

# Dairy Business Planning Grant Application

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

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 via the online submission [form](#) 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 **October 16 , 2023, at 3pm**. Before starting this application, please review the Request for Proposal available [here](#).

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

**SECTION 1: GOAL ALIGNMENT & ELIGIBILITY**

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

- Leveraging the experience and judgment of reputable industry experts to evaluate the feasibility of a proposed new enterprise, business/marketing approach, process, or major investment
- Increasing the applicant's working knowledge of their existing business and/or future enterprise
- Gaining a certification, credit, and/or educational experience that improves the competitiveness of the business or its workforce
- Utilizing legal services to strengthen the business structure or succession plan

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

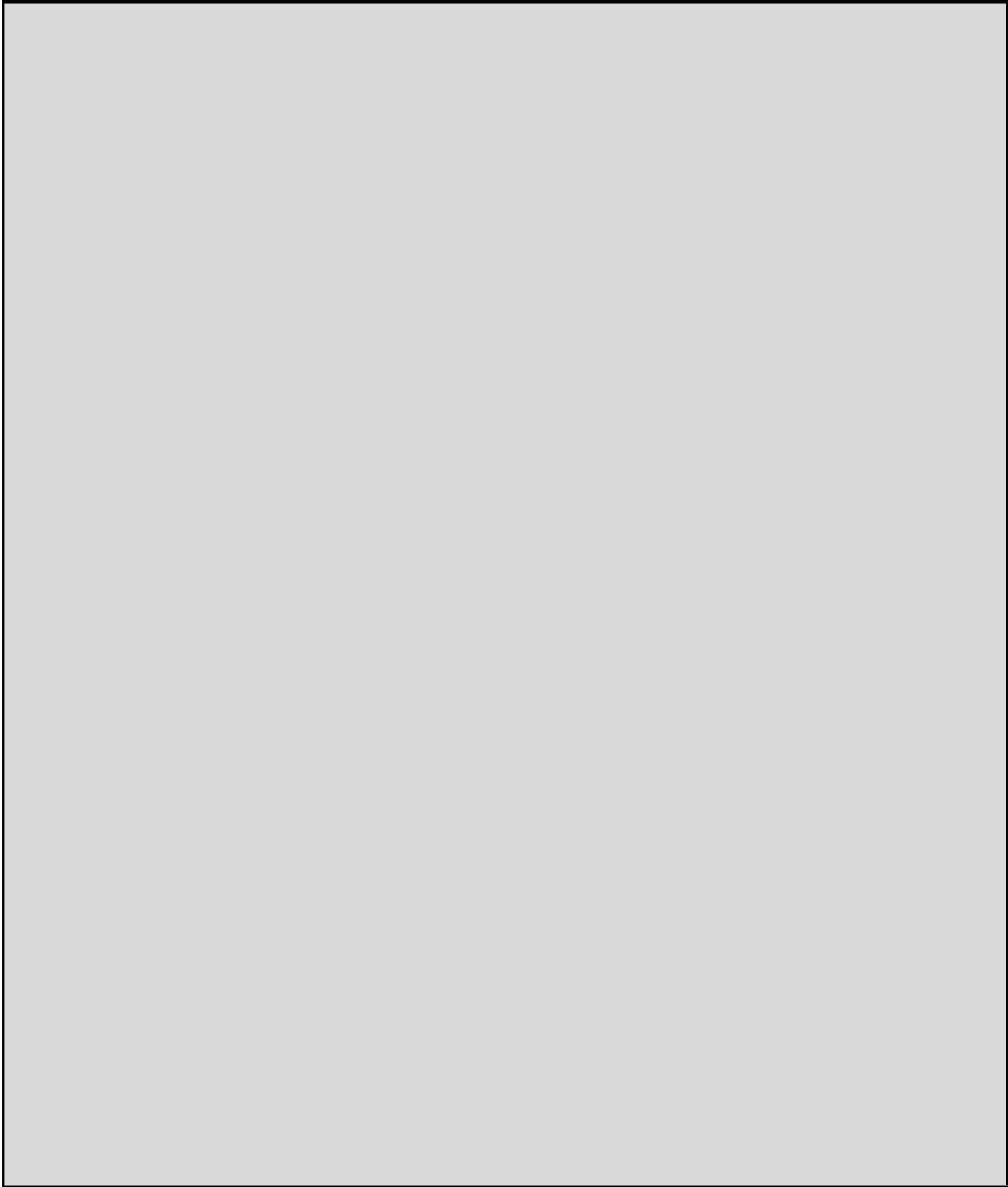


*Have you received a grant through SDBII previously? If so, please fill out the table below.*

