Specialty Processing Equipment
Grant Application

Full Legal Name of Applicant/Business	
Street Address	
Mailing Address (If different)	

Primary Contact Name		Title	
Primary Contact Email		Primary Phone	
Project Title			

Project Start Date		Project End Date		Total Grant Request	

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 via the grant submission **form** and include your completed budget workbook, 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.

☐ Diversify dairy product markets to reduce risk and develop higher value uses for dairy products
☐ Promote business development that diversifies farmer income through processing and marketing innovation
☐ Encourage the use of regional milk production
☐ Modernization, specialization, and grazing transition on dairy farms
☐ Value chain and commodity innovation and facility and process updates for dairy processors
☐ Product development, packaging, and marketing of dairy products
☐ Past participation in Southeast Dairy Business Innovation Initiative (SDBII) technical assistance programs

Provide a <u>brief</u> 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, new value-added products or processes developed, job(s) created or retained, expected increases in sales volumes, expected expansion of export endeavors and any industry-wide benefits at the local or regional level. State how you decided to pursue this project and provide an outline of the outcomes you are trying to achieve. Explain how you think the grant would benefit your existing business. *As a reminder, services, installation costs, and equipment already purchased and acquired 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 details on whether you currently have a permitted dairy business enterprise(s). 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 give projections on how the processing investments included in the project will pay off over time and justify project costs. Pay-back opportunities could include increased processing capacity, ability to produce higher value products, decreased labor costs, eliminating waste, (etc.). Explain the logic behind making these improvements given your existing business infrastructure.

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. If any quotes for equipment or services
are missing, please explain why here.

SECTION 6:   SUPPLEMENTARY DOCUMENTS

Applicants to the **Specialty Processing Equipment Grant** are required to submit at least two letters of support from collaborators (lenders, customers, partner organizations etc.). Submission of a business plan is encouraged for applicants requesting up to $150,000. Submission of a business plan is required for applicants proposing a project costing in excess of $150,000. Business plans should be recently updated (within the last three years), be relevant to the proposed project, and cover the one-year grant period projected to start January 1, 2023. All budget items (including installation costs) should be supported with at least one quote from a reputable vendor. Budget items costing more than $5,000 should be supported with at least one quote.

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 upload the Budget Workbook and vendor estimate documents when you submit this grant application via email to **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, to 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**.

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