

Southeast Dairy Business Innovation Initiative (SDBII)

Dairy Farm Infrastructure Improvement Grant Application

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

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 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 **June 2, 2023, at 5:00pm Eastern Time**. Before starting this application, please review the Request for Proposal available [here](#).

SECTION 1: GOAL ALIGNMENT & ELIGIBILITY

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

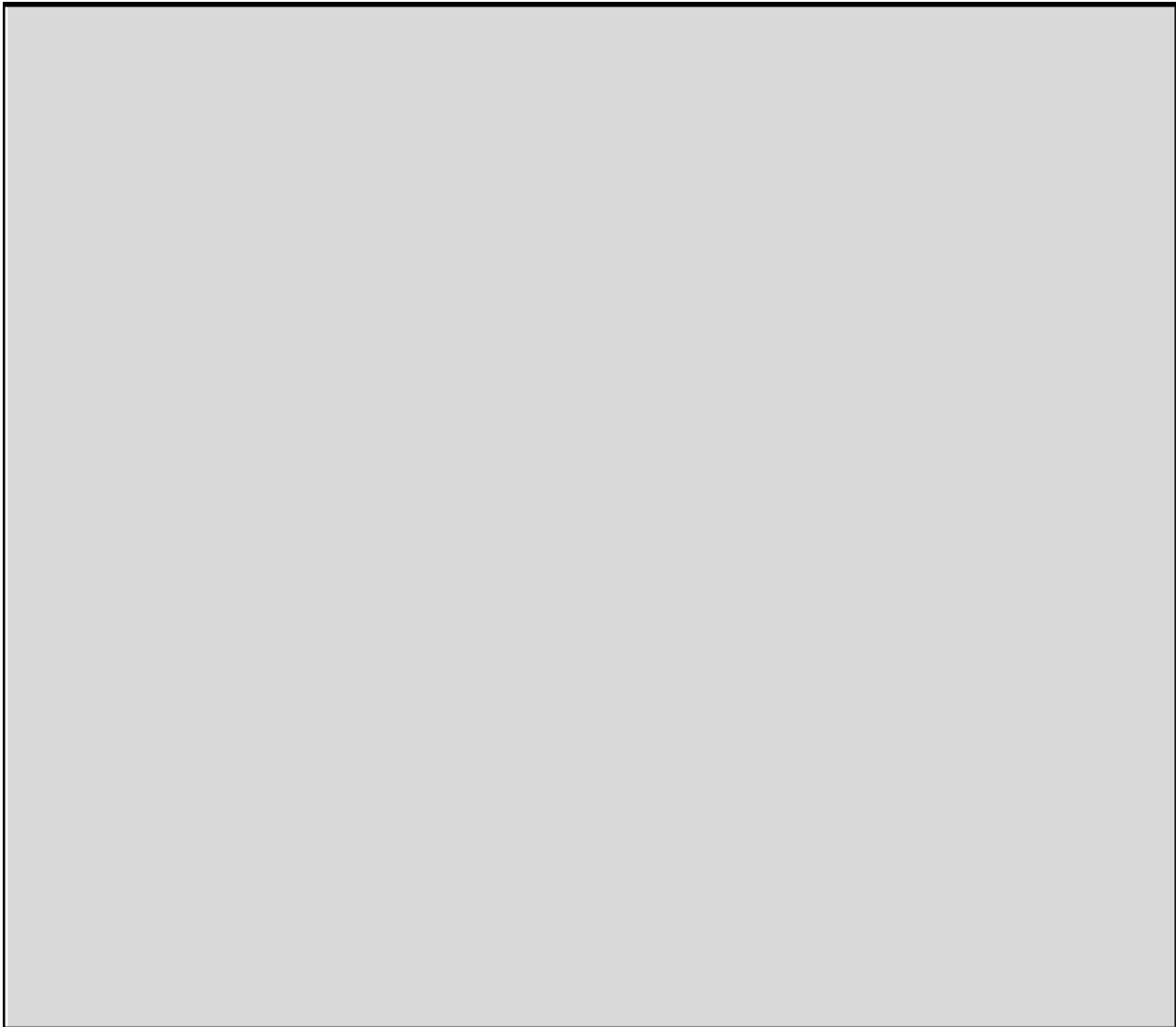
Have you received technical assistance from personnel associated with SDBII? Please check all that apply:

