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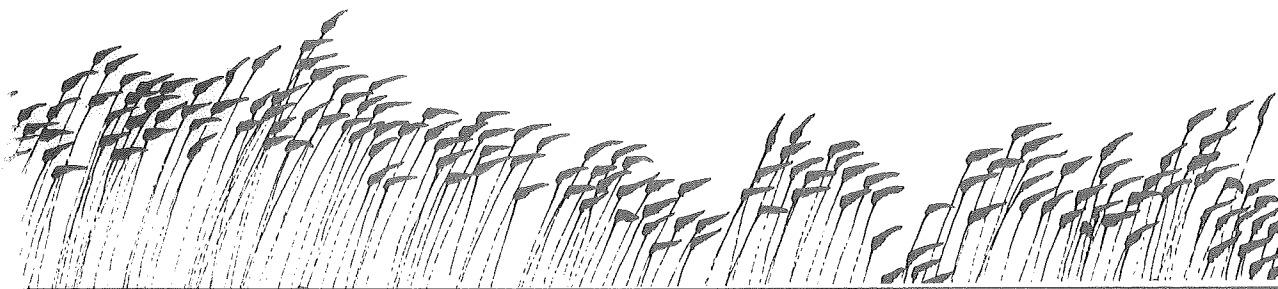
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# *Governor's COUNCIL ON RURAL DEVELOPMENT*

## *Demonstration Grant Program*

### *Guidelines and Application Form Fiscal Year 1985*

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GOVERNOR'S COUNCIL ON RURAL DEVELOPMENT  
Program Opportunities for  
Economic Development Demonstration Projects - FY 85

This packet contains information and an Application Form for all demonstration project grants to be awarded by the Governor's Council on Rural Development (GCRD) in Fiscal Year 1985.

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GOVERNOR'S COUNCIL ON RURAL DEVELOPMENT  
Demonstration Grant Program, FY 85

SECTION I

INTRODUCTION

The Governor's Council on Rural Development (GCRD) serves as a forum for identifying the priority rural development issues in Minnesota, and develops goals and strategies for addressing these issues through the use of technical and financial resources available to the GCRD.

The GCRD, through the DEMONSTRATION GRANT PROGRAM, provides grant funds to qualified organizations to implement rural economic development demonstration projects. In order to most effectively meet the needs of rural Minnesota, the GCRD has established three priority issue areas and goals for projects within each area. Funds will be available in FY 85 for specific new demonstration projects, and for demonstration projects funded by the GCRD during the previous Fiscal Year which require continued GCRD grant assistance, which will address one or more of the following goals in the three priority issue areas:

FAMILY FARM AND AGRICULTURAL LAND PROTECTION GOALS:

1. Protect the quality and quantity of the agricultural land resources in the state through the use of resource management practices and/or land use planning and zoning;
2. Promote an agricultural land protection awareness and understanding by farm and non-farm populations of all ages;
3. Preserve the family farm structure by enhancing the potential for increased farm income, especially for beginning farmers, through business management and other non-loan forms of assistance; and
4. Provide information and education programs which will increase the appreciation and understanding of basic agricultural production, its role in the economy, and current farm issues, by consumers, non-farm segments of the population, members of the State Legislature and Congress, and other residents of the state.

#### VALUE-ADDED PROCESSING AND MARKETING GOALS:

1. Develop the potential for new and expanded opportunities for high quality jobs by adding economic value to Minnesota agricultural, forest and other natural resources;
2. Encourage and foster applied research and technological developments for use in value-added industries and enterprises; and
3. Encourage the use of public and private investments in developing new and expanded markets for Minnesota agricultural, forest, and other natural resources processed within the state.

#### SMALL BUSINESS ASSISTANCE GOALS:

1. Provide technical and management assistance for rural small businesses;
2. Establish formal networks to assist small businesses and technical resources in rural Minnesota with information sharing; and
3. To encourage enterprise development to improve management, marketing, business skills, and availability of risk capital.

#### DEFINITION OF DEMONSTRATION PROJECTS

Demonstration projects are proto-type examples of innovative solutions to current needs and problems. Demonstration projects are those which can be replicated in other areas of the state or on a statewide basis after the demonstration phase is completed. Demonstration projects are experimental in nature and show promise of significant benefits for rural Minnesota. Section II of this document lists the specific new demonstration projects which will be considered for funding in FY 85.

#### FUND AVAILABILITY

A total of \$500,000.00 will be available in FY 85 for new and continuing rural economic development demonstration projects.

## FUNDING ODDS

During Fiscal Year 1983, the GCRD solicited applications for new demonstration projects. A total of 143 applications were received --21 of which were awarded GCRD grant funds. The GCRD demonstration grant program is highly competitive and should be considered as a source of funding only after having thoroughly investigated all other sources of assistance.

## SECTION II APPLICATION GUIDELINES AND REQUIREMENTS

### A. ELIGIBLE APPLICANTS

Non-profit organizations and agencies, public institutions and agencies, units of government, and special districts within the State of Minnesota are eligible to apply for demonstration grant funds.

