



Request for Proposals Northern New York Agricultural Development Program (NNYADP) 2022-2023

The Northern New York Agricultural Development Program (NNYADP) is pleased to announce its small grants program for 2022-2023. Funds from this program will support projects that focus on research, education, and technical assistance in support of the agricultural production sectors in the six-county Northern NY region: Clinton, Essex, Franklin, Jefferson, Lewis, St. Lawrence counties. Eligible projects must focus activities at operating farms across the region and/or at the Cornell E.V. Baker Research Farm in Willsboro, the W.H. Miner Agricultural Research Institute in Chazy, or other agriculture research farm facilities across the Northern NY region.

Funding for the Northern New York Agricultural Development Program is supported by the New York State Legislature through the New York State Assembly and administered by the New York State Department of Agriculture and Markets. For 2022-2023, \$300,000 in small grants will be provided through a contract with the New York State Department of Agriculture and Markets per the 2021-2022 New York State budget.

The following guidance will be helpful in preparing proposals:

- **Please review the NNYADP Research Ideas 2023 to align projects accordingly.**
- **Submit your proposal electronically on or before October 28, 2022**, to NNYADP Coordinator Michele Ledoux at mel14@cornell.edu, using the proposal template that is attached. If you have any special needs to submit a proposal, please contact Michele as soon as possible.
- **Please use MS Word format with no special formatting features. Do not cut and paste from documents that are not Word documents or that contain special formatting.**
- The proposed work must be conducted between January 1, 2023 and December 31, 2023, with **FINAL PROJECT REPORT DUE NO LATER THAN FEBRUARY 1, 2024**. Any materials, e.g., fact sheets, data sets, etc., to be developed as part of the project must be completed by the final report date. Project leaders must notify the NNYADP Coordinator when this is not going to be possible and to set a specific completion date for followup submission to NNYADP. Final project reports will be reviewed and formatted for Project Leader review before they are considered final and publishable. Late reports may jeopardize future funding.
- If you cannot meet the October 28th application deadline, certain exceptions for an extension may be granted on a case-by-case basis.
- Each project **MUST** contain research as well as education and/or technical assistance components. **Joint projects among CALS researchers, CCE educators, and other private/public sector collaborators in the region are very strongly encouraged.**
 - **Projects should include one or more research sites in the six-county NNY region.** Research and demonstration sites can include Miner Institute, the Willsboro Research Farm, other agriculture research farm facilities, and/or other operating farms across the NNY region. The latter are **strongly** encouraged wherever possible for research and/or demonstration.
- **The outreach component MUST be designed to reach all six NNY counties. Any events, webinars, presentations, etc. associated with outreach for the project must include acknowledgement of the support of the NNYADP. The NNYADP logo will be made available for use.**
- **Regional Relevance:** Detail how the proposed project is more than just bringing practices proven elsewhere to Northern New York or document why NNY needs such practices. Likewise, identify

if new work originating in NNY has the potential to travel elsewhere as a novel practice/solution, for example: the development of the biocontrol nematodes science and resulting application protocol for alfalfa snout beetle management that is now being applied to other crop pests.

- **When possible**, detail the practical application of proposed project's deliverables.
- **Economic Relevance:** Where possible, document the potential economic/cost/profit impacts the proposed project may have.
- **Extensive budget detail** is not required, but a breakdown in broad categories **must be provided**. See proposal template for accepted budget categories.
- **For projects involving CALS/CCE, budgets should clearly reflect funds to cover expenses incurred by CCE Associations because of their participation in the research and/or extension component of the project. Commitments from CCE educators as well as agreement on funding to support their work must be obtained prior to submission of the proposal. Similar attention should be given to detailing the proposed expenses of all collaborators.**
- Requests for funds associated with personnel will need clear and compelling justification. Only that portion of personnel time allocated strictly to the NNYADP project will be considered for support.
- Narrative should indicate if other sources of funding for the same project have been requested and-or approved or received with a clear description to show there is no duplicate funding for any components of the project.
- Travel funds to support work in NNY are eligible. Funds for travel to areas outside NNY will not be awarded without very strong justification.
- Funds for publications and outreach must be to support those that will clearly target the agricultural community in the six-county NNY region and that will acknowledge NNYADP support as noted earlier.
- **Proposals should be no more than 4 pages in length with narratives that do not exceed 3 pages in length and a 1-page Budget: see Attachment A.**
- Proposals will be reviewed following the standard NNYADP process using one of four farmer review panels, depending upon the focus of the work that is proposed: 1) dairy/field crops production, 2) livestock production, 3) fruit, vegetable, greenhouse, and nursery production, and 4) maple and forestry products. The farmer members of the NNYADP Executive Committee will review the results of the review panels and make final funding decisions.
- You will receive notification of the funding decisions in December 2022.
- **PLEASE NOTE: All applicants are required to contact NNYADP Program Coordinator if you anticipate any changes in Project Personnel, Scope, or Budget. Changes require approval by NNYADP Coordinator. Substantial changes that are determined to be avoidable may impact your ability to receive continued or future funding.**
- **PLEASE NOTE: Project leaders are required to immediately notify the NNYADP Coordinator if you are not able to meet Project Objectives.**
- **Unspent funds cannot be held beyond existing project year.**

Northern New York Agricultural Development Program 2022-2023 Project Proposal Form

Proposals should be **no more than four pages** in length—maximum of three pages for the narrative plus one page for the attached budget sheet. Please submit your proposal to Michele Ledoux (mell14@cornell.edu) as an attached MS Word file using this template on or before **October 28, 2022**.

Title of Project.

Name of Lead Organization.

Project Leader(s).

Contact Information (address, phone, email).

Collaborators.

Justification: Why is this project important? What is its relevance to NNY's agricultural production sector?

Research Activities: What you will do and where you will do it. Detailed explanations of the experimental approach and methodology should not be included; outlines are sufficient, however state the significance or novelty of the approach. Projects should include one or more research/demonstrations sites in the six-county NNY region, e.g., Miner Institute, the Willsboro Research Farm, other agriculture research farm facilities, and/or other operating farms across the NNY region. The latter are strongly encouraged wherever possible for research and/or demonstration. Proposed locations — counties if not individual farms — should be identified.

Education and Outreach Plan: What you will do, including how information on this project will reach farmers in each of the six counties in the region.

Time Frame: Briefly describe a timeline for your project. Projects must be completed by December 31, 2023.

Budget: Use attached budget sheet (Attachment A).