



# WALKER RIVER AGRICULTURAL ECONOMIC DIVERSIFICATION PROJECT **COMPETITIVE GRANT**

For Commercial farmers and ranchers in Mason and Smith Valleys, Nevada

## Instructions and Application 2017

Administered by  
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In collaboration with the National Fish and Wildlife Foundation, the Western Nevada College Specialty Crop Institute is working with local farmers and ranchers to reduce and make efficient use of water in the Walker, Truckee, and Carson Basin valleys while supporting local agriculture through partnerships, demonstration projects, and community involvement.

This project works on a regional level to develop water-efficient, signature Nevada crops; provide training and support to producers; develop reliable wholesale and retail markets and distribution networks; and to promote and increase awareness of Nevada agriculture and its economic and health benefits.

To help achieve these goals in the Walker River basin, a competitive grant process will award funds for producer projects that enhance the goals of the main project. Each application will be carefully reviewed and evaluated based on the criteria listed in the application. Projects will be scored by a grant review committee according to their project and budget feasibility. Projects of \$1,000 - \$7,500 will be accepted and reviewed for selection. The Program Manager may increase or decrease the requested amounts based on program needs and availability of funds.

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### Eligible Grant Projects

Eligible projects include, but are not limited to the following: research, promotion, sales, distribution, marketing, trade enhancement, farm diversification, agritourism, product development, and farm collaboratives.

1. Applicants must be commercial farms or ranches within the Mason and Smith Valleys of Nevada. For purposes of this grant, a commercial farm or ranch is defined as “any place from which \$1,000 or more of agricultural products were produced and sold and a Schedule F or appropriate business tax return was filed for the past two years.”
2. Project should demonstrate the potential to reduce or make efficient use of water resources.
3. Project must take place within the Mason or Smith Valleys of Nevada.
4. Applicant agrees to share project results with the funder and to allow project information to be made available to the public.
5. Consultations and mentoring from industry experts may be available free of charge to applicants and award recipients. These free services can be requested in the proposal. Funds for consulting should not be included in the proposal unless from a specific consultant that is integral to the project.
6. A 25 percent match of funds is required. This can be in personnel, labor, equipment, supplies, travel, and other expenses presented on behalf of the sub-grantee.

Applications will NOT be accepted for any of the following:

- Any request for reimbursement of expenses for activities completed prior to submission and approval of the application.
- Grant funds may NOT support political activities including lobbying activities (See the provisions of: the Hatch Act (5 U.S.C. 1501-1508 and 7321-7326) and 31 U.S.C. 1352 regarding lobbying activities).
- Requests to pay for essential government services normally paid for with general taxpayer funds, such as research equipment or faculty salaries.
- Requests that seek to replace operational funding for ongoing projects that have suffered losses of state or federal funding, or to supplant other local, state or federal funding.
- Any request for reimbursement of travel expenses exceeding the allowable limits set forth at [www.gsa.gov](http://www.gsa.gov).
- Any project that benefits a single operator or industry and does NOT advance the overall goals of Walker River Agricultural Economic Diversification Project.
- Indirect expenses are ineligible.

### Grant Priorities

Additional points will be awarded to the following projects during consideration of grant proposals:

- Project has multiple collaborators or partners.
- Project significantly improves water efficiency or reduces water use.
- Project has applicability to other producers.

### Additional Requirements

- Application must be completed in full. Incomplete applications will not be considered.
- Applications will be accepted via mail, electronic mail or hand delivery to the WNC Specialty Crop Institute office. An electronic or hard copy of the application is acceptable. Send application to the address or email below:

WNC Specialty Crop Institute  
ATTN: Ann Louhela  
160 Campus Way, Fallon, NV 89406  
[ann.louhela@wnc.edu](mailto:ann.louhela@wnc.edu)

### Timelines/Deadlines

Applications are accepted throughout the year. Awards will be made quarterly. Application must be received by 5:00 p.m. of date below to be considered within that quarter.

1st quarter - February 28	Awards announced by March 31
2nd quarter - May 31	Awards announced by June 30
3rd quarter - August 31	Awards announced by September 30
4th quarter - November 30	Awards announced by December 30

### Term of Grant

All projects must be completed within 18 months of award date. Applicants will be required to submit progress reports at six-month intervals and a final report with project results. The final report should be submitted within 30 days of completion of the project. Expenditure of grant funds must occur within the authorized grant period. Failure to fulfill reporting requirements may be cause for withholding funding, withdrawal of funding, or possible rejection of future proposals.

Grant recipients agree to allow WNC Specialty Crop Institute to photograph, publish, and/or disseminate information about the project to the public.

### Payment of Grant Funds

Upon final approval, all grant recipients must sign a Notice of Grant Award Agreement stating that funds shall be used as described in the application. A signed and initialed grant guidelines document must also be submitted in order to demonstrate acknowledgement and understanding of sub-grant requirements.

Funds are disbursed on a reimbursement basis and upon submission of a payment request with supporting documentation. Reimbursement requests should be submitted on a bi-annual basis. Supporting documentation includes receipts, invoices, and copied checks of approved purchases. If receipts do not clearly specify what items were purchased and utilized for grant activities, recipient must specify. Itemized expense reports are strongly encouraged. Payments will be made within 30 days after receipt of properly completed reimbursement requests. Advancement of funds is *not* allowed.