Grant Title	Date Received	Grant Purpose	Grant Completion Date	Grant Outcomes

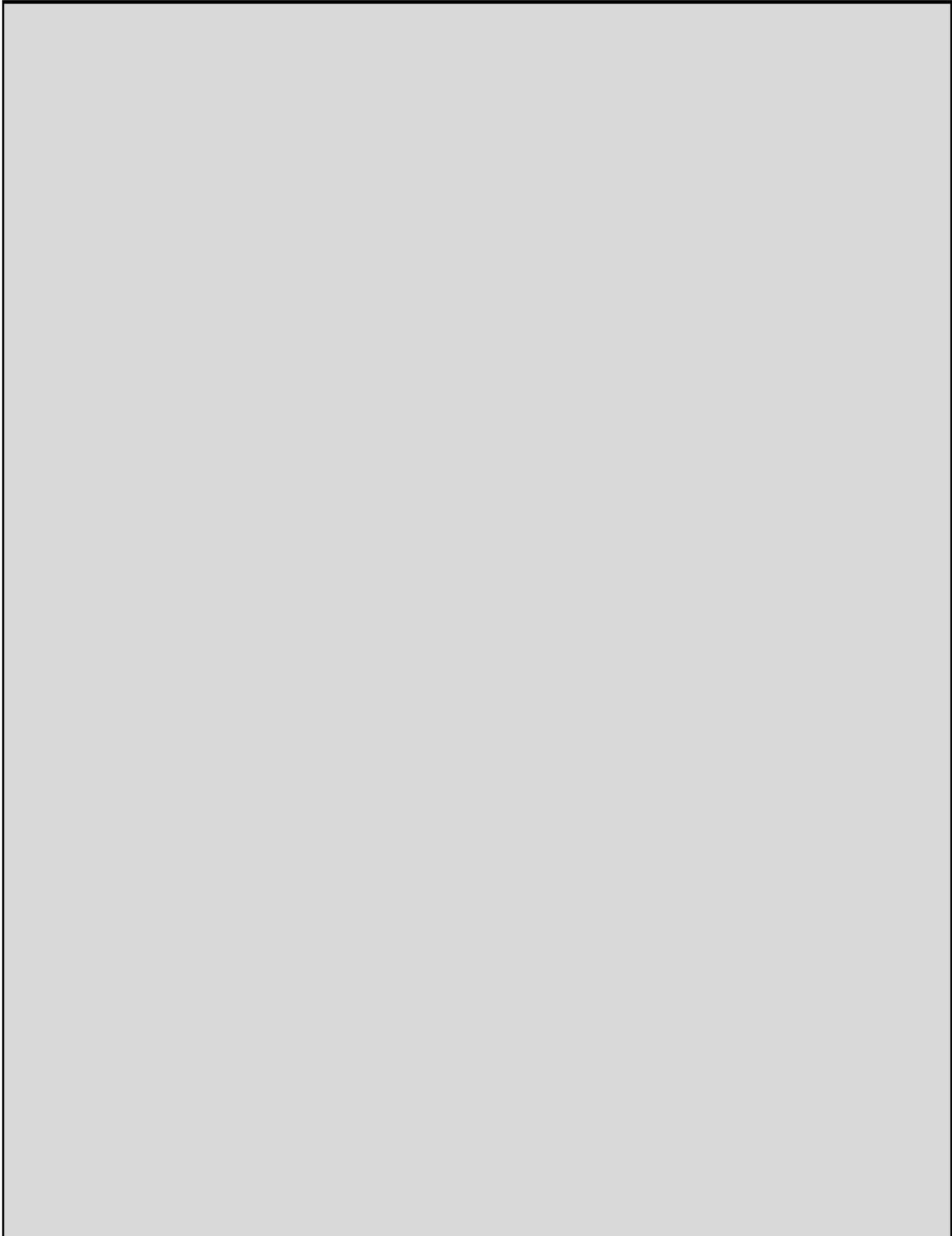
**SECTION 2: PROJECT SUMMARY (6,000-character limit)**

Describe your project and its intended outcomes. Be sure to include details regarding the existing business and how you hope the proposed planning/learning activity will benefit your existing business. State how you decided to pursue this project and provide an outline of the outcomes you are trying to achieve. *As a reminder, services already purchased at the time of application cannot be reimbursed in this grant program.*