### B. ELIGIBLE PROJECTS

Two categories of demonstration projects will be considered eligible for funding during FY 85: new demonstration projects which are specifically listed below; and demonstration projects which received GCRD Demonstration Grant Funds for first or second-year demonstration phases during Fiscal Years 1983 or 1984. Projects not included in these two categories will not be considered eligible at this time.

#### NEW FAMILY FARM AND AGRICULTURAL LAND DEMONSTRATION PROJECTS

The GCRD has selected the following new demonstration projects for implementation during FY 85:

1. Implementation of the USDA/Soil Conservation Service "Land Evaluation and Site Assessment" (L.E.S.A.) program for developing land use plans and ordinances. GCRD Demonstration Grants will be awarded to:
  - a. One County;

- b. One Township; and
- c. One Municipality

located outside the seven-county Twin Cities Metropolitan area. Priority will be given to local units of government in areas where a Comprehensive Plan and Orderly Annexation Procedures have been adopted, and where immediate growth and development pressures will have an adverse effect upon the agricultural land resources of the area.

2. Development and implementation of a consumer awareness program which will include, but need not be limited to, the diversity of food and fiber produced by Minnesota farmers; the availability of high quality locally produced fresh and processed foods; and the relative cost of food in the consumer's budget. Activities to be conducted during National Agriculture Week will be an essential element of the program.
3. Development and implementation of a coordinated "Minnesota Agriculture in the Classroom" program to provide resource information, publicity, and opportunities for involvement by educators, community-based organizations, parents, commodity and farm service organizations, and others in promoting the integration of agriculture into the existing curricula at all elementary and secondary grade levels.
4. Development and implementation of a comprehensive in-service training program to expose elementary and secondary-school classroom teachers, especially those from urban school districts, to agricultural production and current farm-related issues.
5. Development and implementation of activities to increase the awareness by Minnesota State Legislators representing urban areas of critical issues and concerns faced by farmers and rural residents. Topics may include, but need not be limited to: the need for increased farm income;

alternative farm-based small business opportunities; continuing farm business management training and education; the impact of state and local tax policies; and the protection (conservation and preservation) of agricultural land resources.

6. Establishment of a Farm Vacation Association in Minnesota to encourage and promote family farms as a source of recreational and educational opportunities for vacationers and as a potential source of income for participating family farmers. Technical assistance, market development, and publicity will be essential elements for the demonstration program.
7. Development and implementation of a coordinated regional or area-wide demonstration program to provide farmers with an opportunity to use and observe various types of conservation tillage equipment suitable for the soils and farming practices of the area.

#### NEW VALUE-ADDED PROCESSING AND MARKETING DEMONSTRATION PROJECTS

The GCRD has selected the following new demonstration projects for implementation during FY 85:

1. Assessment of potential markets for specialty crops other than cole crops. Could include such crops as mushrooms, herbs, fruit, celery, blueberries, and gensing.
2. Projects demonstrating the ability to grow for commercial purposes specialty crops other than cole crops. Could include such crops as shiitake mushrooms, herbs, gensing and fruit. Preference will be given to project applications that intend to:
  - a. demonstrate market potential;
  - b. demonstrate the ability to do post-harvest handling (market preparation - ie. harvesting, assembling,

- grading, cleaning, cooling, storing, packing);
  - c. demonstrate the ability to become financially profitable;
  - d. demonstrate the ability to access the basic research and development needed to support a pilot project.
3. Demonstration project to harvest natural vegetation, ie. reeds and cattails for energy use. Preference will be given to project application that intends to:
- a. demonstrate the combustibile nature of natural vegetation Btu content;
  - b. demonstrate harvest procedure;
  - c. demonstrate the ability to conform to environmental quality standards;
  - d. demonstrate the ability to access the basic research and development needed to support a pilot project.
  - e. demonstrate the ability to disseminate the information learned for the purpose of affecting economic development on a statewide or regional level.

NEW SMALL BUSINESS ASSISTANCE DEMONSTRATION PROJECTS

The GCRD has selected the following new demonstration projects for implementation during FY 85:

1. To develop a training and employment program for unemployed and underemployed rural women that would provide above-minimum wage jobs taking care of the rural ill and/or elderly, either in a home setting or a day care facility. Ideally, this pilot project would be on a county-wide basis and a two-county demonstration model would be most favorable. Tasks would include, but not be limited to:
  1. development of a training component;
  2. estimating need and determining pilot county(ies);
  3. formation of a nonprofit corporation;
  4. becoming Medicare-Medicaid certified; and
  5. provision of above-minimum wage jobs.



2. To establish on a pilot basis a business/community "cooperation office" for a county with very small rural communities. The cooperation office would act as a clearinghouse for business information and one-on-one technical assistance to small business owners. Eligible communities should already have in-place an exceptionally high level of community support and commitment. Project tasks would focus on:
  1. formalizing a referral system;
  2. establishing a network of small business owners;
  3. providing technical assistance as needed.
  
