

**ARIZONA GRAIN RESEARCH AND PROMOTION  
COUNCIL**

1688 West Adams Street  
Phoenix, Arizona 85007  
(602) 542-3262

**NOTICE OF AVAILABILITY OF FUNDS**

**RESEARCH GRANT PROGRAM APPLICATION AND MANUAL**

**MAY 25, 2018**

Dear Research Grant Applicant:

The Arizona Grain Research and Promotion Council (AGRPC) is pleased to present the 2018 Research Grant Application and Manual. Grant monies are expected to be available to successful applicants in September of 2018. This Manual contains general program information, application guidelines, criteria, and application requirements.

Applications **must** be submitted on-line at:

<https://tinyurl.com/AGRPC-2018>

Please contact Lisa James if you have any questions.

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## INTRODUCTION

### AGRPC GRANT PROGRAM

The Arizona Grain Research and Promotion Council (“AGRPC”) has established a Grant program to assist Arizona grain producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona grain producers through the AGRPC. The AGRPC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(6) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-205 (attached).

### FUNDING SOURCE

Funds for the AGRPC grants are available primarily from assessments on the seed of barley and wheat of all classes produced in Arizona for use as food, feed, or seed or produced for any industrial or commercial use imposed pursuant to A.R.S. § 3-587 and A.A.C. R3-9-202.

For this grant cycle, approximately \$75,000 is available for the AGRPC grants. The AGRPC may award grants for multiple year projects. AGRPC may also award multiple grants from these funds contingent upon the availability of funds at the time of award. The AGRPC expects to issue Grant awards in August of 2018.

### DEADLINES

AGRPC must receive completed applications no later than **5:00 p.m. (MST) on Monday, August 13, 2018**. Late applications received by the AGRPC shall be returned without review. Applications submitted by the August 13 deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on August 14 at 1688 West Adams Street, Phoenix, Arizona.

Applications **must** be submitted on-line at:

<https://tinyurl.com/AGRPC-2018>

### GENERAL COMPLIANCE

All proposed projects must comply with all applicable federal and state laws and the terms of the Grant award agreement signed after an award is made. The information contained in an application shall not be confidential. All applications shall be open for public inspection the next business day after the due date.

### GENERAL INDEMNIFICATION

To the extent permitted by A.R.S. §§ 35-154 & 41-621, awardees shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents and employees, including the AGRPC and its members, from all claims, actions,

liabilities, damages, losses, or expenses for bodily or personal injury, or loss or damage to property caused by the awardee as a result of work performed due to the filing of this application or enforcement or monitoring undertaken due to the grant.

#### **RECORDS REQUIREMENT COMPLIANCE**

As required by A.R.S. § 35-214, the awardee shall retain all books, accounts, reports, files, and other records relating to the acquisition and performance of the Grant award agreement for a period of five years after the completion of the Grant award agreement. All records shall be subject to inspection and audit by State of Arizona personnel at reasonable times. Upon request, the awardee shall produce a legible copy of any or all such records.

#### **GENERAL ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS**

##### **PROPOSED PROJECTS**

A.R.S. § 3-584(B)(3) provides the AGRPC may participate in any program or project that the AGRPC determines appropriate to provide education, publicity or other assistance to facilitate further development of the Arizona grain industry.

**The AGRPC is interested in projects that will address the economic sustainability of small grain production in Arizona, i.e. input resources.**

A.R.S. § 3-584(C)(5) provides the AGRPC may make grants to research agencies for financing appropriate studies, research projects and programs to assist in the:

1. Reduction of fresh water consumption;
2. Development of new grain varieties;
3. Improvement of production and handling methods;
4. Research and design of new or improved harvesting and handling equipment.

**Studies, projects and programs may involve other crops as long as there is a net benefit to small grain production.**

The AGRPC encourages collaboration by entities for community partnerships.

The AGRPC may schedule time for each applicant to orally present their proposal during its meeting expected to be held on August 21, 2018. Although presentations are voluntary, they are highly encouraged, as the AGRPC members may have questions of applicants that could be addressed at that time. Presentations may also be limited to 5 minutes or based on the number of presentations being made. The AGRPC Administrator will directly contact

applicants with specific date and time information, and an agenda will be published at least 24 hours prior to the meeting.

#### **APPLICATION INSTRUCTIONS**

All applicants **must** adhere to the following instructions, in addition to other requirements as stated in this Manual as well as A.A.C. R3-9-205 (attached), to be considered eligible for a Grant. **Proposed projects missing any of the subsequent information may be deemed ineligible.**

- **Applications must be submitted on-line at:**

<https://tinyurl.com/AGRPC-2018>

- Complete items 1-9 of on-line application. **See page 8.**
- Include a completed and signed Application Cover Sheet.
- Include an itemized proposed project budget with all direct costs of the proposed project. **The budget for the proposed project shall not include indirect/overhead expenses.**

#### **PRIOR TO AWARD**

- Individual applicants (not part of a public agency or private entity) must provide documentation of lawful presence in the United States, pursuant to A.R.S. § 1-502 and 8 U.S.C. § 1621.
- An applicant that is an employer must provide proof that it is registered with and participating in the e-verify program.

