Specialty Processing Equipment Grant Application

This template includes the questions from the online application form for the Specialty Processing Equipment 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 Specialty Processing Equipment Grant provides reimbursement funds to dairy businesses located in the Southeast. Eligible states include Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia, as well as Puerto Rico. Applications may be submitted by permitted dairy businesses that operate or endeavor to operate a value-added dairy enterprise. For the purposes of evaluating eligibility, dairy businesses are considered to include companies that are engaged in the production or processing of milk for commercial consumption (as food). 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. Proposed projects must have the potential to diversify dairy product markets to reduce risk and develop higher value uses for the milk supply in the Southeast. **Applications are due September 25, 2024 at 5:00pm Eastern Time. Applications submitted after the deadline or missing key information will not be reviewed.**

Provide the name of your grant submission to the **Specialty Processing Equipment Grant program**. Please provide a descriptive title of your proposed project, not just the name of your dairy business or yourself. 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.

Verify 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.

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

If someone other than the named individual above is submitting this grant, indicate your name and relationship to the entity the grant was created for.

Please indicate whether you received professional assistance with review or completion of your grant outside of SDBII personnel.

Yes/No

**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.

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

Please provide the complete address of your dairy business. Address should be in standard format 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)
* Southeast Value-Added Dairy Annual Conference
* 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:

* 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 supply
* Value chain and commodity innovation and facility and process updates for dairy processors
* Product development, packaging, and marketing of dairy products

Provide a brief explanation (1 to 3 paragraphs total) as to how your application meets each goal category selected. If you have received technical assistance from SDBII please describe that here. Further details are expected elsewhere in the application.

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. List and explain **at least two specific outcomes with target completion dates that will result from this project** and state the benefits in terms of improvements in profitability, efficiency (labor, time, capacity, production), animal and/or worker health and well-being, worker retention, or addition/maintenance of jobs. Provide background on the decision-making and planning process you engaged in creating the proposal for this project. **As a reminder, services and equipment 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 project tasks. **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**

Use the space below to give projections on how the processing facility investments included in the project will pay off over time and justify project costs. Pay-back opportunities could include increased processing capacity, decreased labor costs, reduced waste, producing a higher value product etc. Explain the logic behind making these improvements given your existing facility infrastructure.

Please upload your business plan. Dairy business applicants who are starting a new value-added enterprise should also include a feasibility study.

**SECTION 5: Budget Form**

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

Total matching dollar amount. This should be at least 25% of the total funds requested and 20% of the total allowable project cost (see calculator on the budget spreadsheet).

Total cost of project (includes match amount, requested amount, and costs that are not eligible as match or requested amount).

Please use this space to upload your grant budget workbook. The workbook values entered for requested amount, match amount, and total project cost should match the amounts you recorded above. The completed excel sheet should be titled "Specialty Processing Equipment Grant Budget Workbook - Last Name" with last name matching the contact shared in Question 2. For example, "Specialty Processing Equipment Grant Budget Workbook - Smith".

Please use this space to upload any quotes associated with your grant. These should be titled "Specialty Processing Equipment Grant Quote 1 - Last Name" with last name matching the contact shared in Question 2. If multiple quotes are attached, please label them sequentially, i.e. the second quote should be titled "Specialty Processing Equipment 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 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.

Use this space to upload additional documents that you would like for the review committee to have access to.

**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.