3. To establish a formal network of rural women business owners on a statewide basis. Such an organization may conduct regular statewide meetings, may publish a regular newsletter, may publish a directory of members and their services, and may provide other special services for members such as reduced rates for insurance, for accounting services, legal services and computer/word processing services. Such an organization would form an alliance with existing professional women's organizations in the state and on a national basis. The long range goal is that membership fees would ultimately support the organization.

C. ELIGIBLE USE OF FUNDS

The GCRD will consider applications for new and continuing demonstration projects which:

1. Meet the GCRD's definition of a demonstration project;
2. Address one or more of the goals stated for the issue area related to the demonstration project;
3. Will use GCRD Demonstration Grant funds for action-oriented components of the project as opposed to studies or plans;
4. Provide direct benefit to farmers, farm family members, and/or low-income rural residents;
5. Have clearly measurable short-term (less than 12 months) results;

6. Can be replicated in other areas of rural Minnesota, or on a statewide basis, after the demonstration phase is completed;
7. Will be capable of progressing beyond the demonstration within a period of three years or less;
8. Are coordinated with all appropriate agencies and organizations; and
9. Meet all other requirements listed in this document.

D. INELIGIBLE USE OF FUNDS

The GCRD will not consider applications for new and continuing demonstration projects which:

1. Do not primarily serve the needs of farmers, farm family members, and/or low-income rural residents of Minnesota;
2. Will use GCRD grant funds for physical construction or improvement of existing facilities;
3. Are existing or on-going programs or projects which have already progressed beyond the demonstration phase;
4. Duplicate, or are substantially similar to other programs or demonstration efforts already being made within the state;
5. Use GCRD grant funds to provide operating or start-up capital for private businesses or enterprises;
6. Have not been submitted by the project sponsor to all appropriate Clearinghouses for review and comment; or
7. Do not meet all other requirements listed in this document.

E. LOCAL MATCH REQUIREMENTS

All project applications submitted to the GCRD for new or continuing Demonstration Grant funds must meet the following local match requirements at the time of application to the GCRD:

1. New Demonstration Projects (First-Year GCRD Grants)  
A minimum of 30% of the total project cost must be provide by the project sponsor as local match.
2. Second-Year GCRD Grants  
A minimum of 50% of the total project cost must be provided by the project sponsor as local match;
3. Third-Year Grants  
A minimum of 70% of the total project cost must be provided by the project sponsor as local match; and

4. All project sponsors must provide a minimum hard (cash) match equal to no less than 15% of the total project cost.

F. GCRD GRANT LIMITS

In addition to the Local Match Requirements, all GCRD Demonstration Grant requests will be limited to the following dollar amounts:

1. New Demonstration Projects (First Year GCRD Grants)  
Requests for GCRD funds need not approach, but may not exceed \$60,000.00
2. Second-Year GCRD Grants  
Requests for GCRD funds need not approach, but may not exceed, \$40,000.00
3. Third-Year GCRD Grants  
Requests for GCRD funds need not approach, but may not exceed, \$25,000.00

THE PURPOSE OF THE LOCAL MATCH REQUIREMENTS AND DECLINING GCRD GRANT LIMITS IS TO ENSURE THAT AN ADEQUATE BASE OF OTHER PUBLIC AND/OR PRIVATE FUNDS FOR THE LONG-TERM SUPPORT OF THE PROGRAM IS DEVELOPED. GCRD GRANT SUPPORT IS DETERMINED ANNUALLY, BASED UPON THE SUCCESS OF THE PROJECT AND THE NEED FOR FURTHER DEMONSTRATION ACTIVITIES, ON A COMPETITIVE BASIS. FUNDING APPROVED IN FY 85 DOES NOT OBLIGATE THE GCRD TO CONTINUED (SECOND OR THIRD-YEAR GRANTS) SUPPORT OF DEMONSTRATION PROJECTS.

G. LETTERS OF COMMITMENT

Letters verifying the commitment of all local match (cash and in-kind) funds must be submitted to the GCRD at the time of application for new or continuing Demonstration Grant funds. All sources of local match, and the nature and amount of match, must also be included in Section 4.2 of the application form.

H. REPORTING REQUIREMENTS

The following reporting is required of all GCRD Demonstration Grant recipients:

1. GCRD Quarterly Reports, to be submitted according to the following schedule: First Quarter (January, February, March); Second Quarter (April, May, June); Third Quarter (July, August, September); and Fourth Quarter (October, November, December). The format for Quarterly reporting is provided by the GCRD.
2. Design and implementation of a project promotion and publicity component which will clearly show the progress of the demonstration project in an on-going manner. The purpose of this component is to provide the general public, target population groups, members of the GCRD, and other funders with timely communication on major project activities.
3. Completion of the GCRD final Project Evaluation Report. The format for the final Project Evaluation Report is provided by the GCRD.
4. Completion of a brief publishable narrative report explaining the demonstration project, the activities conducted during the GCRD grant period, and other information that can be shared with organizations or individuals interested in replicating the project.
5. Submission of an acceptable Final Audit of both GCRD Demonstration Grant funds and local cash and in-kind match funds. Final Audits must be based upon standard acceptable audit practices.

