

# 2024 FEDERAL SPECIALTY CROP BLOCK GRANT PROGRAM

## FULL PROPOSAL APPLICATION PACKET

### INSTRUCTIONS

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The following pages are required sections for your full proposal submission.

What you need to know:

- 1. The full proposal requirements**
  - A. Cover Page (this page is not included in the 15-page full proposal total)
  - B. 15-pages or less proposal, including all budget and matching details (matching not required for this grant)
  - C. Must be submitted in a **Microsoft Word (font size of 12 & Times font) and will not be accepted in any other format.**
  - D. Remove this instruction page and any other instructions prior to submitting your proposal.
  - E. **Indirect costs are limited to 8.00% of the direct cost of the grant.**
  - F. Deadline for submission: **5:00 p.m. on Friday, December 1, 2023.**
- 2. Letter(s) of support** and/or participation from industry. Letters of support are limited to five (5); these are not included in the full proposal 15-page limit. Letters of support must be sent as a **PDF**.
- 3. Submission** Interested applicants must submit a complete electronic Full proposal and grant application using the Department of Community and Economic Development's Electronic Single Application ("ESA") website at: <https://www.esa.dced.state.pa.us>

Proposals must be submitted no later than **5:00 p.m. on Friday, December 1, 2023**. Please ensure that any questions or concerns you may have regarding your proposal are discussed with the Grant Coordinator (Lauren Stackhouse) in advance of the **Dec 1st** deadline.

Applicants are encouraged to save and name their files in the following formats when submitting proposals:

applicantname\_fullproposal\_SCBGP2024 (For Full Proposal)

applicantname\_supportletter\_fromwho2024 (For Support Letters)

- 4. Deadline for submission: 5:00 p.m. on Friday, December 1, 2023.**

Contact: Lauren Stackhouse  
Specialty Crop Block Grant Coordinator  
Bureau of Market Development  
2301 North Cameron Street Harrisburg, PA 17110  
717-614-5730  
[lastackhou@pa.gov](mailto:lastackhou@pa.gov)

## 2024 PENNSYLVANIA FEDERAL SCBGP COVER PAGE

<b>NAME OF APPLICANT ORGANIZATION:</b>			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Contact Name:</b>		<b>Title:</b>	
<b>Phone:</b>	<b>Email:</b>		
<b>Tax ID:</b>		<b>DUNS #:</b>	
<b>Legislative District:</b>		<b>Congressional District:</b>	
<b>Project Begin Date:</b>		<b>Project End Date:</b>	
<b>Grant Request:</b> \$	<b>Cash Match:</b> \$	<b>In-Kind Match:</b> \$	<b>Total Project Cost:</b> \$
<b>Commodities:</b> <i>Check all that apply</i> (e.g. Fruits: <u>Blueberries</u> )			
<input type="checkbox"/> Fruits: <i>list them</i> <input type="checkbox"/> Vegetables: <i>list them</i> <input type="checkbox"/> Tree Nuts: <i>list them</i>		<input type="checkbox"/> Culinary Herbs or Spices: <i>list them</i> <input type="checkbox"/> Nursery, Floriculture or Horticulture Crops: <i>list them</i>	
<b>Funding Priority (optional):</b> <i>After reviewing priorities within guidelines document check all that apply</i>			
<input type="checkbox"/> Agricultural Education and Outreach <input type="checkbox"/> Environmental Crop Research / Conservation <input type="checkbox"/> Enhancement of Food Safety / Food Security <input type="checkbox"/> Plant Pest and Disease Control <input type="checkbox"/> Trade Enhancements / Innovations		<input type="checkbox"/> Nutrition Education and Consumption <input type="checkbox"/> Good Agricultural Practices <input type="checkbox"/> Good Handling Practices <input type="checkbox"/> Good Manufacturing Practices <input type="checkbox"/> Organic and Sustainable Production Practices	
<b>In ten (10) words or less what is the Project Title:</b>			
<b>Project Partners (optional):</b> <i>List all</i>			