#### **CRITERIA**

The following criteria shall be used by the AGRPC for evaluating grant applications and awarding the AGRPC funds.

1. The applicant's successful completion of prior research projects,
2. The extent to which the proposed project identifies solutions to current issues facing the grain industry,
3. The extent to which the proposed project addresses future issues facing the grain industry,
4. The extent to which the proposed project addresses the findings of any industry surveys conducted within the previous year,
5. The appropriateness of the budget request in achieving the project objectives,
6. The appropriateness of the proposal time-frame to the stated project objectives, and
7. Relevant experience and qualifications of the applicant.

**DISAGREEMENT PROCESS**

The AGRPC reserves the right to reject any application for failure to comply with the requirements in this Grant Application and Manual.

An applicant may request the AGRPC to reconsider the application. In the request for reconsideration, the applicant shall provide specific reasons for the reconsideration. The AGRPC may grant a reconsideration of the applicant's application. The AGRPC shall not grant reconsideration based on dissatisfaction with the amount of a grant award.

**PROTESTS**

Protests shall be filed with the AGRPC in writing. A protest of the grant manual shall be filed before the due date and time for grant applications. A protest of a proposed award or of an award shall be filed within 10 days after the grant applications are open for public inspection. A protest shall include the following information:

1. The name, address and telephone number of the protesting party;
2. The signature of the protesting party or its representative;
3. The name and year of the grant program;
4. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
5. The form of relief requested.

**REPORTING & ACCOUNTING**

All research findings, abstracts and reports resulting from funds awarded in this grant process shall be made available to Arizona grain producers through the AGRPC.

Awardees shall provide at least one progress report during the grant period as well as a final report at the end of the grant period. These reports must be prefaced by an abstract and layman's summary.

The final report must be submitted within 90 days of the project duration end date or the final payment may be forfeited.<sup>1</sup> A no-cost extension may be requested by notifying the AGRPC administrator. The request must be submitted, in writing, prior to the project duration end date.

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<sup>1</sup> Governmental units may be exempt from this provision. A.A.C. R3-9-205 (H)(2).

**APPLICATION COVER SHEET  
AGRPC Grant Program**

**INFORMATION SHOULD BE TYPED OR CLEARLY PRINTED**  
(This form is available as a fillable PDF at: <https://agriculture.az.gov/grants>)

**Company/Organization Name:** \_\_\_\_\_

**Contact Name/Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ **Cell:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Funding Amount Requested:** \_\_\_\_\_

**I hereby certify that the information in this application is true and correct to the best of my knowledge.**

**Authorized  
Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**REQUIRED APPLICATION INFORMATION** (SEE INSTRUCTIONS FOR ON-LINE APPLICATIONS)

1. **Application/Project Title**
2. **Program/Project Congressional District**
3. **Program/Project Legislative District**
4. **Scope of Work**

**In detail, please explain the rationale behind the proposed project. Explain the significance, need, benefit to the industry and long range objectives for the project. Please be sure that the project addresses one or more of the issues listed on Page 4 of the Grant Manual.**

5. **Project Timeline**

**Please explain and include a timeline for the expected work product, with a brief synopsis of any and all work and procedures planned during the grant period. Also, please provide a timeline for reporting on the project, including at least one progress report during the grant period.**

6. **Collaborative Elements and Partners**

**In detail, please identify the proposed project's personnel. This should include: the principal investigator(s), cooperating investigators, and the expected location(s) where the project will be undertaken.**

7. **Sustainability Plan**

**If you are requesting additional funding for a project funded by the AGRPC in a previous year(s), please provide a summary of the work done on the project to date. Please explain how the additional work and funding will enhance and support the previous work on the project.**

8. **Evaluation Plan**

**How will you measure the progress and performance of the proposed project?**

9. **Project Goals and Objectives**

**What are the immediate goals and objectives during the grant period?**



## **BUDGET**

**Please include an itemized budget (in whole dollars only) of how grant funds will be spent.**

**Provide a justification narrative for each applicable category.**

**Enter zero for unused budget categories.**

**The budget for the proposed project shall not include indirect/overhead expenses.**

## **DEFINITIONS AND ABBREVIATIONS**

“AGRPC” means the Arizona Grain Research and Promotion Council.

“Authorized signature” means the signature of an individual authorized to receive funds on behalf of an applicant and responsible for the execution of the applicant’s project.

“Awardee” means an applicant to whom the AGRPC awards grant funds for a proposed project.

“Grant” means an award of financial support to an applicant according to A.R.S. § 3-584(C)(5).

“Grant award agreement” means a document advising an applicant of the amount of money awarded following receipt by the AGRPC of the applicant’s signed acceptance of the award.