Each of these reporting requirements must be addressed in the Work Program (3.3), Promotion and Publicity (3.8), and Budget (4.1) Sections of the application form.

I. PROJECT START DATE

GCRD Demonstration Grant funded activities may begin no sooner than December 15, 1984, and will be completed no later than December 14, 1985. GCRD Demonstration Grant funds may not be used to pay any costs incurred in the preparation or submission of an application to the GCRD. Project sponsors may not execute contracts for services or supplies prior to receiving formal notification of funding from the GCRD.

J. USE OF FISCAL AGENT

Project sponsors may use the services of a qualified Fiscal Agent to accept GCRD Demonstration Grant funds on their behalf, pay project expenses, prepare financial reports and the final audit. The portion of Fiscal Agent fees which are directly attributable to the GCRD grant may, with in reason, be included in the amount of grant funds requested from the GCRD.

K. APPROXIMATE TIMELINE FOR THE RECEIPT OF GCRD FUNDS

Project sponsors should plan GCRD grant related budget items and expenditures with the following estimated timeline in mind:

1. The GCRD will release the initial 40% of the total GCRD grant amount upon final execution of the GCRD Grant Agreement;
2. The GCRD will release an additional 40% of the total GCRD grant amount upon receipt of an accepted Interim Expenditure Report for the initial portion of grant funds and appropriate Quarterly Reports;
3. The GCRD will release the remaining 20% of the total GCRD grant amount upon receipt of an accepted Final Expenditure Report for the interim portion of grant funds, a completed Final Project Evaluation Report, appropriate Quarterly Reports, a publishable narrative report, an accepted Final Audit, and the results of the on going Promotion and Publicity activities.

L. OTHER RESTRICTIONS

The use of GCRD Demonstration Grant funds for the purchase of equipment is generally prohibited. Project sponsors must clearly show that equipment essential to the implementation of the Demonstration project cannot be leased or rented for the duration of the grant period before purchase will be considered.

Project applications that are incomplete or received after the deadline for application will not be considered for funding in FY 85.

GCRD staff, Council members, Agency Representatives and Advisors, and other employees of MN DEED are not allowed to discuss project applications with project sponsors at anytime between the deadline for submitting applications and the time that the State Executive Committee takes action on the Council's recommendations.

All inquiries into grant program opportunities should be directed toward the staff of the Governor's Council on Rural Development at 612/296-3993.

THIS SOLICITATION OF GRANT APPLICATIONS DOES NOT COMMIT THE GCRD TO AWARD ANY GRANTS AND THE GCRD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL APPLICATIONS AS A RESULT OF THIS SOLICITATION IF IT IS IN THE BEST INTEREST OF THE MN DEED/GCRD TO DO SO.

SECTION III                      APPLICATION REVIEW AND SELECTION

A. CLEARINGHOUSE REVIEW AND COMMENT

All applications for Demonstration Grant funds in FY 85 must be submitted to the appropriate Regional Clearinghouse for Review and Comment. Project sponsors are required to send one copy of the complete application and letters of commitment for local match to the Regional Development Commission for the county or counties in which the Demonstration Project will be conducted.

Applications for projects to be conducted in more than one Regional Development Commission area must be submitted to each appropriate Regional Development Commission for Review and Comment.

Applications for projects which will be conducted on a statewide basis must be submitted to all Regional Development Commissions.

CLEARINGHOUSE

JURISDICTION

Northwest Regional Development Commission  
425 Woodland Avenue  
Crookston, MN 56716

Kittson, Marshall, Norman,  
Pennington, Polk, Red Lake,  
and Roseau Counties

Headwaters Regional Development Commission  
722 15th Street, Box 586  
Mental Health Building  
Bemidji, MN 56601

Beltrami, Clearwater, Hubbard,  
Lake of the Woods, and Mahnommen  
Counties

Arrowhead Regional Development Commission  
200 Arrowhead Place  
211 West Second Street  
Duluth, MN 55802

Aitkin, Carlton, Cook, Itasca,  
Koochiching, Lake, and  
St. Louis Counties

Region Five Regional Development Commission  
611 Iowa Avenue  
Staples, MN 56579

Cass, Crow Wing, Morrison,  
Todd, and Wadena Counties

Six East Regional Development Commission  
City Auditorium  
333 West Sixth Street  
Willmar, MN 56201

Kandiyohi, McLeod, Meeker,  
and Renville Counties

Upper Minnesota Valley Regional  
Development Commission  
323 West Schlieman  
Appleton, MN 56208

Big Stone, Chippewa,  
Lac Qui Parle, Swift, and  
Yellow Medicine Counties

East Central Regional Development Comm.  
119 South Lake Street  
Mora, MN 55051

Chisago, Isanti, Mille Lacs,  
Kanabec, and Pine Counties

Southwest Regional Development Commission  
Box 265  
Slayton, MN 56172

Cottonwood, Jackson, Lincoln,  
Lyon, Murray, Nobles,  
Pipestone, Redwood, and  
Rock Counties

Region Nine Development Commission  
410 South 5th Street, Box 3367  
Mankato, MN 56001

