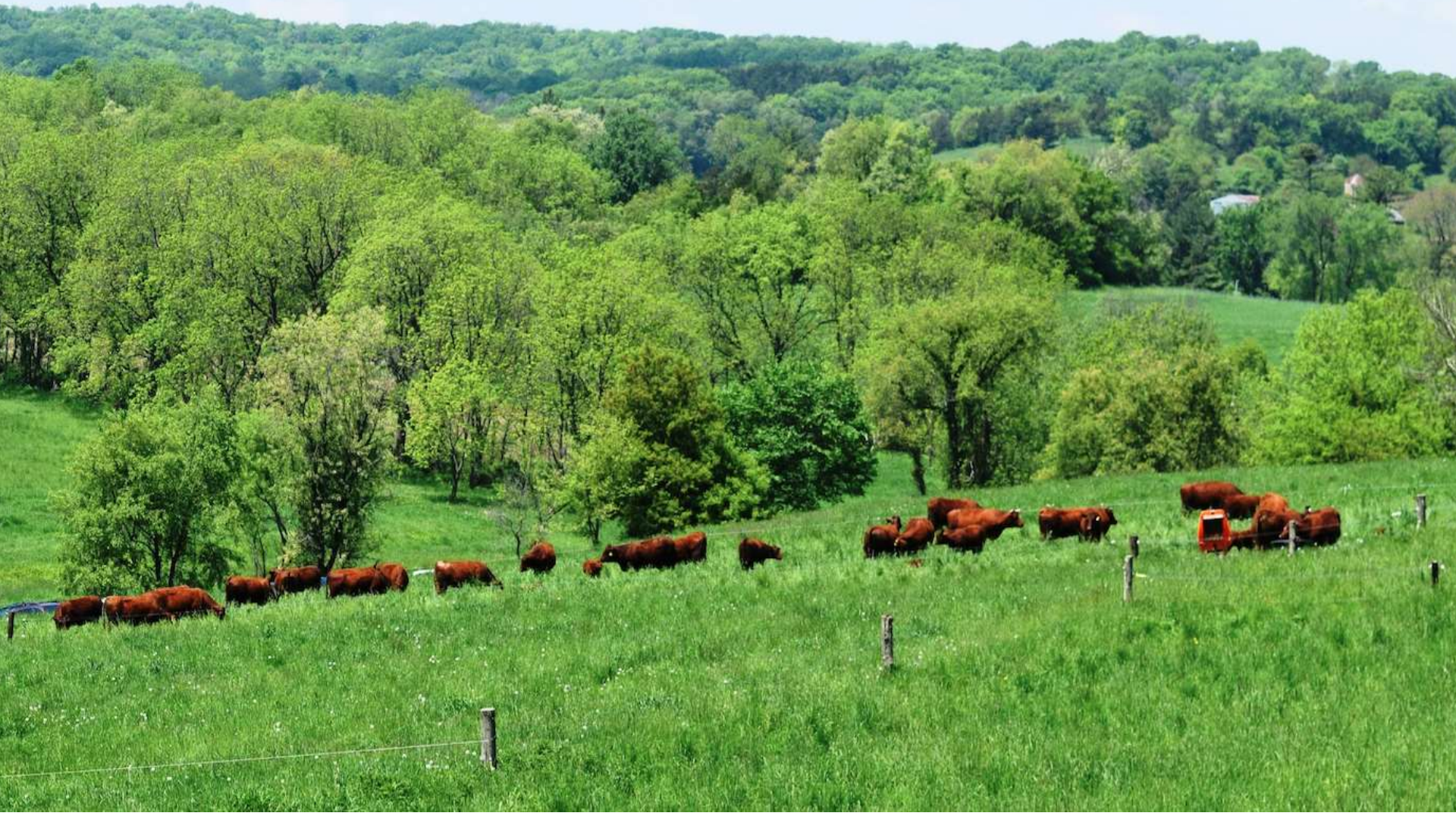
# Today's Workshop:

- **Designing Sound Projects**
- **Identifying Possible Funding**
- **Grantwriting Basics**





# Start by Designing Sound Projects





# Designing Sound Projects

Some questions to ask:

- What problem (or opportunity) are you addressing? What are your goals and measurable objectives?
- Have others, addressed this problem? What can you learn from their work?
- Who else might care about your problem? Should they be involved in your project?
- What's your main strategy to address your problem? (among several options)

# Designing Sound Projects

Other questions to ask:

- What's a realistic project timeline?
- What resources (people, \$\$, materials) does your project require? (Which do you already have?)
- Who else needs to know about your project?  
What's the best way to reach that audience?
- How will you measure and evaluate your project's outcomes?



