

2025 FEDERAL SPECIALTY CROP BLOCK GRANT PROGRAM

FULL PROPOSAL APPLICATION PACKET

INSTRUCTIONS

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 24-page full proposal total)
- B. 24-pages or less proposal, including all budget and matching details (matching not required for this grant)
- C. Must be submitted as a **Adobe PDF** 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 13, 2024.**

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 24-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 13, 2024**. 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 13th** deadline.
- Applicants are encouraged to save and name their files in the following formats when submitting proposals:

applicantname_fullproposal_SCBGP2025 (For Full Proposal)

applicantname_supportletter_fromwho2025 (For Support Letters)

4. Deadline for submission: 5:00 p.m. on Friday, December 13, 2024.

Contact: Lauren Stackhouse
Specialty Crop Block Grant Coordinator
Bureau of Market Development
2301 North Cameron Street Harrisburg, PA
17110
717-772-5207
lastackhou@pa.gov

2025 PENNSYLVANIA FEDERAL SCBGP COVER PAGE

NAME OF APPLICANT ORGANIZATION:			
Address:			
City:	State:	Zip:	
Contact Name:		Title:	
Phone:	Email:		
Tax ID:		UEI #:	
Legislative District:		Congressional District:	
Project Begin Date:		Project End Date:	
Grant Request: \$	Cash Match: \$	In-Kind Match: \$	Total Project Cost: \$
Commodities: <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>	
Funding Priority (optional): <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	
In ten (10) words or less what is the Project Title:			
Project Partners (optional): <i>List all</i>			