Blue Earth, Brown,  
Faribault, LeSueur, Martin,  
Nicollet, Sibley, Waseca,  
and Watonwan Counties

Metropolitan Council  
300 Metro Square Building  
7th and Robert Streets  
St. Paul, MN 55101

Anoka, Carver, Dakota,  
Hennepin, Scott, and  
Washington Counties

No Clearinghouse Established

Becker, Benton, Clay,  
Dodge, Douglas, Fillmore,  
Freeborn, Goodhue, Grant,  
Houston, Mower, Olmstead,  
Ottertail, Pope, Rice,  
Sherburne, Stearns,  
Steele, Stevens, Traverse,  
Wabasha, Wilkin, Winona,  
and Wright Counties

B. CRITERIA FOR APPLICATION REVIEW AND SELECTION

All applications submitted for GCRD Demonstration Grant funds in FY 85 will be reviewed and ranked by the members of the Governor's Council on Rural Development, Council staff, and Technical Advisors to the GCRD based upon the following:

1. Degree to which the project will meet the GCRD issue area goals (maximum 75 points).



2. Innovative qualities of the project -- project results will provide new knowledge and benefits to rural residents (maximum 75 points).
3. Potential for future project replication in other areas of rural Minnesota, or statewide impact of project (maximum 75 points).
4. Merit of the project design and implementation plan (maximum 50 points).
5. Feasibility of the project work program, budget, and timeline for completion (maximum 50 points).
6. Project sponsor's experience and ability to successfully implement the demonstration project (maximum 50 points).
7. Potential for future leveraging of other sources of funds, or ability to become self-sufficient (maximum 50 points).
8. Proposed methods for publicizing project activities and results (maximum 25 points).
9. Level of proposed coordination with appropriate local, state, and federal agencies and organizations with expertise in the project area (maximum 25 points).

#### SECTION IV

#### APPLICATION PROCESS STEPS

STEP 1: Submit one (1) signed original application and twenty (20) copies of the completed GCRD Demonstration Grant application form and letters of commitment for all local match funds to:

GOVERNOR'S COUNCIL ON RURAL DEVELOPMENT  
Minnesota Department of Energy and Economic Development  
900 American Center Building  
150 East Kellogg Boulevard  
St. Paul, Minnesota 55101

ALL APPLICATIONS MUST BE RECEIVED BY MN DEED/GCRD NO LATER THAN 4:30 P.M., FRIDAY, AUGUST 3, 1984.

STEP 2: Submit one (1) copy of the completed GCRD Demonstration Grant application form and letters of commitment for all

local match funds to the appropriate Clearinghouse for Review and Comment NO LATER THAN FRIDAY, AUGUST 3, 1984.

- STEP 3: The GCRD will complete its review and selection of projects to be recommended for Demonstration Project Grant funds on or before November 15, 1984.
- STEP 4: The GCRD funding recommendations will be considered by the State Executive Committee on approximately December 5, 1984. Final approval to award GCRD Demonstration Grant funds will be made by the State Executive Committee.
- STEP 5: The GCRD staff will notify sponsors of project applications approved to receive GCRD Demonstration Grant funds immediately following action by the State Executive Committee. Sponsors of projects not approved for funding in FY 85 will be notified by approximately December 15, 1984.
- STEP 6: Sponsors of projects which are recommended by the GCRD to the State Executive Committee will be asked to sign a GCRD Demonstration Grant Agreement that states all conditions to which the grant is subject. Upon approval of the grant by the State Executive Committee the Grant Agreement will be processed by the appropriate Department of the State of Minnesota. Project sponsors will receive a fully executed Grant Agreement, forms for all required reporting, and other information from the GCRD staff.

The following pages of this packet contain the Application Form for all FY 85 GCRD DEMONSTRATION GRANT proposals. Project sponsors must complete this application form and submit it to the GCRD in order to be considered eligible. Attachments to the Application Form are limited to letters of commitment for local match and resumes of the principal staff to be responsible for implementing the Demonstration Project.

Instructions for each section of the Application Form can be found across the page. Questions regarding the application form should be directed to the GCRD staff responsible for the project issue area. Staff of the Regional Development Commission in the project area may be able to provide valuable technical assistance to project sponsors in designing the Demonstration Project, acting as a Fiscal Agent, and identifying appropriate local, state, and federal agencies for coordination purposes.

Peg Michels, Executive Director	Value-Added Projects
Jane Stevenson, Program Manager	Small Business Assistance Projects
Glynnis Jones, Program Manager	Family Farm and Agricultural Land Projects

GOVERNOR'S COUNCIL ON RURAL DEVELOPMENT

DEMONSTRATION GRANT PROGRAM

FY 85

APPLICATION

## INSTRUCTIONS

### 1.0 PROJECT TITLE

Enter the descriptive title, not to exceed 50 spaces, for this project.

### 1.1 PROJECT SPONSOR

Enter the name, address, and phone number of the agency, organization, unit of government, etc. that will administer this project.

### 1.2 FISCAL AGENT

Enter the name, address, and phone number of the Fiscal Agent, if any, designed to be responsible for fiscal matters relating to the project, including accounting, fund management, verification of expenditures, financial reports, and final audit.