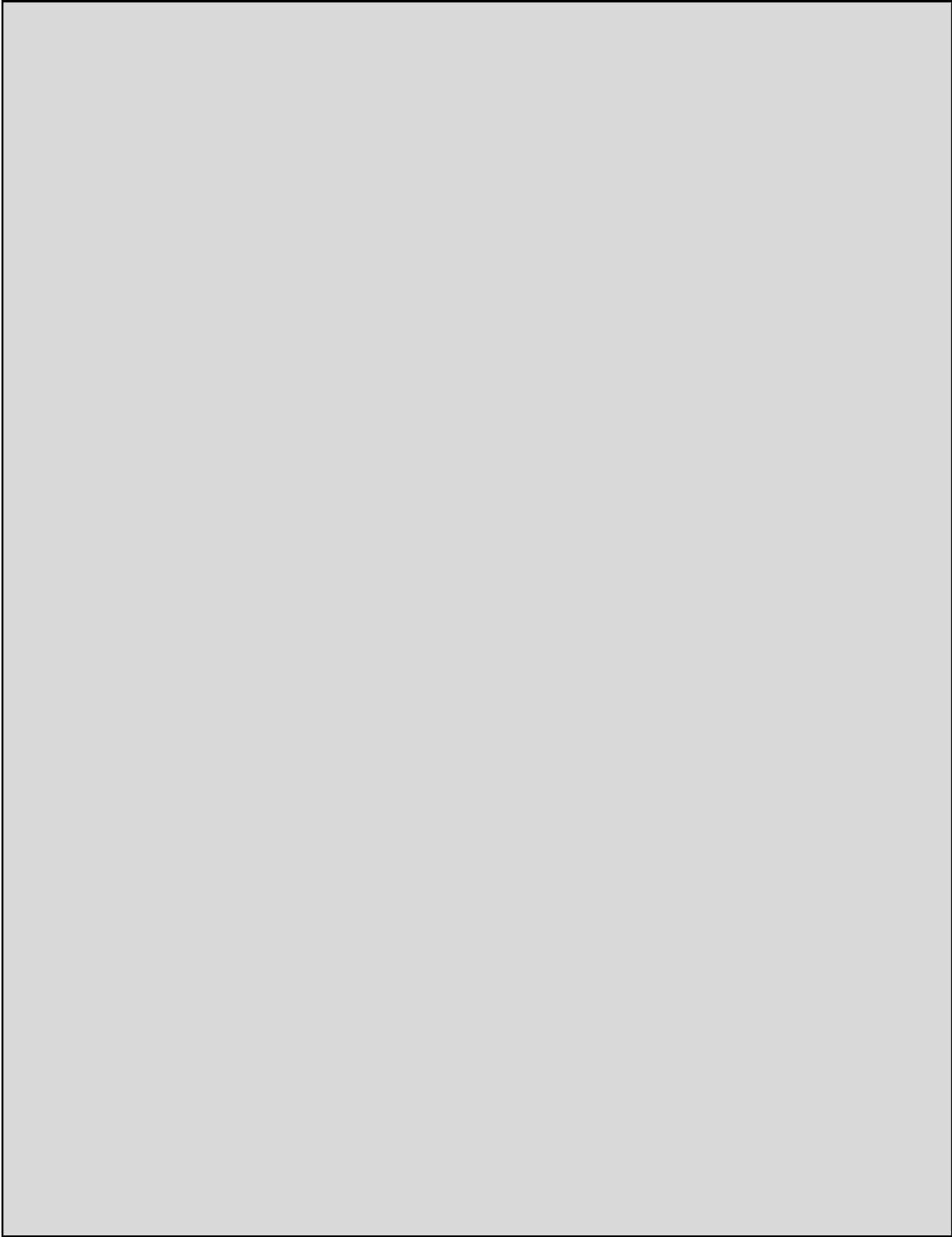
**SECTION 3: WORK PLAN AND DELIVERABLES (6,000-character limit)**

Describe the major steps and activities needed to complete your project and achieve each outcome noted in your Project Summary. Provide an estimated completion date for each step. Describe how each of the items to be funded through this grant will contribute to the overall project.