## **CHECKLIST**

- Application submitted on-line at: <https://tinyurl.com/AGRPC-2018>**
- Complete items 1-9 of on-line application.**
- Signed Application Cover Sheet uploaded in on-line application.**
- Detailed project budget proposal of on-line application.**

## **R3-9-205. Grants**

### **A. Definitions.**

"Authorized signature" means the signature of an individual authorized to receive funds on behalf of an applicant and responsible for the execution of the applicant's project.

"Awardee" means an applicant to whom the AGRPC awards grant funds for a proposed project.

"Governmental unit" means any department, commission, council, board, bureau, committee, institution, agency, government corporation, or other establishment or official of the executive branch or corporation commission of this state, another state, or the federal government.

"Grant" means an award of financial support to an applicant according to A.R.S. § 3-584(C)(5).

"Grant award agreement" means a document advising an applicant of the amount of money awarded following receipt by the AGRPC of the applicant's signed acceptance of the award.

### **B. Grant application process.**

1. The AGRPC shall award grants according to the competitive grant solicitation requirements of this Article.
2. The AGRPC shall post the grant application and manual on the AGRPC's web site at least four weeks before the due date of a grant application.
3. The AGRPC shall ensure that the grant application and manual contain the following items:
  - a. Grant topics related to AGRPC projects specified in A.R.S. § 3-584(C)(5);
  - b. A statement that the information contained in a grant application is not confidential;
  - c. A statement that the AGRPC funding source is primarily from assessments on the seed of barley and wheat of all classes produced in Arizona for use as food, feed, or seed or produced for any industrial or commercial use;
  - d. An application form including sections about the description of the grant project, scope of work to be performed, an authorized signature line, and a sample budget form;
  - e. A statement that the applicant shall not include overhead expenses in the budget for the proposed project;
  - f. The criteria that the AGRPC shall use to evaluate an application;
  - g. The date and time by which the applicant shall submit an application;
  - h. The anticipated date of the AGRPC award;
  - i. A copy of this Section consisting of grant solicitation procedures and requirements; and
  - j. Any other information necessary for the grant application.
4. The AGRPC shall not evaluate an application received by the AGRPC after the due date and time.

### **C. Criteria. The AGRPC shall consider the following when reviewing a grant application and deciding whether to award AGRPC funds:**

1. The applicant's successful completion of prior research projects, if applicable;
2. The extent to which the proposed project identifies solutions to current issues facing the grain industry;
3. The extent to which the proposed project addresses future issues facing the grain industry;
4. The extent to which the proposed project addresses the findings of any industry surveys conducted within the previous year;
5. The appropriateness of the budget request in achieving the project objectives;
6. The appropriateness of the proposal time-frame to the stated project objectives; and
7. Relevant experience and qualifications of the applicant.

### **D. Public participation.**

1. The AGRPC shall make all applications available for public inspection by the business day following the application due date.
2. Before awarding a grant, the AGRPC shall discuss, evaluate, and make a decision on grant applications and proposed projects at a meeting conducted under A.R.S. § 38-431 et seq.

E. Evaluation of grant applications.

1. The AGRPC may allow applicants to make oral or written presentations at the public meeting if time, applicant availability, and meeting space permit.
2. The AGRPC may modify an applicant's proposed project in awarding funding.
3. The AGRPC shall notify an applicant in writing of the AGRPC's decision to fund, modify, or deny funding for a proposed project within 10 business days of the AGRPC decision. The AGRPC shall notify applicants by the U.S. Postal Service, commercial delivery, electronic mail, or facsimile.

F. Awards and project monitoring.

1. Before releasing grant funds, the AGRPC shall execute a grant award agreement with the awardee. The awardee shall agree to accept the grant's legal requirements and conditions and authorize the AGRPC to monitor the progress of the project by signing the grant award agreement.
2. The AGRPC shall pay no more than 50% of the grant in the initial payment to the awardee.
3. During the term of the project, the awardee shall inform the AGRPC of changes to the awardee's address, telephone number, or other contact information.
4. The AGRPC may require an interim written report or oral presentation from the awardee during the term of the project.
5. The AGRPC shall not award the grant funds remaining after the initial payment until the awardee submits to the AGRPC:
  - a. A final research report, and
  - b. An invoice for actual final project expenses not exceeding the remaining portion of the grant funds.
6. The AGRPC shall make research findings and reports resulting from any grant awarded by the AGRPC available to Arizona grain producers.

G. Repayment. If the awardee does not complete the project as specified in the grant award agreement, the awardee shall return all unexpended grant funds within 30 days after receipt of a written request by the AGRPC.

H. Governmental units.

1. The AGRPC may request one or more governmental units to submit grant applications as prescribed in subsection (H)(3), without regard to subsections (B), (F)(2), and (F)(5).
2. The AGRPC may issue grants to governmental units without regard to subsections (B), (F)(2), and (F)(5).
3. A governmental unit may apply to the AGRPC for a grant when there is no pending request for grant applications under subsection (B) under the following conditions:
  - a. The application shall include a description of the project, the scope of work to be performed, a budget that does not include overhead expenses, and an authorized signature.
  - b. The application shall be available for public inspection upon receipt by the AGRPC.