### 1.3 AUTHORIZED OFFICIAL

Enter the name, title, address, and phone number of the person authorized by the project sponsor to enter into binding commitments on behalf of the project sponsor. This person must be designated in the Resolution of Sponsorship in Section 6.0.

### 1.4 CONTACT PERSON/PROJECT DIRECTOR

Enter the name, title, address, and phone number of the person who is knowledgeable about the project application and may be contacted for further information.

Application No. \_\_\_\_\_

GCRD Demo. Grant No. \_\_\_\_\_

GOVERNOR'S COUNCIL ON RURAL DEVELOPMENT  
FY 85 DEMONSTRATION GRANT APPLICATION

1.0 PROJECT TITLE: \_\_\_\_\_

1.1 PROJECT SPONSOR: \_\_\_\_\_

Organization/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ ZIP

1.2 FISCAL AGENT: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ ZIP

1.3 AUTHORIZED OFFICIAL: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ ZIP

1.4 CONTACT PERSON/PROJECT DIRECTOR: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ ZIP

1.5 SIGNATURE OF AUTHORIZED OFFICIAL

The person designated in section 1.3 as Authorized Official must sign and date the completed application before it is submitted to the Governor's Council on Rural Development and the appropriate Clearinghouse for review and comment.

2.0 GCRD PRIORITY ISSUE AREA

Check the Issue Area which applies to this project.

2.1 DEMONSTRATION PROJECT CATEGORY

Project sponsors who are applying for second or third-year grant funds from the GCRD to continue a project currently receiving Demonstration Grant funds should check the space for "Continuing Demonstration Project." Project sponsors who are applying for GCRD grant funds to implement any of the new demonstration projects listed in Section II B of the Application Guidelines should check the space for "New Demonstration Project."

2.2 SPECIFIC DEMONSTRATION PROJECT TO BE IMPLEMENTED

Enter the description of the new demonstration project which the project sponsor is applying to implement. Descriptions are listed in Section II B of the Application Guidelines.

2.3 GCRD ISSUE AREA GOALS

Enter the GCRD Issue Area Goals, listed in Section I of the Application Guidelines, that will be addressed by this project.

1.5 Application is made under the provisions of Minnesota Statutes 1980, Section 9.36 for the purposes of Rural Rehabilitation for a Demonstration Grant

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SIGNATURE OF AUTHORIZED OFFICIAL

DATE

2.0 GCRD PRIORITY ISSUE AREA: Check one

- Family Farm and Agricultural Land Protection  
 Value-Added Processing and Marketing  
 Small Business Assistance

2.1 DEMONSTRATION PROJECT CATEGORY: Check one

- New Demonstration Project  
 Continuing Demonstration Project

2.2 If application is for a New Demonstration Project, please identify the specific Demonstration Project to be implemented:

2.3 GCRD Issue Area Goal(s) to be addressed by this project:



## 2.4 GEOGRAPHIC AREA

Projects which will be conducted on a community basis should list the specific communities to be served. Projects to be conducted on a countywide basis should list the specific county to be served. Projects to be conducted in more than one county but not an entire Regional Development Commission area should list the specific counties to be served. Projects to be conducted in all counties of a Regional Development Commission (RDC) area or in more than one RDC area should list the RDC area(s) to be served. Projects which will be conducted on a statewide basis should state "STATEWIDE" as the Geographic Area. Please refer to the list of Clearinghouses, Section III A. of the Guidelines, for designation of counties. Counties listed as having no clearinghouse established should refer to the following Geographic Areas:

Development Region 4     Becker, Clay, Douglas, Grant, Ottertail,  
  Pope, Stevens, Traverse and Wilkin Counties

Development Region 7W     Benton, Sherburne, Stearns, and Wright  
  Counties

Development Region 10     Dodge, Fillmore, Freeborn, Goodhue,  
  Houston, Mower, Olstead, Rice, Steele,  
  Wabasha, and Winona Counties

## 3.0 PROBLEM STATEMENT

Clearly describe the problem this project is expected to address. Provide references to supporting facts and figures which document the problem in the geographic area to be served. The problem statement should be related to the population to benefit from the project.

## 3.1 PROJECT ABSTRACT

In a concise paragraph, please describe the nature of the project, the expected results of the project, and a summary of the approach that will be taken in implementing the project. The abstract should cover only the period provided for in this grant application and should describe all the major features of the project.

2.4 Geographic Area to be served by this project:

3.0 PROBLEM STATEMENT:

3.1 PROJECT ABSTRACT:

### 3.2 PROJECT GOALS

List and number the goals of this project. Goals should be expressed as the effects, results, or accomplishments the project is intended to produce. Goals should be specific and measurable and indicate the expected impact of the project on the problem stated in section 3.0. Long term project goals should be listed separately with an estimate of the anticipated timeframe for meeting these goals.

