

The North Dakota Department of Agriculture is soliciting Grape and Wine Research, Promotion and Marketing Grant Program Request for Grant Proposals

Grant Application Guidance

Application Due Date:

June 21, 2023 at 4:00 P.M. CDT

No late submissions accepted.



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CONTENTS

| | |
|--|---|
| 1. Funding Opportunity Description | |
| a) Legislative Authority | 2 |
| b) Purpose..... | 2 |
| 2. Award Information | |
| a) Available Funding..... | 2 |
| b) Award Amount..... | 2 |
| c) Matching Funds Requirement..... | 2 |
| d) Period of Performance | 2 |
| 3. Eligibility Information | |
| a) Eligible Applicants..... | 3 |
| 4. Application and Submission Information | |
| a) Application Requirements | 3 |
| b) Application Review Information | 3 |
| c) Review and Selection Process | 4 |
| d) Anticipated Award Announcement..... | 4 |
| 5. Award Administrative Information | |
| a) Award Notices | 4 |
| b) Policy Requirements | 5 |
| c) Reporting..... | 6 |
| d) Payment..... | 7 |
| e) Budget Adjustments..... | 7 |
| f) Contact | 7 |

1. FUNDING OPPORTUNITY DESCRIPTION

a) LEGISLATIVE AUTHORITY

The Grape and Wine Research, Promotion and Marketing Grant program is authorized as in the Agriculture Commissioner's budget.

The Grape and Wine Advisory Committee as defined in the North Dakota Century Code under section 16 of chapter 4.1-01 consists of:

1. Two individuals who are grape producers;
2. One individual who is the producer of a fruit, other than grapes, used in vinification;
3. Two individuals who own wineries located in the state; and
4. One representative of the North Dakota grape and wine association.

b) PURPOSE

The North Dakota Department of Agriculture (NDDA) is pleased to announce a competitive solicitation process to award 2023-2025 Grape and Wine Research, Promotion and Marketing Grant Program funds to provide support for research that addresses the needs of the industry, as well as promote and market the grape and wine industry in North Dakota.

2. AWARD INFORMATION

a) AVAILABLE FUNDING

The North Dakota Department of Agriculture (NDDA) has allocated a total of \$80,000 grant funding to be awarded to projects that support grape and wine research projects or support grape and wine promotion and marketing projects.

b) AWARD AMOUNT

The committee will entertain proposals no greater than:

1. \$70,000 to support grape and wine research projects
2. \$40,000 to support grape and wine promotion and marketing projects

NDDA reserves the right to offer an award amount less than the amount requested.

c) MATCHING FUNDS REQUIREMENT

Applicants are not required to have matching funds for grant proposal.

d) PERIOD OF PERFORMANCE

The Period of Performance begins on the execution of the NOGA and ends June 1, 2025. Performance can be less than the time allocated, but cannot extend past the grant period end date.

3. ELIGIBILITY INFORMATION

a) ELIGIBLE APPLICANTS

Applicants must meet the following requirements to be considered eligible to apply for the Grape and Wine Research, Promotion and Marketing Grant program:

1. to provide research in support of the grape and wine industry in North Dakota;
or
2. to promote and market grape and wine industry in North Dakota.

4. APPLICATION AND SUBMISSION INFORMATION

a) APPLICATION REQUIREMENTS

Grant applications must be submitted via email to khaff@nd.gov by June 21, 2023. Grant applications must include the 2023-2025 Grape and Wine Research, Promotion and Marketing Grant program Grant Request for Grant Proposals (RFGP) application as posted on the NDDA website at <https://www.nd.gov/ndda/business-marketing-information-division/business-development/grape-wine-and-fruit-promotion>.

All applicants must adhere to the following instructions, in addition to other requirements as stated in this RFGP to be considered eligible for grant funds. The following information is addressed on the 2023-2025 Grape and Wine Research, Promotion and Marketing Grant program Grant RFGP application. Applications missing any of the subsequent information may be deemed ineligible.

