



FLORIDA FARM BUREAU FEDERATION

THE VOICE OF AGRICULTURE

COUNTY ACTION PARTNERSHIP

Tips for Submission

Florida Farm Bureau created the County Action Partnership (CAP) Program in 2005 to provide funding for county Farm Bureaus to embark on new programs or partnerships that will positively affect and involve our members.

The following tips can assist volunteer members in completing a successful application.

- Follow directions. Adhere to all printed deadline dates or other printed rules. If you are unclear or have questions, please do not hesitate to call prior to submitting an application.
- Ensure that your *Request for Funding Proposal (RFP)* falls into one of the three categories: Legal, Regulatory or Economic.
- Complete your project description to ensure judges fully understand the scope of your proposed.
- List all project partners.
- Indicate financial and in-kind commitment from the county Farm Bureau and project partners in the project budget.
- Consider discussing your project ideas with Florida Farm Bureau staff prior to the deadline. Staff may provide additional guidance.
- Provide a complete description of your expected results and include how it benefits Farm Bureau members.
- Websites may be a part of your project, but the CAP Committee does not want to use Farm Bureau funding for website creation or maintenance.