

**Imperial County Board of Supervisors
Agricultural Benefit Grant Program**

Request for Proposals

Released January 23, 2018

Revised September 11, 2018

I. Overview

The Agricultural Benefit Program has been established by the Imperial County Board of Supervisors to increase the number of net new direct and indirect agricultural jobs and to improve our local economy by supporting and improving agricultural production, protection, stewardship, research and development, and education. Proposals for grants through the Agricultural Benefit Program must meet one or more of these goals. Proposals will become public record and therefore information in your proposal will become discoverable by the public.

II. Agricultural Benefit Grant Program

Agricultural Benefit Grant Program funds are only available for non-profit entities. Grant Funding may be used to provide financial assistance for projects in the following identified target areas:

- Research and Development (e.g. development of beneficial new crops or technology);
- Ag Stewardship (e.g. bringing abandoned or neglected ground back into production).

III. Selection Criteria

Criteria that will be considered in reviewing proposals for funding will include, but not be limited to:

- Does the project address one or more of the goals and target areas of the Agricultural Benefit Program (see "Overview" above)?
- Does the project address a demonstrated, documented need?
- What is the project's level of direct short-term and long-term impact and benefit to agriculture in Imperial County?
- How complete and clear is the project proposal? For research proposals, include a thorough description of research and procedures to be used, indicating sound and valid experimental design appropriate to the proposed project.
- What are the capabilities, experience, financial security, and integrity of the persons/organizations responsible for conducting the proposed project? Include project staff resumes.
- What other sources of funding have already been secured for the proposed project – give the amount and percent of total project cost available through these other sources and provide documentation.
- What level of funding is being requested in relation to the expected benefits of the project – provide a detailed budget of how the funds will be used.
- What is the location of the project? All projects must demonstrate direct beneficial impacts to Imperial County agriculture.
- Projects that include a high percentage of other sources of funding, or that include multiple entities working together, are highly encouraged and will be given preference for funding.
- No grant funds shall be used for indirect overhead or administrative costs.

IV. Grant Terms and Information

Grants will generally be available based on a one year or less project, however, longer-term projects may be considered.

V. Selection Process

The County of Imperial will review projects and requests for funding based on the selection criteria and the 100-point scale as follows:

1. Does the project address the goals and objectives of the program and address a demonstrated need? 30 points
2. What is the project's level of direct short-term and long-term impact and benefit to agriculture in the Imperial County? 30 points
3. What are the capabilities and experiences of the persons/organization responsible for the proposed project? 30 points
4. What other sources of funding have already been secured for the proposed project? Does the proposal include participation with other non-profit entities? 10 points

VI. How to Submit Funding Proposals

Please submit applications for funding to Imperial County Agricultural Commissioner Office located at 852 Broadway, El Centro CA 92243. Attention: Ag Benefit Advisory Committee or email forms to agcom@co.imperial.ca.us

VII. Timeline and Process

Projects will be reviewed on a first-come first-served basis. Applicants are encouraged to meet with County staff prior to submitting a grant application in order to review the requirements they must meet in order for their applications to be accepted. Such requirements include verification of non-profit status and other necessary documents, project timeline, factors that may delay project and project deadlines. Only complete applications will be accepted and vetted by County staff to ensure that all documents required are included with the application. Once the application is vetted, the applicant must present the project to the Agricultural Benefits Committee. The committee will then discuss, evaluate and move to make a recommendation on funding of the projects. Prior to the Board's consideration of the grant application, the County Executive Office will meet with the applicant to negotiate the terms of the grant, and develop a draft grant agreement. The committee will then submit the recommendation to the Board of Supervisors for discussion and final decision. In the event that draft agreement is not completed in 90 days, the committee will be advised and the application will be subject to cancellation.

If the grant documents are not finalized and the project commenced within 90 days of Board approval, the application is subject to review and termination by the Board of Supervisors. The Board of Supervisors reserves the right to suspend a project and release the encumbered funds if the agreement is not completed within the 90 days' timeframe.

VIII. Other Information

- The County of Imperial reserves the right to request additional information when necessary from the applicant and applicant will agree to comply within 30 days of the subject request. Applicant attests to the accuracy and truthfulness of the information submitted and that it is completed to the

best of their knowledge. The applicant further authorizes County of Imperial to seek out any other information it deems appropriate and necessary to process this application. Applicant authorizes County of Imperial to release such information to any entity as required in the processing of this application.

- Furthermore, applicant understands that County of Imperial may NOT approve any application submitted under this RFP and reserves the right to reject any and all applications submitted. However, if approved, applicant reserves the right to accept the grant according to the terms and conditions thereto, or may withdraw the application.
- All projects must demonstrate and provide documentation of successful progress or completion, and may be subject to inspections and audits. Failure to provide this information may result in termination of the grant and loss of future funding.
- All published reports, presentations, or public exposure for any results or activities that are the result of this supported project must include acknowledgement of the "Imperial County Board of Supervisors Agricultural Benefit Program".
- Any patents and/or research developed as a result of a grant award shall be owned by the County of Imperial at a negotiated percentage.
- Proposals submitted will become public records and therefore information in your proposal will become discoverable by the public.
- Please refer to and provide all information in the attachments listed below.

IX. Attachments

Attachment A. Grant Application

Attachment B. Grant Checklist

Attachment C. Release of Information Form



County of Imperial

940 W. Main St, Ste 208
El Centro, CA. 92243
(442) 265-1001
(760) 352-7876 FAX

AGRICULTURAL BENEFIT PROGRAM GRANT APPLICATION

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED AND REVIEWED

APPLICANTS SHALL NOT CONTACT INDIVIDUAL COMMITTEE MEMBERS FOR TECHNICAL ASSISTANCE IN PREPARING THEIR APPLICATIONS. THE CONTACTING OF INDIVIDUAL BOARD MEMBERS BY AN APPLICANT FOR TECHNICAL ASSISTANCE MAY DISQUALIFY AN APPLICATION FROM CONSIDERATION.