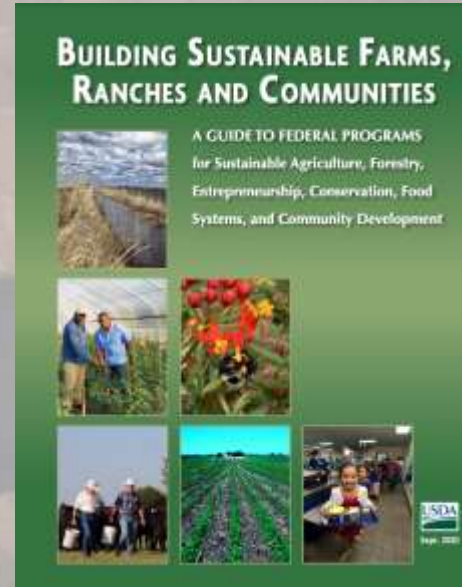


# Identifying Possible Funding

# Identifying Possible Funding

## Building Sustainable Farms, Ranches, and Communities

<https://attra.ncat.org/product/building-sustainable-farms-ranches-and-communities/>



Also, the National Sustainable Agriculture Coalition's

## Grassroots Guide to Federal Farm and Food Programs

<https://sustainableagriculture.net/publications/grassrootsguide/>



# Identifying Possible Funding

Use [www.grants.gov](http://www.grants.gov) to get notified about fed'l programs:

- Click on "Connect" on the top bar. Then, under "Manage Subscriptions," click on "Subscribe to Saved Searches."
- Click on the "Add Saved Search" button on the right side of the window, which will provide several options for getting notices.
- You may select among categories of programs, categories of eligible applicants, and categories of agencies.
- You should begin to receive notices of the kinds of programs you asked for. If you have any problems, call their help line, which is available 24/7 at 1-800-518-4726.



# Identifying Possible Funding Other Resources

**Libraries, Extension, Networking, Internet:**

**Grassroots Guide to Federal Farm and Food Programs,  
National Sustainable Agriculture Coalition**

**<http://sustainableagriculture.net/publications/grassrootsguide>**

**USDA Agriculture Marketing Service:**

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

**USDA NRCS Program Resources:**

**<http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/programs/?cid=stelprdb1048817#sthash.gXsyBcwh.dpuf>**



# Identifying Possible Funding

- Think creatively and broadly about your project's needs. Can multiple types of assistance be useful?
- Identify programs whose purposes and available resources seem most suitable to your purposes. Consider a program by answering the following questions:



# Finding Possible Funding: ?s

- Would your project advance a program's stated mission and goals? And vice versa...
- Is the program's form of assistance appropriate to your needs?
- How big is its funding pool? What's the average amount and duration of grants?
- Is funding available up-front or (more typically) only on a reimbursement basis?

# Identifying Possible Funding

- What are eligibility requirements, financial match requirements, and restrictions on a program's use?
- Are a program's application deadlines and funding timeframes suited to your needs? Does the program fund multi-year projects?
- Do past grantees feel that a program's reporting requirements are reasonable and that the program is well-administered?



# Identifying Possible Funding

How to answer all those questions:

- Read the RFP! (or MOSA, or NOSA, or RFA, etc.) – on website, from linkages from [www.grants.gov](http://www.grants.gov), etc.
- Participate in webinars for potential applicants.
- Call the program staff. Contact info is on their website and on the RFP.
- For some questions, ask past grantees

# Basic Grantwriting:

- **Sound Practices**
- **A Few Things to Avoid**
- **Commonly Requested Attachments**
- **Getting Help**



# Basic Grantwriting:

## Sound Practices: BE **ORGANIZED**

- Start early!! You'll **need more time** than you expect.
- Read the RFP **at least 3X. Follow its instructions.**
- Use **an outline** to keep it logical
- Break your work into **sections** so it's not scary.
- Use the **RFP's checklist**; if none exists, make your own.

Proposal Component	Word Count	Who	When	Notes
Cover	Autofilled from Preproposal			
Project Summary	249/400 words			
Project Objectives/Outcomes	100/100 words			AR added notes, consider focusing on the outcomes fo
Background Rationale and Need	300/2000 words	Joan	3/2	Working draft available
Approach and Methods	449/2000 words	Joan	2/19	Ready for 2nd review
Outputs	250 words	Bob	2/26	
Outreach	400 words	Bob		Making this orange, becuae I do not feel it is complete
Evaluation Plan	500 words	Ariane	3/2	It's outlined, but I need to fill in some details based on c
Untitled Question (Logic Model)	1,000 words in table	Bob/Joan		Again, I don't think we can totally check this off, but we'
Team Experience and Roles	1500 words	Mary	2/26	
Response to Reviewers	400 words	Bob	2/19	Includes 2021 pre-proposal review comments
Past Current and Pending Support	Spreadsheet	everyone	3/2	Each Major Participant
Letters Verifying Participation		Bob/Joan	3/2	Each major participant/subcontractor/farmer...
Animal Care/Human Subjects Documentn		Joan	3/2	Can be done later, if proposal approved
Impact on Sust Ag in NCR				
Economic	74/75 words			
Environmental	72/75 words			
Social	75/75 words			



# Basic Grantwriting

## Sound Practices: BE **CLEAR**

- Use clear, simple language to be readable.
- Explain how your proposal advances the RFP's goals.
- Be precise, accurate; don't exaggerate.
- Develop your proposal's small team of collaborators.
- Have a trusted colleague review: Is it clear? Logical?
- Be sure your budget is accurate, clear, and  
accompanied by a budget narrative, if needed.

