

BASIC AND APPLIED RESEARCH GRANT

N.D.C.C. chapter 4-14.1 sets forth authority for the North Dakota Agricultural Products Utilization Commission. N.D.C.C. chapter 4-14.1-01 sets forth the purpose of the Commission:

4.14.1-01 - It is hereby declared to be the public policy of the state of North Dakota to protect and foster the prosperity and general welfare of its people by improving the agricultural economy of the state. In furtherance of this policy, it is the purpose of this chapter to provide necessary assistance to the research and marketing needs of the state by developing new uses for agricultural products, by-products, and by seeking more efficient systems for processing and marketing agricultural products and by-products, and to promote efforts to increase productivity and provide added value to agricultural products and stimulate and foster agricultural diversification and encourage process innovations.

The North Dakota Agricultural Products Utilization Commission is pleased to issue an invitation to apply for basic or applied research grants. Applicants should focus research efforts on use and processing of agricultural products and by-products. The funding for this grant comes from the motor vehicle fuel tax refunds to farm operators; priority is given to application requests benefiting rural areas.

Generally grant should be for a 1-year time frame. Projects that have advanced can reapply for a 2nd grant.

The Commission is seeking applications that develop the expanded use of technology for processing agricultural products and by-products in North Dakota. ***The application must not be aimed at business expansion or creation without regard to agricultural products utilization, must not include research that cannot reasonably be expected to result in a marketable product, or cannot already have been duplicated by other research efforts.*** Generally grant funds are limited to North Dakota companies that add value to North Dakota agriculture products. Successful applications will exhibit thoughtful planning, expansion of jobs in the rural areas, and a reasonable opportunity for commercialization.

Each application will be considered on an individual basis and on its own merits.

The Commission reserves the right to reject any grant application.

Commissioners will consider the first 15 applications received by the deadline, 1st time applicants will be given preference.

Applications will be considered on a quarterly basis with deadlines for applications falling on: **January 1, April 1, July 1, and October 1.**

BASIC AND APPLIED RESEARCH GRANT FORM

The mission of the Agricultural Products Utilization Commission is:
To create new wealth and jobs through the development of new and expanded
Uses of North Dakota agricultural products

By accepting a grant from APUC, you are agreeing to serve as a contact for individuals interested in pursuing a similar project.

A. APPLICANT INFORMATION

Applicant

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
E-mail: _____

Applicant Advisor

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
E-mail: _____

Fiscal Agent (required for private business)

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
E-mail: _____

Fiscal Agent may charge up to 5% for their services, paid for by APUC, excluding state agencies and universities.

University Appointment (if any) in months _____

B. GENERAL DESCRIPTION OF THE PROJECT

- 1) Grant Application Amount: \$ _____
- 2) Estimated Total Cost of Project: \$ _____
- 3) Estimated Time of Completion of this Project: _____
- 4) Date of Final Report: _____

(Generally grants are for a 1 year period, if you need a longer period of time please specify)

- 5) Specify how the grant funds be used?

6) Who will be doing the research? _____
Company Person

7) Where will the research be done? _____
City State

C. FINANCIAL INFORMATION:

1) Applicants' match (personal/company dollar investment):\$ _____

2) List other matching funds:

<u>Person/Business</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

3) Total amount of matching funds \$ _____
(Applicants' match and other matching funds should equal total amount of matching Funds)

4) Have all your matching funds been secured?

Yes No

If no, when will funds be available? _____

5) Has this project received any public/private funding previous to this proposal?

Yes No

If yes, list the source and amount:

<u>Source</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

6) Have you received previous funding from APUC?

Yes No

If yes, list the project and amount:

<u>Project</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

D. RESEARCH INFORMATION:

- 1) Explain the methodology to be used in the research including:
 - a) objectives
 - b) tasks
 - c) milestones
 - d) potential market

- 2) Describe any Literature Review done in this particular area.

- 3) How will the North Dakota Agricultural benefit from this research.

- 4) List project co-sponsors (including name of organization, address, telephone, key contact and nature of participation) and attach a letter of intent to participate for each co-sponsor.

- 5) List of principal investigator and key members of the research team. Include individual résumés of investigator and/or key members of research team. Résumés no longer than one page per member and must be attached to the application.

Please list the names and phone numbers of two references who are familiar with the applicant's work:

Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____

E. INSTRUCTIONS:

- a) Applications, including all supplements, should be limited to ten (10) pages. Promotional materials or unrelated materials will be discarded. The supplements to be completed by the applicant are attached as follows:
 1. Supplement A - Project Budget
 2. Supplement B - Press Release Information Sheet

- b) Twelve (12) copies of the proposal must be delivered or mailed to the Commission.

F. CONCLUSION

By affixing your signature(s) to this application, the applicant(s) certify to have read and understood the Guidelines governing award of these grants and agree to all conditions set forth therein and that all information contained in this application package is true to the best of the applicant's knowledge, information and belief.

The North Dakota Agricultural Products Utilization Commission reserves the right to modify or terminate any subsequent agreements with applicant if, at a future date, the Agricultural Products Utilization Commission becomes aware of material misrepresentation(s) contained in this application.

Name (type or print): _____ Applicant

Signature: _____

Title: _____

Date: _____

Name (type or print): _____ Applicant Advisor

Signature: _____

Title: _____

Date: _____

Name (type or print): _____ Fiscal Agent

Signature: _____

Title: _____

Date: _____

Supplement A Budget Proposal

Expenditure	APUC Request	Internal ***	State Fund ***	Federal Funds ***	Other	Total
Salaries/Fringe Benefits (Name Recipients & anticipated amount for each)						
*Equipment (Specify)						
Supplies (Specify)						
Travel (Specify)						
Marketing Costs (Specify)						
****Advertising Costs (Specify)						
Computer Lease or Rental Costs						

Consultant Fees <i>Attach copy of RFP's Business Plan</i>						
Feasibility Study						
Accountant						
Legal						
Business Manager						
5% Administrative Fee ** Other Direct Costs (Specify)						
*Indirect Costs (Specify APUC does not fund indirect Costs:						
Total						

- * The Commission does not typically fund indirect costs
- ** Application Advisor/ Fiscal Agent up to 5% of funded grant
- *** List matching costs that are directly related to this phase of the project
- **** Advertising costs are TV, Radio, Newspaper and Magazine ads

Shaded areas are not generally funded by APUC

SUPPLEMENT B
Press Release Information Sheet

The information on this sheet may be used for public releases in announcements, press releases and other public information.

Applicant: _____

Contact Person: _____

Address: _____

Telephone: _____

Project Co-Sponsor(s): _____

Title of Project: _____

Project Start-Up Date: _____

Project Completion Date: _____

Brief summary of the project, product or process and proposed commercialization efforts:

Total funds requested from APUC: _____

Total project budget: _____

How will the grant funds be used? _____

Name and Title (type or print): _____

Signature: _____

Date: _____

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

<p><i>The following information is requested by the Federal Government in order to monitor compliance with applicable Federal Civil Rights laws. You are not required to furnish this information, but are encouraged to do so. The law states that a provider of services may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations the provider of services is required to note race, ethnicity, and sex on the basis of visual observation or surname.</i></p>	
Ethnicity (mark one)	Race (mark one or more)
<input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<p>Sex: <input type="checkbox"/> Female</p> <p> <input type="checkbox"/> Male</p>	

Do not count this page as one of the 10 application pages, but it must be filled out.