In formulating goals, the following should be observed:

- a. Goals should be expressed in terms of measurable quantities.
- b. Each goal should express a single idea. Brief clear statements are best, and if key terminology is likely to be misunderstood, explain your definition of them.
- c. A helpful question to ask in writing a goal may be, "How will the problem or problems have changed as a result of this project being implemented?" What specifically is to be "demonstrated" through this project?
- d. Specify the timeframe in which the anticipated results or proposed activities are expected to occur.

3.2 PROJECT GOALS:

### 3.3 WORK PROGRAM

Enter the dates the project is anticipated to start and end.  
Please refer to Section II.I of the Guidelines.

Describe major activities and tasks proposed for the grant period of this application. The work program may be in chart form. At a minimum the work program should:

- a. Identify the activities and tasks necessary to achieve each of the goals stated in section 3.2;
- b. Provide a timetable for completion of each task;
- c. Identify the staff positions, consultants, or volunteers to be assigned to each activity or task.

#### SAMPLE WORK PROGRAM CHART

	<u>Position</u>	<u>Months on</u>
	<u>Responsible</u>	<u>Activity/Task</u>
I. GOAL STATEMENT		
A. Major Activity		
1. Task		
2. Task		

3.3 WORK PROGRAM:

Anticipated project start date: \_\_\_\_\_

Anticipated project end date: \_\_\_\_\_

### 3.4 PROJECT IMPACT

- A. Enter the total estimated number of persons to be served or to directly benefit from the implementation of the project. State the basis on which the figure was arrived at, give references to supporting data that was used.
- B. Enter the total estimated number of Farmers, Farm Family Members, and/or Low-Income Rural Residents to be served or to directly benefit from the implementation of the project. State the basis on which the figure was arrived at, give references to supporting data that was used. If the general population of the state, youth, rural women, or other segments of the population are to be served or directly benefit from the project, please state the "target group" and estimated numbers.

### 3.5 CONTRIBUTION OF THOSE BENEFITING

Please describe the ways in which the population will be served or directly benefited by the implementation of this project. Will a fee for service be charged? Will those involved volunteer time to the project? This section should not include in-kind local share, or the cooperation and coordination with appropriate agencies and organizations which are covered in sections 4.0 and 4.2.

### 3.6 ECONOMIC IMPACT

Will the implementation of this demonstration project result in the creation of new jobs, retention of jobs, have spillover economic impact, or otherwise directly improve the economic condition of the population group(s) to be served or benefited? If so, please describe how this is anticipated to occur, the number of people, and the timeframe for economic impact.

### 3.7 ENVIRONMENTAL IMPACT OR AGRICULTURE LAND IMPACT

Will the implementation of the project require preparation of an Environmental Impact or Agricultural Land Impact Statement? Please describe.

3.4 PROJECT IMPACT:

A. Total Estimated Number of Persons to be Served

B. Total Estimated Number of Farmers, Farm Family Members,  
and/or Low-Income Rural Residents to be Served (Please specify)

3.5 How will those benefiting from the project contribute to the project? (ie. share experience with others, fee for service, volunteer time, etc.)

3.6 ECONOMIC IMPACT:

3.7 ENVIRONMENTAL OR AGRICULTURAL LAND IMPACT:



### 3.8 PROJECT PROMOTION AND PUBLICITY

Each project sponsor must design and implement a project promotion and publicity component which will show the progress of the demonstration project in an on-going manner. These tools should be other than the reporting that is specifically required in Section II H items, 1, 3, 4, and 5 of the Application Guidelines. The purpose of demonstration projects is to provide proto-type examples of innovative solutions to problems and needs. In what ways will the project be publicized during implementation, and in what specific ways will the information obtained through implementation be distributed and shared with others?

### 3.9 OTHER PRODUCTS

Will the implementation of this project result in documents (books, pamphlets, etc.), audio-visual materials, computer software programs, or other tangible products? If so, please list and describe.

3.8 PROJECT PROMOTION AND PUBLICITY:

3.9 OTHER PRODUCTS:

#### 4.0 STAFF AND OTHER RESOURCES

##### A. Staff

List all staff positions to be utilized in the project, including persons who will not be paid directly out of GCRD grant funds.

For each position specify:

1. Position Title
2. Duties
3. Qualifications
4. Full or Part-Time
5. Whether or not the person in the position will be paid directly out of GCRD grant funds
6. Whether the position will require the hiring of a new employee or if it will require reassignment of existing staff
7. If consultants are to be utilized in this project, clearly state the responsibilities of each individual consultant or consulting organization, and the estimated amount of consultant fees to be paid.
8. Where individuals have already been selected to fill staff or consultant positions, please attach resumes to this section.

##### B. Other Resources

Describe the role and membership of advisory bodies, agencies or organizations other than the sponsor to be involved in the project and any use of other volunteers. Have these other resources already agreed to their support? If so, please provide letters of evidence.

4.0 STAFF AND OTHER RESOURCES:

A. Staff

B. Other Resources

#### 4.1 BUDGET

Prepare the project budget for the grant period of this application according to the categorical items and funding sources indicated in section 4.1 of the application form. Expenditure Reports and a Final Audit of both GCRD Grant Funds and all Local Share resources will be required of all grantees.

