



## Oklahoma Department of Agriculture, Food, & Forestry Request for Proposals

### OKLAHOMA VITICULTURE AND ENOLOGY FUND APPLICATION

1. Proposals must be typed, single spaced in 12 pt font.
2. Application packets should not exceed 10 pages including supplemental documentation.
3. An electronic version of the application packet in MS Word format must be submitted to the email address listed in the contact information.
4. Submit FIVE completed original application packets signed by the person authorized to receive funds and mail to Oklahoma Department of Agriculture, Food, & Forestry at the address below.
5. Do not bind the application packet. The application packet should be stapled or paper clipped in the upper left-hand corner.

### Submission of Application

1. An electronic grant application must be emailed to [jason.harvey@ag.ok.gov](mailto:jason.harvey@ag.ok.gov) before **5 pm Tuesday November 15, 2016**. ***Applications must be received by the grant deadline.*** Applications that do not adhere to this deadline will not be accepted.
2. Five signed, printed copies of the application must be at the Oklahoma Department of Agriculture, Food, & Forestry at the address below before **5 pm Tuesday November 15, 2016**.

#### **Contact Information**

Jason Harvey  
Grants Coordinator  
Oklahoma Dept. of Ag, Food, & Forestry  
Phone: (405) 606-1477  
Email: [jason.harvey@ag.ok.gov](mailto:jason.harvey@ag.ok.gov)

Jamey Allen  
Director, Market Development Services  
Oklahoma Dept. of Ag., Food, & Forestry  
Phone: (405) 522-4676  
Email: [jamey.allen@ag.ok.gov](mailto:jamey.allen@ag.ok.gov)

Signed hard copies must be mailed to:

Oklahoma Dept. of Ag, Food, & Forestry  
Attn: Jason Harvey  
P.O. Box 528804  
Oklahoma City, OK 73152

Oklahoma Dept. of Ag, Food, & Forestry  
Attn: Jason Harvey  
2800 N. Lincoln Blvd.  
Oklahoma City, OK 73105

### GENERAL INSTRUCTIONS

- ◆ Application form must be completed in its entirety and required documentation attached.
- ◆ Incomplete applications will not be reviewed.
- ◆ The project profile should include the project details and necessary information to fulfill the goals and objectives of the project. Please delete guidance items from the finished project profile. Submit only your information and answers to these questions under each heading.

### APPLICANT INFORMATION

1. NAME OF APPLICANT \_\_\_\_\_
2. MAILING ADDRESS \_\_\_\_\_
3. CITY/ZIP \_\_\_\_\_
4. FEDERAL TAX ID NUMBER \_\_\_\_\_
5. DUNS NUMBER \_\_\_\_\_

### PRIMARY GRANT CONTACT INFORMATION

1. FULL NAME \_\_\_\_\_
2. MAILING ADDRESS \_\_\_\_\_
3. CITY/ZIP \_\_\_\_\_
4. PHONE \_\_\_\_\_ FAX # \_\_\_\_\_
5. E-MAIL ADDRESS \_\_\_\_\_

### PROJECT INFORMATION

1. PROJECT NAME/TITLE (15 WORD LIMIT) \_\_\_\_\_
2. PROJECT START DATE \_\_\_\_\_ PROJECT END DATE \_\_\_\_\_
3. OVERALL FUNDING REQUEST \$ \_\_\_\_\_

**ABSTRACT** - Include a project summary of 200 words or less suitable for dissemination to the public. It should include the need for the project, a brief description of the goals and outcomes, and your plan for evaluating and measuring the success of the project or program.

**PROJECT PARTNER ORGANIZATION** - Include the name of the applicant organization that will establish an agreement or contractual relationship with the Oklahoma Department of Agriculture, Food, & Forestry to lead and execute the project.

**PROJECT PURPOSE AND GOALS** - Clearly state the purpose of the project and explain why the project is important.

- What is the specific issue, problem, or need that the project will address?
- Why is the project important and timely?
- What are the objectives of the project?

**POTENTIAL IMPACT** - The project results in a benefit to the viticulture and enology industries in the state through the support of one or more of the following areas of emphasis (please mark the appropriate line or lines):

\_\_\_ Research and education:

\_\_\_ Funding programs and projects to support scientific research to advance the viticulture and enology industries in Oklahoma.

\_\_\_ Funding programs to help educate the individuals involved in the viticulture and enology industries in Oklahoma.

\_\_\_ Funding of critical emergency needs as they arise (evaluated annually).

\_\_\_ Product development:

\_\_\_ Funding projects to advance the development of improved grape and wine quality in Oklahoma.

\_\_\_ Grower and winemaker assistance:

\_\_\_ Providing training and other technical assistance to growers and winemakers.

\_\_\_ Providing a competitive fund for loans to growers and winemakers to assist in the strengthening and expansion of the viticulture and enology industries in Oklahoma.

\_\_\_ Tourism and marketing:

\_\_\_ Funding projects to increase agri-tourism as it relates to the viticulture and enology industries.

\_\_\_ Funding programs to advance the marketing of Oklahoma produced grape and wine.

Applications shall identify the category of the proposed project and describe the goals and benefits of the proposed project, as follows:

- (1) For projects related to scientific research, the application shall describe the proposed research project and in what manner the project will benefit grape and wine production in Oklahoma



**BUDGET NARRATIVE** – Please list each budget line item and detailed description of each. Please include

Budget Item	Cost
Personnel	
Travel	
Equipment	
Supplies	
Contractual	
Other	
Indirect Costs	
Total	

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*I certify that the information provided is true and correct to the best of my knowledge. If approved for the specialty crop grant, I agree that the organization will assume sole responsibility of any and all debts or liabilities that may be incurred from this project; and will provide the required documentation to the Oklahoma Department of Agriculture, Food, & Forestry upon request. I understand that if this proposal is funded, I will be required to sign a grant agreement and other necessary documentation containing terms and conditions upon which funds will be released.*

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Signature

Title

Date