# Basic Grantwriting: Sound Practices: BE **STRATEGIC**

- For **letters of support**, offer **thinking points** or even a draft for their authors (but don't make them all alike)
- Make sure you **understand the review process**; know the point values of each section of the proposal.
- Identify the **weakest aspects of your proposal** and give yourself time to **fix them**.



# Basic Grantwriting Sound Practices: PAY ATTENTION TO **DETAILS**

- Follow the **format** exactly.
- Get matching funds, named partners, signatures lined up.
- Be willing to **readjust your proposal** for each program to which you submit it.
- Submit well in advance of the **deadline**.

# Basic Grantwriting: Electronic Submissions

**Plan enough time** (4-6 weeks) to register through [www.grants.gov](http://www.grants.gov) – A few easy extra steps

- If *submitting* as an individual, *register* as an individual.
- If submitting for an organization, first register that organization through [www.grants.gov](http://www.grants.gov):
  - Obtain a DUNS number and
  - Register w/ System for Award Management (SAM)

**Submit your proposal through** [www.grants.gov](http://www.grants.gov) **early** - at least a few days ahead of deadline to avoid delays.



# Basic Grantwriting: A Few Things To Avoid

- **Don't include materials not requested.**
- **Don't exaggerate; be precise, accurate.**
- **Don't assume that the expectations of one program will be like another. If you're not sure, ask.**
- **Don't be discouraged! If you're turned down by a program, find out why before writing another.**

# Basic Grantwriting: Typical Grant Application Format

**Project Summary:** What are you going to do and why ?

**Need :** What are your project's **goal(s)**, and **objectives**, and what facts support them?

**Approach/ Method :** What steps do you plan to take to reach the goal(s)?

**Time Line/Workplan:** How long will each step require?

**Organizational Mission :** Tell your story. Why are you a great candidate to fund?

**Personnel Credentials :** List the key staff, their skills, education and experience.

**Budget:** What will this cost– by **Expense Category**, by **Objectives**? What non-fed'l **match** (cash, in-kind) can you contribute? Use a **budget narrative to clarify details**.

**Communication/Outreach:** To whom and how will you communicate about your work?

**Evaluation:** How will you measure your progress toward goals and objectives? How will you gather the data?



# Basic Grantwriting

## COMMONLY REQUIRED ATTACHMENTS

This standard information should be submitted at the same time as the completed proposal. Not to do so may disqualify your request.

1. Support/Commitment letters
2. Complete list of the **organization's officers and directors.**
3. The organization's **actual income and expense statement for the past fiscal year**, identifying the organization's principal sources of support.
4. The organization's **projected income and expense budget for the current fiscal year**, identifying the projected revenue sources.

# Basic Grantwriting

## COMMONLY REQUIRED ATTACHMENTS (CONT'D)

5. The organization's most recent **audited financial statement** including notes and IRS Form 990.
6. Copies of the **IRS federal tax exemption determination letters**.
7. **Program Budget** (multi-year if applicable). *NOT required for general operating requests.*
8. Agency/Organization **Annual Report**
9. For Federal grants, an assortment of other matters, e.g., “Current and Pending Support,” “Conflicts of Interest,” Non-drug workplace, etc.



# Basic Grantwriting: Getting Help

- Participate in programs' explanatory **webinars**
- If you've read the RFP 3X, and still have questions, **call the program staff**
- Find **resources** available to help you:
  - find funding possibilities – **librarians**
  - review your proposal – **friends, colleagues, Extension, local development agency, etc.**
- Challenges with [www.grants.gov](http://www.grants.gov) – call **help line**  
**1-800-518-4726**



**Additional resources to help you:**





# Additional resources to help you:

MFAI's website offers numerous documents to support your grantwriting.

<https://www.michaelfields.org/grants-advising-resources>

These include:

- How to design projects, identify funding prospects, and successfully write grants
- Grant-writing Basics and Tips
- Strategies for writing budgets for federal grants
- Electronic Submission
- Powerpoints such as this one



A photograph of a pig in a field of green plants. The pig is dark-colored and is seen from the side, with its head turned towards the camera. The background is filled with various green leafy plants and grasses.

# **Additional resources to help you:**

**MFAI also offers free grants advising in the Midwest, especially for underserved farmers and other stakeholders – or groups assisting them.**

**Email [grants@michaelfields.org](mailto:grants@michaelfields.org).**

**But anyone, anywhere can sign up for MFAI's grants notices by sending an email to the same address.**





**Questions?**