

# Southeast Dairy Business Innovation Initiative Grant Application

<b>Full Legal Name of Applicant/Business</b>					
<b>Street Address</b>					
<b>Mailing Address (If different)</b>					
<b>Primary Contact Name</b>				<b>Title</b>	
<b>Primary Contact Email</b>				<b>Primary Phone</b>	
<b>Project Title</b>					
<b>Project Start Date</b>		<b>Project End Date</b>		<b>Total Grant Request</b>	

To complete your application, prepare your answers to the grant questions in a separate word processing system (such as Microsoft Word) and save your progress frequently as you go. When your answers are complete, copy and paste your work into the text boxes provided in this document. Submit your application to [sdbiigrants@utk.edu](mailto:sdbiigrants@utk.edu) and include your completed budget form, quotes, letters of support, and other supplementary documents as attachments along with your completed grant application submission. All submissions must be made by **November 1, 2022, at 5pm**. Before starting this application, please review the Request for Proposal available [here](#).

Are you a current United States-owned licensed dairy business that develops, produces, markets or distributes dairy products (based on [Code of Federal Regulations Title 15:801.2](#))?

☐ Yes    ☐ No

Which type of Dairy Business Innovation Grant are you applying for (choose just one)?

- ☐ The Beginning Processor Grant
- ☐ The Specialty Equipment Investment Grant

## SECTION 1: GOAL ALIGNMENT & ELIGIBILITY

Please identify which of the following goals your application supports; you may select more than one.

- ☐ Diversify dairy product markets to reduce risk and develop higher value uses for dairy products
- ☐ Promote business development that diversifies farmer income through processing and marketing innovation
- ☐ Encourage the use of regional milk production
- ☐ Modernization, specialization, and grazing transition on dairy farms
- ☐ Value chain and commodity innovation and facility and process updates for dairy processors
- ☐ Product development, packaging, and marketing of dairy products
- ☐ Past participation in Southeast Dairy Business Innovation Initiative (SDBII) technical assistance programs

*Provide a brief explanation (1 to 2 paragraphs) as to how your application meets each category selected. Further details are expected in the full application.*

**SECTION 2: PROJECT SUMMARY (6,000-character limit)**

Describe your project and its intended outcomes. Be sure to include details regarding the existing business (if applicable), establishment of a new business (if applicable), new value-added products or processes developed, job(s) created or retained, expected increases in sales volumes, expected expansion of export endeavors and any industry-wide benefits at the local or regional level. State where you are in the project implementation process (e.g., considering a feasibility study or buying equipment), provide a summary of the outcomes you are trying to achieve, and how you think the grant would benefit your existing business. *As a reminder, services and equipment already purchased and acquired at the time of application cannot be reimbursed in this grant program.*

**SECTION 3: WORK PLAN AND DELIVERABLES (6,000-character limit)**

Describe the major steps and activities needed to complete your project and achieve each outcome noted in your Project Summary. Provide an estimated completion date for each step. You may anticipate a hypothetical start date of 1/1/2023 and an end date of 1/1/2024. Describe how each of the items to be funded through this grant will contribute to the overall project.

**SECTION 4: BUSINESS PLAN (6,000-character limit)**

Please use the space below to describe your business plan. If you do not have a business plan, please state that fact below, and include information on your intent to develop a business plan in the future. Include a timeline of when you expect to complete the plan and the resources you are going to use to achieve this. If you have an existing business plan, please submit it as a separate document when you submit this application.

**SECTION 5:     ADDITIONAL INFORMATION (6,000-character limit)**

Use this space to explain anything additional regarding your project that you feel reviewers should know and has not been covered by the other questions. If any quotes for equipment or services are missing, please explain why here.

## **SECTION 6: SUPPLEMENTARY DOCUMENTS**

Applicants to **the Beginning Processor Grant** are encouraged, but not required, to submit letters of support from collaborators (lenders, customers, partner organizations etc.). Business plans that have been completed in anticipation of the proposed project are helpful but are also not required. Supplemental documentation in the form of a quote from a reputable and qualified consultant or other service provider is required to support the expenses shown on the grant budget form.

Applicants to **the Specialty Equipment Investment Grant** are encouraged but not required to submit at least two letters of support from collaborators (lenders, customers, partner organizations etc.). Submission of a business plan is encouraged for applicants requesting up to \$150,000. Submission of a business plan is required for applicants proposing a project costing in excess of \$150,000. Business plans should be recently updated (within the last three years), be relevant to the proposed project, and cover the one-year grant period projected to start January 1, 2023. All budget items (including installation costs) should be supported with a quote from a reputable vendor. Budget items costing more than \$10,000 should be supported with more than one quote.

**SECTION 7: BUDGET FORM**

All applicants must fill out and submit a project budget. You can find the fillable Budget Form for download by clicking [here](#). Enter all of the elements of your project budget based on vendor estimates. Please attach Budget Form and vendor estimate documents when you submit this grant application via email to [sdbiigrants@utk.edu](mailto:sdbiigrants@utk.edu). You must specifically note the exact expenses for which you seek reimbursement through this grant program (written under “Amount from this grant”). Remember to review the Allowable and Unallowable costs section in the grant Request for Proposal BEFORE submitting the application (available [here](#)). Including unallowable costs could lead to disqualification of the application.



## SECTION 8: CERTIFICATION

*Certification: By signing or typing my name below, I certify to the best of my knowledge that:*

- ☐ *The information in this application is true and correct*
- ☐ *I am legally authorized to sign and submit this application on behalf of this dairy business, which is also legally eligible to enter into a grant agreement*
- ☐ *I agree to provide a project progress report six months after the project is started, and again at the end of the twelve month grant period. I will also provide a final report by August 31, 2024 that includes information about increases in sales and markets reached, new dairy products or processes developed and jobs maintained or created as a result of the grant project.*

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit your completed grant application, budget form, and supplemental documents, to [sdbiigrants@utk.edu](mailto:sdbiigrants@utk.edu) by **November 1, 2022, at 5pm**. If you do not receive confirmation that your application has been received your project may not be considered for funding. Any questions regarding the grant program can be directed to Shep Stearns at [sstearn1@utk.edu](mailto:sstearn1@utk.edu).

If you would prefer to mail your application instead, please send it to the following address:

Dairy Business Innovation Initiatives  
244 Brehm Animal Science Building  
2506 River Drive  
Knoxville, Tennessee 37996