1. APPLICANT INFORMATION

Name _____ Date _____

Address _____ City _____ State _____ Zip Code _____

Social Security _____ Home Phone (____) _____ Work Phone (____) _____

2. BUSINESS INFORMATION

Business Name _____ Date established _____

Business Address _____ City _____ State _____ Zip Code _____

Type of entity (check one): Corporation Partnership Proprietorship LLC

Type of Business _____ Business/Taxpayer I.D. #: _____

3. MANAGEMENT (PROPRIETOR, PARTNER, OFFICERS AND STOCKHOLDERS OWNING 20% OR MORE STOCK)

NAME	ADDRESS	% OWNED	ANNUAL COMPENSATION

4. PROJECT INFORMATION

Total Estimated Cost of Project \$ _____ Equity Contribution \$ _____

Amount of Grant Request \$ _____ Other Financing \$ _____

Other Public Funding Requested or Obtained \$ _____

5. USE OF GRANT FUNDS (ENTER GROSS DOLLAR AMOUNTS)

	GRANT REQUESTED	USE OF PRIVATE FUNDS	TOTAL
Land Acquisition	\$ _____	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____
Inventory Purchase	\$ _____	\$ _____	\$ _____
Working Capital	\$ _____	\$ _____	\$ _____

Construction Cost	\$	\$	\$
Other	\$	\$	\$
Total Grant Requested	\$	\$	\$

6. PROJECT INFORMATION

Please provide a project narrative with the following information:

- a) Describe your business.
- b) Please provide a brief description of your specific business experience as relevant to the grant.
- c) Describe what the grant funds will be used for. Please be specific.
- d) How many jobs will be created as a result of this grant?
- e) Explain how this project addresses the criteria stated in the Request For Grant Proposals (RFGP).

The attached scoring sheet will be used to evaluate your business grant application.

7. INSTITUTION GRANT OFFICE INFORMATION (IF APPLICABLE)

Please provide the information of the office that manages grants for your institution/organization and has the authority to sign grant agreements.

Contact Name: _____ Email: _____

Phone Number: _____ Address: _____

8. PERMITS AND/OR LICENSES

Please provide copies of all applicable operating permits and/or licenses. If your organization is non-profit, please provide a copy of the appropriate paperwork

IMPORTANT: The County of Imperial reserves the right to request additional information when necessary from the applicant and applicant will agree to comply within 30 days of the subject request. Applicant attests to the accuracy and truthfulness of the information submitted and that it is completed to the best of their knowledge. The applicant further authorizes County of Imperial to seek out any other information it deems appropriate and necessary to process this application. Applicant authorizes County of Imperial to release such information to any entity as required in the processing of this application.

Furthermore, applicant understands that County of Imperial may NOT approve the application. However, if approved, applicant reserves the right to accept the grant according to the terms and conditions thereto, or may withdraw the application.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

Name of applicant: _____ Signature of applicant: _____

Name of applicant: _____ Signature of applicant: _____

Application Date: _____



**COUNTY OF IMPERIAL
RELEASE OF
INFORMATION**

940 W. Main Street, Ste. 208
El Centro, CA 92243-2875
Tel: 442-265-1001
Fax: 760-352-7876

I/We authorize the County of Imperial, and any credit reporting agency utilized by the County of Imperial to verify any information necessary in connection with a down payment assistance loan application, including, but not limited to, the following:

1. Credit History
2. Bank Accounts
3. Employment and Income

Authorization is further granted to use of photographic copy of my/our signature(s) below to obtain information regarding any of the aforementioned items.

Applicant Name _____ Signature _____

Social Security Number _____ Date of Birth _____

Physical Address _____

Company Name _____ Signature _____

Company Identifying Number(s) _____

Physical Address _____

Co-Applicant Name _____ Signature _____

Social Security Number _____ Date of Birth _____

Physical Address _____

Note: Please use additional sheets as necessary.



County of Imperial

940 W. Main St, Ste
208 El Centro, CA.
92243 (442) 265-1001
(760) 352-7876 FAX

AGRICULTURAL BENEFIT PROGRAM GRANT CHECKLIST

All documents requested must be turned in before the application is vetted and reviewed by County Staff

1. GRANT APPLICATION - only a complete application will be accepted and vetted by County Staff
2. RELEASE OF INFORMATION FORM
3. EXECUTIVE SUMMARY– A copy of the Executive Summary including:
 - A. Statement of purpose
 - B. Include a detailed budget of how funds will be used.
 - C. Proof of non-profit status
 - D. Resumes of project staff

**Imperial County
Agricultural Benefit Program
Grant Scoring Sheet**

Name of reviewer: _____

Proposal submitted by: _____

Please review the qualifications based on the selection criteria and 100-point scale as follows:

_____ 1. Does the project address the goals and objectives of the program and address a demonstrated need?
Comments (explain score given):

_____ **30 points**

_____ 2. What is the project's level of direct short-term and long-term impact and benefit to agriculture in the Imperial County?
Comments (explain score given):

_____ **30 points**

_____ 3. What are the capabilities and experiences of the persons/organization responsible for the proposed project?
Comments (explain score given):

_____ **30 points**

_____ 4. What other sources of funding have already been secured for the proposed project? Does the proposal include participation with other non-profit entities?
Comments (explain score given):

_____ **10 points**

_____ 5. **Your Score** **Total Value** **100 points**