- Each RFGP must list the name of the company or individual submitting the proposal, street address, mailing address, telephone number, email address, and the person(s) who will be responsible for the project.
- RFGP must describe in detail how the grant funds will be used for the 2023-2025 Grape and Wine Research, Promotion and Marketing Grant program.
- Applicants may include any additional information that they consider pertinent and that will enhance the quality of their proposal.
- NDDA reserves the right to offer an award amount less than the amount requested.

b) APPLICATION REVIEW INFORMATION

NDDA will review grant applications to ensure the RFGP meets the statutory purpose of the program, all application criteria are fulfilled, and that costs are allowable.

Once applications are reviewed by NDDA, the Grape and Wine Advisory Committee will complete an evaluation for each project.

Applications will be scored on the following:

| |
|--|
| A. POTENTIAL IMPACT: (30 points Max) Does the project have a positive impact on the grape, fruit, and wine industry? How effective will the project be at enhancing the competitiveness of the industry? |
| B. EXPECTED MEASURABLE OUTCOMES: (25 points Max) Does the project include one or two measurable outcomes that directly support the project's purpose? Are they of direct importance to beneficiaries? Does each measurable outcome include a specific goal, benchmarks, and performance measure? How clear, appropriate, and realistic are the goals and objectives? |
| C. WORK PLAN: (20 points Max) Is the work plan feasible? Is the timeline reasonable? Does the tasks relate to the project objectives and expected measurable outcomes? |
| D. MATCHING FUNDS & PROJECT COMMITMENT: (10 points Max) Is industry support for the project demonstrated? Do stakeholders have an active role in any activities outlined in the project work plan? Are industry stakeholders providing matching or in-kind contributions? |
| E. PROJECT OVERSIGHT: (10 points Max) Is the scope of the project meeting the goals for broad geographic consideration and multiple product application? |
| F. MERIT: (5 points Max) Each Committee member may award a proposal up to five (5) additional points. |

c) REVIEW AND SELECTION PROCESS

All applications will be reviewed by NDDA and the Grape and Wine Advisory Committee after the grant application deadline. Applications are evaluated on the merits of the proposals based on the scoring criteria listed above. Applicants will be notified during the review process if monetary adjustments to grant requests, project proposal scope of work and/or project budgets are necessary.

d) ANTICIPATED AWARD ANNOUNCEMENT

Successful and unsuccessful applicants will be notified in writing regarding the status.

5. AWARD ADMINISTRATION INFORMATION

a) AWARD NOTICE

Successful applicants will be sent a Notice of Grant Award (NOGA). Prior to beginning work on the proposed project or receiving funding, successful applicants will be required to sign a NOGA indicating their intention to complete the proposed tasks, report results, and authorizing NDDA to monitor the progress of the proposed project.

NOGA's must be signed and returned to NDDA within 30 days of receipt. Failure to submit an executed copy of the NOGA within 30 days of receipt may result in the loss of awarded grant funds unless the delay was caused by circumstances outside the control of the applicant. Grant funds are not effective, and expenditures related to this grant should not be incurred until fully executed NOGA by both parties.

b) POLICY REQUIREMENTS

General Compliance

All awarded grants must comply with all applicable federal and state laws and regulations and the terms of the grant award as specified in the NOGA Requirements.

Monitoring

NDDA reserves the ability to perform site monitoring visits to any and all applicants to ensure that work is progressing within the required timeframe and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information, as well as site visits.

Ineligible Costs

NDDA will not reimburse for any costs incurred by any applicant for work performed in the preparation and production of this RFGP, nor for any work performed prior to the formal Execution of the NOGA.

Open Records

RFGP submitted for funding, all related grant awards, and reports shall be subject to disclosure under the North Dakota open records law, N.D.C.C. CH. 44-04.

