

Specialty Crop Block Grant Program State Plan Requirements Addendum to AMS 71

Completed applications must include a State plan showing how grant funds will be utilized to enhance the competitiveness of specialty crops. The state plan must be in a font no smaller than 12 point and include page numbers. The State plan must include the following:

- (1) Cover page. Include the lead agency for administering the plan and an abstract of 200 words or less for each proposed project.
- (2) Project purpose. Clearly state the specific issue, problem, interest, or need to be addressed. Explain why each project is important and timely.
- (3) Potential Impact. Discuss the number of people or operations affected, the intended beneficiaries of each project, and/or potential economic impact if such data are available and relevant to the project(s).
- (4) Financial Feasibility. For each project, provide budget estimates for the total project cost. Indicate what percentage of the budget covers administrative costs.
- (5) Expected Measurable Outcomes. Describe two or three, discrete, quantifiable, and measurable outcomes that directly and meaningfully support each project's purpose. The outcome measures must define an event or condition that is external to the project and that is of direct importance to the intended beneficiaries and/or the public. An example of a measurable outcome is: "Increase consumption of X specialty crop by 50%."
- (6) Goal(s). Describe the overall goal(s) in one or two sentences for each project. Examples of project goals to meet the above measurable outcomes are: 1) Develop tested recipes; 2) Develop educational materials; and 3) Distribute materials to consumers.
- (7) Work Plan. Explain briefly how each goal and measurable outcome will be accomplished for each project. Be clear about who will do the work. Include appropriate time lines.
- (8) Project Oversight. Describe the oversight practices that provide sufficient knowledge of grant activities to ensure proper and efficient administration.
- (9) Project Commitment. Describe how all grant partners commit to and work toward the goals and outcome measures of the proposed project(s).
- (10) Multi-state Projects. If the project is a multi-state project, describe how the States are going to collaborate effectively with related projects with one state assuming the coordinating role.