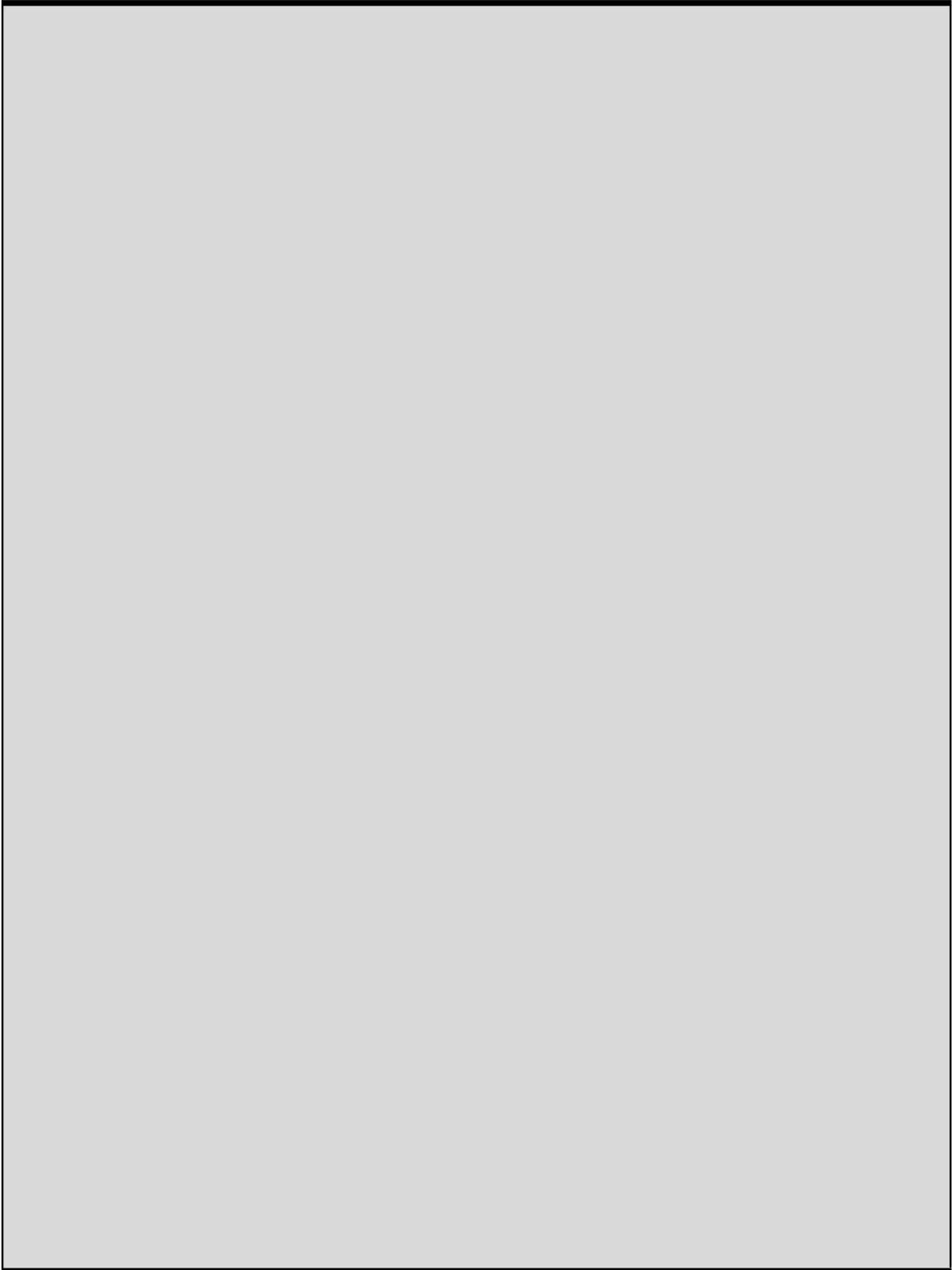
**SECTION 4: BUSINESS FUNDAMENTALS (6,000-character limit)**

Please use the space below to explain how the proposed planning activity will build on the existing infrastructure of your dairy business. How do you hope this project will help to ensure the long-term viability of your business.



**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.

A large, empty rectangular box with a black border, intended for providing additional information. The box is currently blank and occupies most of the page's vertical space.

**SECTION 6: SUPPLEMENTARY DOCUMENTS**

Applicants to the Dairy Business Planning Grant are required to submit at least one letter of support from a collaborator (lenders, customers, partner organizations etc.). Business plans that have been completed in anticipation of the proposed project are helpful but are not required. Supplemental documentation in the form of a quote from a reputable and qualified consultant or other service provider is required to support the expenses shown on the grant budget form.

**SECTION 7: BUDGET FORM**

All applicants must fill out and submit a project budget. You can find the fillable Budget Workbook for download by clicking [here](#). Enter all of the elements of your project budget based on vendor estimates. Please attach the Budget Workbook and vendor estimate documents when you submit this grant application via the submission [form](#). You must specifically note the exact expenses for which you seek reimbursement through this grant program (written under “Amount from this grant”). Remember 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, 2025 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, via the online submission [form](#) by **October 16, 2023, at 3pm**. 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 Shep Stearns at [sstearn1@utk.edu](mailto:sstearn1@utk.edu).

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

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