Under the North Dakota public records law and subject to the Confidentiality clause, certain records may be open to the public upon request. Public records may include: (a) records NDDA receives from applicant under the NOGA, (b) records obtained by either party under the NOGA, and (c) records generated by either party under NOGA.

Applicant agrees to contact NDDA immediately upon receiving a request for information under the public records law and to comply with NDDA's Instructions on how to respond to such request.

Other Considerations

All proposals submitted in response to this RFGP become the property of NDDA. NDDA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use materials produced under this grant agreement.

NDDA also reserves the right to:

- Post funded RFGP or final reports to the NDDA website
- Reject any or all RFGP received
- Waive or modify minor irregularities in RFGP received after prior notification and agreement of applicant
- Use any or all ideas submitted unless those ideas are covered by legal patent or proprietary rights
- Clarify the scope of this program, within the RFGP requirement and with appropriate notice to potential applicants, to best serve the interests of the State of North Dakota
- Amend program specifications after their release, with appropriate written

- notice to potential applicants
- Require a good faith effort on part of the applicant work with NDDA subsequent to project completion to develop or implement project results
- Withhold any payments when grant award conditions are not met

C) REPORTING

The applicant will be responsible for setting up and maintaining a project file that contains all records of correspondence with NDDA, receipts, invoices and copies of all reports and documents associated with the project. All records, regardless of physical form, and the accounting practices and procedures of applicant relevant to RFGP are subject to examination by the North Dakota State Auditor, the Auditor's designee, or Federal auditors, if required. Applicant shall maintain all of these records for at least three (3) years following completion of NOGA and be able to provide them upon reasonable notice.

NDDA reserves the right to modify reporting requirements during the course of the project. Information submitted in any report to NDDA will be a public record. Annual and final reports must be submitted using the required format.

Biannual Reports

A biannual report of activities will be required for the first half of the performance period. Reporting shall include:

- Activities Performed
- Problems and Delays
- Future Project Plans
- Funding Expended to Date

Final Reports

A final performance report will be required by the applicant at the end of the performance period. The final report may be posted on the NDDA website and is important for sharing project findings with state agencies and the public. The final report may include the following:

- Program Summary
- Program Approach
- Goals and Outcomes Achieved
- Beneficiaries
- Contact Person
- Additional Information

In addition to the final project report NDDA reserves the right to conduct a follow-up survey of funded projects in order to determine long-term impacts of the project.

Reporting Compliance

Applicants who do not submit the final report or who submit unacceptable presentations may be required to return previously distributed funds to NDDA.

D) PAYMENT

Requests for reimbursements will be accepted on a quarterly basis. Each reimbursement request must include an itemized invoice and documentation of the work or expenses for which payment is requested. Itemization shall include the purpose, amount, and date incurred. Applicants must provide assurance that the work has been completed (i.e., include receipts, invoices) and clearly outline expenditures. Applicant agrees to the withholding of the final twenty percent of the total compensation until an acceptable final report, including all financial documentation is received.

Below is the reporting period and due date for the quarterly reimbursement request:

| Quarterly Reimbursement Reporting Period | Reimbursement Due on or Before |
|---|---------------------------------------|
| July 1 – September 30, 2023 | October 15, 2023 |
| October 1 – December 31, 2023 | January 15, 2024 |
| January 1 – March 31, 2024 | April 15, 2024 |
| April 1- June 30, 2024 | July 15, 2024 |
| July 1- September 30, 2024 | October 15, 2024 |
| October 1 – December 31, 2024 | January 15, 2025 |
| January 1 – March 31, 2025 | April 15, 2025 |
| April 1 – June 1, 2025 | June 15, 2025 |

E) BUDGET ADJUSTMENTS

Applicants agree that any changes in scope of service or budget during the project period, needs prior written approval to NDDA. A budget revision form will be made available upon request.

F) CONTACT

For questions or assistance, please contact:

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