

Guidelines

Who can apply?

Only county Farm Bureaus recognized by the Florida Farm Bureau may submit applications. *The county Farm Bureau president must sign the County Action Partnership application forms before they will be considered eligible for funding.*

Categories

Economic

Projects in this category might include, but are not limited to, assisting in market development, conducting research on economic impacts pertaining to agriculture or providing targeted education on economic issues.

Legal

Projects in this category may include, but are not limited to, contracting with legal or other professional counsel to address county issues such as growth management or local ordinances that could adversely affect agriculture.

Regulatory

Projects in this category may include, but are not limited to, educational efforts aimed at regulators or elected officials or their staff, Farm Bureau policy implementation initiatives or regulatory compliance programs for membership.

Grant Size and Scope

- ◆ Partnerships (funding) of up to \$5,000 per county Farm Bureau may be awarded for one year.
- ◆ Projects should be completed within 12 months of selection and must be approved by the Florida Farm Bureau State Board of Directors. Funding will be dedicated during a one-year budget cycle.
- ◆ Funds received from Florida Farm Bureau may only be used for implementation of the project submitted.
- ◆ Funds may not be used for salaries, office expenses such as utilities or equipment.

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Grant Requirements

- ◆ Completed applications, signed by the county president, must be received by the stated deadline from a county Farm Bureau recognized by Florida Farm Bureau.
- ◆ County Farm Bureaus that submit projects for funding must agree to submit a completed final report of their project within 12 months of being selected or return the full amount of the funding.
- ◆ Requests received after the published deadline date will not be considered.

Criteria for Selection

- ◆ Preference will be given to projects that address an issue or issues that have the potential to impact other counties.
- ◆ Preference will be given to projects that impact large numbers of Farm Bureau members.
- ◆ Preference will be given to projects that have cost share with the county Farm Bureau and/or other organizations.
- ◆ Requests must not conflict with Florida Farm Bureau policy.
- ◆ Proposed project partners should be capable of completing the project.
- ◆ Expected results must be clearly defined in the application.
- ◆ Projects requesting funds for farm tours or Ag in the Classroom projects will not be eligible for funding.
- ◆ Preference will be given for the establishment of new programs.

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Application Package

The Application package consists of:

1. Application form (provided)
2. Detailed proposed project description
3. List of proposed partners
4. Proposed budget (include cost share)
5. Expected results

This package must not exceed five typed pages and no handwritten applications will be accepted. Please provide a copy of the completed application package to the state office by **November 22, 2011** for selection purposes.

Selected Projects

The state office will announce the results of the Florida Farm Bureau State Board's review of the proposals. Once the Florida Farm Bureau state board has approved proposals, the procedure for funding will begin.

Final Report

County Farm Bureaus that receive funding through the *CAP Program* will be required to submit a final report. **The County Farm Bureau President's signature on the application form will serve as a commitment to provide the Florida Farm Bureau with a final report as specified in this section on or before the project completion date (12 months).**

The completed final report will consist of:

1. A detailed description of the project.
2. List of partnering organizations (including Florida Farm Bureau Federation) or associations.
3. Actual budget (all costs associated with the project including cost share and in-kind funding.).
4. Actual results achieved and any work product created from the project.