### Audit and Reports

Financial records, statistical records, supporting documents, and other records pertinent to this award shall be retained for a period of three years from submission of the Final Project Report. Records that relate to audits, appeals, litigation, or settlement of claims arising out of the performance of the project shall be retained until such audits, appeals, litigation, or claims have been disposed of, but not earlier than three years from submission of the Final Project Report. The Program Manager, or any of their duly authorized representatives, shall have access to any pertinent documents, books, papers, and records of the recipient organization to make audits, examinations, excerpts, and transcripts.

### Site Visits

Program staff and/or their authorized representatives have the right, at all reasonable times, to make site visits to review project accomplishments and management control systems, and to provide such technical assistance as may be required.

### Safeguarding Funds

In no case will SCI grant funds be commingled with the personal funds of, or be used for personal purposes by, any officer, employee, or agent of the recipient.

### Changes in Project Leader or Partners

If the project leader leaves the recipient organization or otherwise relinquishes control of the project, the SCI must be notified immediately. Transfer of the award to other organizations must be reviewed and approved in advance by the SCI Program Manager. Failure to notify the SCI may lead to the revoking of remaining funds, and the award recipient will no longer be eligible for future awards.

### Withholding Payments

SCI reserves the right, upon written notice, to withhold future payments if the recipient fails to comply with the conditions of the award, including reporting requirements.

### Program Match

A 25 percent match of funds is required. This can be in personnel, labor, equipment, supplies, travel, and other expenses presented on behalf of the sub grantee.

### Application Evaluation Criteria

Applications will be reviewed by an evaluation committee which will include SCI staff and a grant review committee. Applications will be scored according to their feasibility, number of people benefited by the project, and overall influence towards the objectives of the program (See scoring sheet attachment for additional information).



Describe how the project will reduce water use and/or involve efficient use of water resources. What type of crops will be involved?

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Is the applicant collaborating with other producers or businesses? If so, please list names, describe their role(s), and provide statements or letters of support acknowledging participation in the project.

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Does the project have applicability to or will it significantly benefit other producers in the Walker Basin? Will the project increase awareness of Nevada agriculture? If yes, describe.

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Will the project improve marketing, sales or distribution? If yes, describe.

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**WALKER RIVER AGRICULTURAL ECONOMIC DIVERSIFICATION PROJECT - Proposal Scoring Sheet**

Project Title:	
Applicant's Name:	
Amount Requested:	
Evaluator:	

**Minimum Grant Requirements**

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|--|-----|----|
| 1. Is the applicant a commercial farmer in accordance with the grant definition? | Yes | No |
| 2. Will the project take place within the Mason or Smith Valleys of Nevada?      | Yes | No |
| 3. Is the 25% grant match met by the applicant?                                  | Yes | No |

If the answer to any of the above questions is no, the application does not meet the minimum requirements and is not eligible for funding. The remainder of the application will not be evaluated.

## WALKER RIVER AGRICULTURAL ECONOMIC DIVERSIFICATION PROJECT - Proposal Scoring Sheet

Project Title:			
Applicant's Name:			
Amount Requested:			
Evaluator:			
<b>1. Project Purpose</b>	<b>Maximum Points</b>	<b>Points Received</b>	<b>Comments</b>
Does the project have the potential to enhance the goals of the Walker River Agricultural Economic Development Project? Does the proposal indicate how the funding will be used to achieve these goals?	25		
<b>2. Project Purpose</b>	<b>Maximum Points</b>	<b>Points Received</b>	<b>Comments</b>
Does the project reduce water use or involve efficient use of water resources? Are water-efficient crops part of the project?	30		
<b>3. Project Purpose</b>	<b>Maximum Points</b>	<b>Points Received</b>	<b>Comments</b>
Does the project have multiple collaborators or partners? Have their roles been explained?	30		
<b>4. Project Purpose</b>	<b>Maximum Points</b>	<b>Points Received</b>	<b>Comments</b>
Does the proposal have applicability to or will it benefit other producers in the Walker Basin? Does the project increase awareness of Nevada agriculture?	30		
<b>5. Project Purpose</b>	<b>Maximum Points</b>	<b>Points Received</b>	<b>Comments</b>
Will the project help to improve marketing, sales or distribution?	25		

Project Title:			
Applicant's Name:			
Amount Requested:			
Evaluator:			
<b>6. Project Purpose</b>	<b>Maximum Points</b>	<b>Points Received</b>	<b>Comments</b>
Does the proposal identify the outcomes that will benefit the beneficiaries of the project? Have the outcomes been well thought out and clearly portray the methods used to monitor these measurements?	20		
<b>7. Project Purpose</b>	<b>Maximum Points</b>	<b>Points Received</b>	<b>Comments</b>
Does the project applicant have sufficient expertise and experience to implement the project successfully? If not, has the applicant engaged collaborators, partners or consultants to help him?	20		
<b>8. Project Purpose</b>	<b>Maximum Points</b>	<b>Points Received</b>	<b>Comments</b>
Does the budget demonstrate in-kind match or other contributed funds for the project? Does the in-kind match demonstrate that the applicant is vested in the project?	20		
<b>TOTAL POINTS</b>	<b>Maximum Points</b>	<b>Points Received</b>	<b>Comments</b>
	200		