- ☐ One-on-one consultation for farm improvement or value-added processing (including consultations regarding grant project development)
- ☐ Southeast Value-Added Dairy Annual Conference
- ☐ Area or state level meetings or workshops (MarketReady, Dairy Gauge, Food Safety, Value-Added Dairy Business Expansion)
- ☐ Leadership (MILK, U-DAIRE, NAFDMA)
- ☐ In-depth business reviews through KCARD
- ☐ Other

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

- ☐ Improvements to existing facilities to reduce the impact of heat stress and seasonal milk production swings
- ☐ Investments in raw milk storage, cooling capacity, and/or transportation efficiency
- ☐ Modernization and improvements to milk harvest
- ☐ Improvements to feed and forage management and storage opportunities
- ☐ Improvements to animal housing and environments
- ☐ Water, waste, and manure management improvements
- ☐ Investments to improve farm business structure

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



Have you received a grant through SDBII previously? If so, please fill out the table below.

Grant Title	Date Received	Grant Purpose	Grant Completion Date	Grant Outcomes

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

Describe your project and its intended outcomes. Please include details regarding the existing business. List and explain at least two specific outcomes **with target completion dates** that will result from this project and state the benefits in terms of improvements in profitability, efficiency (labor, time, capacity, production), animal and/or worker health and well-being, worker retention, or addition/maintenance of jobs. Provide background on the decision-making and planning process you engaged in creating the proposal for this project. *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 critical issues for the business will face in completing the project, the amount of time needed to complete each step of the project within the grant period, the specific benchmarks that will need to be met to complete the project. Provide a detailed explanation of the steps required to complete the overall project including the dates of completion. All listed items must contribute to your proposal's stated goals. Projects must be completed within 12 months. It is acceptable to complete a project before the scheduled performance period end date, but SDBII encourages initiatives to take the full grant period to allow ample time to complete all projects. The project period must begin no later than August 1, 2023, and end no later than August 1, 2024 Describe how each of the items to be funded through this grant will contribute to the overall project.

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

Please use the space below to give projections on how the farm investments included in the project will pay off over time and justify project costs. Pay-back opportunities could include increased milk production, decreased labor costs, improved feed efficiency, etc. Explain the logic behind making these improvements given your existing farm infrastructure.

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 you have received previous grants through sources other than SDBII, please describe them here (leveraging grant money from other sources is encouraged). If any quotes for equipment or services are missing, please explain why here.

SECTION 6: LETTERS OF SUPPORT AND SUPPLEMENTARY DOCUMENTS

Applicants must submit at least two letters of support from collaborators (lenders, customers, Co-op representatives, Extension professionals, State/Federal Government personnel, or representatives from other partner organizations). Letter writers must provide contact information and be willing to complete a short survey evaluating the merit of the proposed project and grant applicant business.

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](#). Each budget line item must be descriptive and easily understandable. Budget funding amounts should be adequate to achieve activities and outcomes. No unnecessary items should be included. Costs such as construction can be helpful to include to show the overall scope of the project, but these items should not be part of the grant request or the grant match totals. The grant match amount should be shown in the appropriate column and meet or exceed 25% of the value of the funds requested (e.g., the total under “Amount from this grant”). Formal quotes from reputable vendors must be included for to support all costs that are part of the proposal request or match. In-kind funding matches (through owner’s donated labor, worker payroll, etc.) are not allowed. Please attach the Budget Form and vendor estimate/quote documents as attachments when you submit this grant application via email to sdbiigrants@utk.edu. To ensure that the costs you include as part of your grant request and match totals are considered allowable, be sure 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 by **June 2, 2023, at 5pm Eastern Standard Time**. 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 sdbiigrants@utk.edu.

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

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