

## **CHAPTER 95-02.1-04 PROCEDURE FOR GRANT REQUESTS**

### **Section**

#### **95-02.1-04-01 Procedure for Grant Requests**

##### **95-02.1-04-01. Procedure for grant requests.**

1. Applications are limited to fifteen (unless otherwise specified) typed, single-spaced or double-spaced eight and one-half inch by eleven-inch pages, including the application form and any attachments or supplementary materials. One signed original of the proposal must be delivered or mailed to the commission on or before the published deadlines for consideration at the next commission meeting.
2. Prescribed formats must be used.
  - a. The commission will prepare application forms, instructions, or guidelines and make them available for downloading from the department of commerce website. Hard copies of the grant applications are available at agricultural products utilization commission, 1600 east century avenue, suite 2, P.O. box 2057, Bismarck, ND 58502-2057. Reasonable accommodations will be made to assist individuals with disabilities.
  - b. While the specific information requested for each category may vary, it may include:
    - (1) Applicant's name, telephone number, mailing address, and e-mail address.
    - (2) Applicant adviser's name with similar contact information.
    - (3) Applicant's fiscal agent with similar contact information.
    - (4) Grant application amount.
    - (5) Estimated total cost of the project.
    - (6) Estimated time of completion of the project.
    - (7) Date of final report.
    - (8) Brief description of the project and how grant funds will be used.
    - (9) Where the business is or will be located.
    - (10) Amount of the applicant's personal or company matching funds.
    - (11) Other matching funds, with source and amount.
    - (12) Assurance that matching funds have been secured, or date of availability.
    - (13) Whether the project has received public or private funding prior to this proposal, listing sources and amounts.
    - (14) Whether the individual has received previous funding from the agricultural products utilization commission, listing prior projects and amounts.
    - (15) Type of business structure. Sole proprietorship, corporation, partnership (listing names and contact information), cooperative (number of people), and date of structure formation.
    - (16) Federal tax identification number, if any.

- (17) The business's primary financial institution.
  - (18) The business's gross sales for the last financial year.
  - (19) The business's current number of employees.
  - (20) Currency of the business's taxes.
  - (21) Three years' projection on estimated gross sales, estimated capital expenses, and estimated number of created jobs.
  - (22) If the grant is to provide professional services, the name of individuals preparing the business plan, the feasibility study, the accounting, and legal work.
  - (23) Description of the product or potential outcome.
  - (24) Description of the marketing plan and names of the preparers.
  - (25) Description of the work, research, or investigation that has been done to date.
  - (26) Description of intended market, potential customers, new use, etc.
  - (27) Verification that individuals selected to do marketing have market management experience and expertise.
  - (28) Prior marketing or advertising.
  - (29) Listing of the risks or concerns that need to be addressed to make the project a success.
  - (30) List of competitors.
  - (31) Scope of work.
  - (32) Research plan with objectives, milestones, and timelines.
  - (33) Description of marketing areas, in state and out of state.
  - (34) Resumes of principal applicant and key participants.
  - (35) Name and contact information of two references familiar with the applicant's work relevant to the application.
  - (36) A complete project budget attached as a supplement.
  - (37) Information suitable for a press release along with authorization.
- c. Applicants must complete the application form for the category most suitable for the project. Forms may be downloaded and adjusted to provide room for entries, but the sequence, style, and information requested on the form must be preserved.
  - d. Information must be succinctly summarized, complete, and accurate to the best of the applicant's knowledge. Estimates should be indicated with the trailing (est.). Inappropriate questions should be marked with "N/A" for not applicable or "none" to indicate that question was considered.
  - e. The commission reserves the right to deny any grant application, including those that fail to provide information on which commission judgments are made. Similarly, the

commission reserves the rights to accept and consider applications that may vary form format but still provide requisite information.

3. Applicants are encouraged to employ services of a project adviser and are required to utilize a fiscal agent.
4. The application must be signed by the applicant or by the representative of a company or agency with authority to approve submission of the proposal and the fiscal agent. If utilized, the project adviser must sign the proposal indicating the project adviser has offered critical review of the proposal. The applicant's signature is a certification that the submission is complete, the information is accurate, and the proposal represents the true intent of the project. Misrepresentations may disqualify applicants from any further agricultural products utilization commission funding.
5. Promotional materials or materials not directly related to the proposal are discouraged.
6. Applicants are required to complete a press release information and authorization sheet that summarizes the important aspects of the projects. This release should not contain confidential or proprietary information.
7. Applicants will also be encouraged to provide information that collects demographic information that can be used to monitor compliance with applicable federal civil rights laws.

**History:** Effective April 1, 2012.

**General Authority:** NDCC 28-32-02

**Law Implemented:** NDCC 4-14.1-02