The first column is to include the estimated Total Cost of the budget item for the grant period. Local Share resources are required and must meet all stipulations listed in Section II E, items 1-4 of the Application Guidelines. Indicate in the second and third columns the budget items and costs that will be provided for by local share resources.

The last column of the budget must detail the exact uses to be made of GCRD Grant funds. Please refer to Section II D, items 1-5 for INELIGIBLE USES OF GCRD GRANT FUNDS. Local Share resources must not be used for any purchases or activities that are ineligible uses of GCRD grant funds

Total the amounts listed in each column and enter the amounts.

GCRD Grant Requests are limited in amount and must meet the requirements and conditions listed in Section II E and F of the Application Guidelines in order to be considered for funding.

The purpose of the local share requirements and declining GCRD Grant funds is to ensure that an adequate base of other public and/or private support for the project is developed. Project sponsors are required to meet these minimum requirements but are strongly encouraged to exceed the requirements wherever possible.

Determine the percentage (%) of the total project costs that will be provided for by local resources (cash and in-kind) and GCRD Grant funds.

Additional explanation of individual budget items and costs may be attached if necessary.

4.1 BUDGET:

<u>Budget Items</u>	<u>Total Cost</u>	<u>Local Share</u>		<u>GCRD GRANT FUNDS</u>
		<u>Cash</u>	<u>In-Kind</u>	
Staff Salaries & Fringe				
Travel				
Supplies				
Other Direct Costs (Specify)				
Indirect Costs (Specify)				
Contracted Services (Specify)				
Other (Specify)				
TOTALS	\$ _____	\$ _____	\$ _____	\$ _____
PERCENT TOTAL PROJECT COST		_____ %	_____ %	_____ %

#### 4.2 SOURCES OF LOCAL SHARE

List all secured sources of local share cash and in-kind support and dollar amounts. List and identify all sources of potential local share for this grant application period and estimated dollar amounts. Attach letters of intent to supply funds from all sources of local share resources. The letters should indicate the dollar amount, or dollar value, of all cash and in-kind, the date funds will be made available to the project, and any restrictions placed on these funds.

#### 5.0 FUTURE FUNDING

Describe the long-term nature of the Demonstration Project, estimate any anticipated needs for Second and/or Third Year GCRD Grant support that may be requested in future Fiscal Years 1986 and 1987. Describe methods and sources for increased Local Share resources for anticipated future years of the project.

GCRD Demonstration Grant funds are generally provided for approximately 12 months or less. In certain instances a project may qualify for continued Demonstration Project funding for up to a maximum of three grant periods including the original grant period. GCRD Demonstration Grant support is determined annually, based upon the success of the project and the need for further Demonstration activities. Continuing projects are considered on a competitive basis, along with New Demonstration Projects, and are limited by the total Demonstration Grant funds available to the Council for use during the Fiscal Year. FUNDING APPROVED IN FY 85 DOES NOT OBLIGATE THE GCRD TO CONTINUED (SECOND OR THIRD-YEAR GRANT) SUPPORT OF PROJECTS. APPLICATIONS FOR CONTINUING GRANT SUPPORT WILL BE CONSIDERED ONLY WHEN ALL CONDITIONS AND REPORTING FOR THE PRIOR GRANT PERIOD HAVE BEEN SUBMITTED AND REVIEWED BY THE COUNCIL.

4.2 SOURCES OF LOCAL SHARE:

A. Cash

B. In-Kind

5.0 FUTURE FUNDING:



6.0 RESOLUTION ON SPONSORSHIP:

All applicants must adopt and submit the following or an equivalent Resolution authorizing the submission of the grant application and execution of the Grant Agreement.

BE IT RESOLVED that \_\_\_\_\_  
(sponsoring agency or unit of government)

act as sponsoring agency and grantee for the project titled  
\_\_\_\_\_  
(project title)

to be conducted by \_\_\_\_\_  
(implementing agency)

during the period from \_\_\_\_\_ through \_\_\_\_\_.  
(start date) (end date)

\_\_\_\_\_ is hereby authorized to apply to  
(title of authorized official)

apply to the Governor's Council on Rural Development for funding of this project and execute such agreements as are necessary to implement the project on behalf of \_\_\_\_\_.

(sponsoring agency or unit of government)

I certify that the above resolution was adopted by the

\_\_\_\_\_ of  
(Board of Directors, County Board of Commissioners, etc.)

\_\_\_\_\_ on \_\_\_\_\_.  
(sponsoring agency or unit of government) (date)

SIGNED:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(date)

WITNESS:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(date)

7.0 ATTACHMENTS:

- A. A copy of the letter of confirmation from the Federal Internal Revenue Service confirming your organization's acceptance under IRS Code, Section 501C3 must be attached.
  
- B. A copy of the Charter or Certificate of Incorporation issued to your organization by the Secretary of State under Minnesota Statute Chapter 317 must be attached, including your MN Tax ID.
  
- C. For each source of Local Share funds listed in Section 4.2, please obtain and submit a letter of intent to supply funds. This letter should indicate the dollar amount, or dollar value, of all cash and in-kind, the date funds will be made available, and any restrictions placed on these funds.