Dairy Business Planning Grant Application

This template includes the questions from the online application form for the Dairy Business Planning Grant. We recommend that you record your answers in this document first and then copy and paste the answers into the form.

**Note:** we have found that if you change the color or bold the text for your answers and then paste them into the form it will produce an error message stating that you have exceeded the limit on characters allowed. There is no limit to the number of characters that can be entered into the answer text boxes. **Make sure that when you enter your answer into the online form the text is not bolded, underlined, or in a color other than black.**

If you are mailing the application, it must be post-marked by September 25, 2025. Mailed applications must be addressed to:

Dr. Elizabeth Eckelkamp

University of Tennessee Institute of Agriculture

Animal Science Department

244 C.E. Brehm Animal Sciences Building

2506 River Drive, Knoxville, TN 37996

The Dairy Business Planning Grant provides reimbursement funds to permitted dairy farm businesses located in the Southeast that are seeking the help of experts to plan for the future. Dairy businesses in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, and Puerto Rico are eligible. Applications must be submitted by current dairy businesses only. For the purposes of evaluating eligibility, dairy businesses are considered to include companies that are engaged in the production and/or processing of milk for commercial consumption (as food) and are permitted/licensed to do so by state and federal authorities. Eligible businesses may be involved in the production or processing of milk from cattle, sheep, goats, water buffalo, camels, and other dairy species. Projects that involve investments related to the sale of raw milk for human or pet consumption are not allowed. **Applications are due September 25, 2024 at 5:00pm Eastern Time. Applications submitted after the deadline or missing key information will not be reviewed.**

Please provide the name of your grant submission to the **Dairy Business Planning Grant program**. If you are applying to any other program, please visit [https://sdbii.tennessee.edu](https://sdbii.tennessee.edu/) to find the correct portal.

Provide the name of the primary grant contact. This will be the individual who signs contracts and submits reimbursement requests. Answer should be provided as "Firstname Lastname", i.e. "John Smith".

Provide the email of the primary grant contact. This will be the individual who signs contracts and submits reimbursement requests and should be the same individual listed in the above question.

Confirm the email of the primary grant contact. This will be the individual who signs contracts and submits reimbursement requests and should be the same individual listed in the above question.

Provide the phone number of the primary grant contact. Please use the format (123) 456-7891.

**SECTION 1: Funding Eligibility**

Applicants must select one grant category to apply to per grant cycle. Applicants may not apply to two grants that are offered in the same cycle (e.g., two grants with the same due date). Applicants who have been awarded one or more grants in previous cycles of the program may continue to apply and receive funding as long as no more than two awards will be active at one time. Previous grants in the same category must be deemed complete by SDBII prior to submitting a new application (a project closeout letter will be issued for projects that are completed). Applicants may not be awarded more than $700,000 total across all awards within a three-year period. This includes the amount the applicant applies for in the present round of funding.

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](https://www.ecfr.gov/current/title-15/subtitle-B/chapter-VIII/part-801/section-801.2))?

Yes/No

Have you acquired a Unique Entity Identifier from SAM.gov? If so, please record it below. (Note: if you do not have a UEI yet, please apply for one now. Having a UEI will expedite the contracting process if you are awarded a grant. Click [HERE to view the website](http://sam.gov/)).

Yes/No

If you already have a UEI from SAM.gov please provide it below.

Provide the complete name of your dairy business. If you do have a UEI from SAM.gov, this name should match that number.

Provide the complete address of your dairy business. The address should be in standard form i.e. 1234 John Smith Lane, Anywhere, ST, 12345.

Have you received technical assistance from personnel associated with SDBII? Check all that apply:

* I have not received any assistance from personnel associated with SDBII
* One-on-one consultation for farm improvement or value-added processing (including consultations regarding grant project development)
* Area or state level meetings or workshops (MarketReady, Dairy Gauge, Food Safety, Value-Added Dairy Business Expansion)
* Leadership (MILK, U-DAIRE, NAFDMA)
* In-depth business reviews through KCARD
* Other

If you selected "other" in the question above, please specify what type of assistance you received.

Please identify which of the following grant program goals your application supports. Check all that apply:

* 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 3 paragraphs total) as to how your application meets each goal category selected.

Have you received a grant through SDBII previously? Use the space below to list the title of each grant (if any), year received, and the current status of the project (e.g., complete or on-going).

**SECTION 2: PROJECT SUMMARY**

Describe your project and its intended outcomes. Please include details regarding the existing business. Provide background on the decision-making and planning process you engaged in while you were creating the proposal for this project. **As a reminder, services already purchased and acquired at the time of application cannot be reimbursed in this grant program.**

**SECTION 3: Work Plan and Deliverables**

Describe the critical issues the business will face in completing the project, the amount of time needed to complete each step of the project within the grant period, and the specific benchmarks that will need to be met to complete the project. Provide a detailed explanation of the steps required to complete the overall project including the dates of completion. All listed items must contribute to your proposal’s stated goals. **Projects must be completed within 12 months.** It is acceptable to complete a project before the scheduled performance period end date, but SDBII encourages applicants to take the full grant period to allow ample time to complete all projects. **Use January 15, 2025 as the estimated start date (note: actual start date will depend on duration of the contracting process) and an estimated end date of January 15, 2026.** Describe how each of the items to be funded through this grant will contribute to the overall project.

**SECTION 4: Business Fundamentals**

Please use the space below to explain how the proposed planning activity will build on and improve your existing dairy business operation. State the benefits from this project in terms of potential improvements to your business' long-term viability.

Total funds requested (e.g. the dollar amount you are hoping to be reimbursed for by SDBII).

Total cost of project.

**SECTION 6: Letters of Support**

Please use this space to attach your grant budget workbook. This should be the completed excel sheet titled "Dairy Business Planning Grant Budget Workbook - Last Name" with last name matching the contact shared in question 2. For example, " Dairy Business Planning Grant Budget Workbook - Smith".

Please use this space to upload any quotes associated with your grant. These should be titled "Dairy Business Planning Grant Quote 1 - Last Name" with last name matching the contact shared in question 1. If multiple quotes are attached, please label them sequentially, i.e. the second quote should be titled "Dairy Business Planning Grant Quote 2 - Last Name", etc. **Note\*\* no more than 10 quotes total can be accepted by this form. If you have more than 10, please add those to the additional documentation section.**

**SECTION 6: Letters of Support**

Please use this space to upload any letters of support associated with your grant submission. These should be titled "Dairy Business Planning Grant LOS1 - Last Name" with last name matching the contact shared in question 1. If multiple letters of support are attached, please label them sequentially, i.e. the second letter should be titled "Dairy Business Planning Grant LOS2 - Last Name", etc. **Note\*\* no more than 5 total letters of support can be accepted.**

**SECTION 7: Additional Information**

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.

**Eligible Purchases and Reimbursement**

You **must not** purchase anything you intend to request reimbursement for before receiving notification of an award and a **fully executed contract with University of Tennessee**. If you purchase anything before this occurs, those purchases **are not eligible for reimbursement**.

**Submission**

Before clicking the "submit" button, **please double-check** that all of the materials you intend to include in your application are entered in the appropriate sections above. When you are ready, click the button below. **It may take a few seconds** for your application to go through. Do not close this window **until you receive a confirmation email** with your responses. For assistance please email [sstearn1@utk.edu](mailto:sstearn1@utk.edu).