

Grape and Wine Research, Promotion and Marketing Grant Request for Proposals

2017

Application Due Date:

October 13, 2017 by 4 p.m. CDT

No late submissions accepted.



North Dakota Department of Agriculture
600 E. Boulevard Ave., Dept. 602
Bismarck, ND 58505
701.328.2191
edlund@nd.gov

CONTENTS

| | |
|--|---|
| 1. Funding Opportunity Description | |
| a) Authority | 2 |
| b) Purpose..... | 2 |
| 2. Award Information | |
| a) Available Funding..... | 2 |
| b) Period of Performance | 2 |
| 3. Eligibility Information | |
| a) Eligible Applicants..... | 2 |
| 4. Application and Submission Information | |
| a) State Application..... | 3 |
| b) Submission Date | 3 |
| c) Application Review Information | 3 |
| d) Anticipated Award Announcement and Award Dates..... | 4 |
| 5. Award Administrative Information | |
| a) Award Notices | 4 |
| b) Policy Requirements | 4 |
| c) Reporting..... | 6 |
| d) Payment..... | 7 |
| e) Contact | 8 |

1) Funding Opportunity Description

a) AUTHORITY

The Grape and Wine Advisory Committee is authorized through the North Dakota Century Code under section 16 of chapter 4.1-01. The agriculture commissioner shall appoint a grape and wine advisory committee to assist with programming. The committee must include:

1. Two individuals who are grape producers;
2. One individual who is the producer of a fruit, other than grapes, used in vinification;
3. Two individuals who own wineries located in the state; and
4. One representative of the North Dakota grape and wine association.

Funding for the Grape, Wine and Fruit Promotion Fund is included in the Agriculture Commissioner's budget.

b) PURPOSE

The purpose of the Grape and Wine Research, Promotion and Marketing Grant is to provide support for research that addresses the needs of the industry, as well as the promotion and marketing of the grape and wine industry in North Dakota.

2) Award Information

a) AVAILABLE FUNDING

The North Dakota Department of Agriculture (NDDA) has approximately \$60,880 to support grape and wine research projects for the 2017-2019 biennium and approximately \$15,220 to support grape and wine promotion and marketing projects for the biennium.

b) PERIOD OF PERFORMANCE

The Period of Performance begins November 1, 2017 and ends April 15, 2019. Performance can be less than the time allotted, but cannot extend past the beginning and end dates.

3) Eligibility Information

a) ELIGIBLE APPLICANTS

All applicants that are able to provide research in support of the grape and wine industry

or promote and market the grape fruit and wine industry in North Dakota are eligible.

4) Application and Submission Information

a) STATE APPLICATION

Each applicant must complete the 2017 Grape and Wine Grant Application Template posted on the NDDA website:

<https://www.nd.gov/ndda/marketing-information-division/business-development/grape-wine-and-fruit-promotion>

b) SUBMISSION DATE

NDDA must receive the full application electronically no later than October 13, 2017. A complete application will include the completed 2017 Grape and Wine Promotion and Marketing Grant Application Template.

Any applications received after the due date will not be accepted.

c) APPLICATION REVIEW INFORMATION

Applications will be reviewed by the Grape and Wine Advisory Committee. The applicant must present the application in person or by phone in front of the Grape and Wine Advisory Committee in October 2017. Applications be scored on the following:

| |
|---|
| A. POTENTIAL IMPACT: (30 points Max) Does the project have a positive impact on the grape, fruit, and wine industry? How effective will the project be at enhancing the competitiveness of the industry? |
| B. EXPECTED MEASURABLE OUTCOMES: (25 points Max) Does the project include one or two measurable outcomes that directly support the project's purpose? Are they of direct importance to beneficiaries? Does each measurable outcome include a specific goal, benchmarks, and performance measure? How clear, appropriate, and realistic are the goals and objectives? |
| C. WORK PLAN: (20 points Max) Is the work plan feasible? Is the timeline reasonable? Does the tasks relate to the project objectives and expected measurable outcomes? |
| D. MATCHING FUNDS & PROJECT COMMITMENT: (10 points Max) Is industry support for the project demonstrated? Do stakeholders have an active role in any activities outlined in the project work plan? Are industry stakeholders providing matching or in-kind contributions? |
| E. PROJECT OVERSIGHT: (10 points Max) Is the scope of the project meeting the goals for broad geographic consideration and multiple product application? |
| F. MERIT: (5 points Max) Each Committee member may award a proposal up to five (5) additional points. |

d) **ANTICIPATED AWARD ANNOUNCEMENT AND AWARD DATES**

Applicants will be notified in writing as to whether or not they received a grant award. Approved applicants will also be sent a Notice of Grant Award (NOGA) to sign. NDDA anticipates that notifications will be made in October 2017 and grant awards will be made shortly after.

5) Award Administration Information

a) **AWARD NOTICES**

Prior to beginning work on the proposed project or receiving funding, approved applicants will be required to sign a NOGA with the NDDA indicating their intention to complete the proposed tasks, report results, and authorizing NDDA to monitor the progress of the proposed project.

NOGA's must be signed and returned to NDDA within 30 days of receipt. Failure to submit an executed copy of the NOGA within 30 days of receipt may result in the loss of awarded grant funds, unless the delay was caused by circumstances outside the control of the grantee. Once the NOGA has been fully executed, projects are able to work and expend money on their project. **No work or expenditures are allowed before this date.**

b) **POLICY REQUIREMENTS**

General Compliance

All awarded grant projects must comply with all state laws and regulations and the terms of the grant award.

Monitoring

NDDA reserves the ability to perform site monitoring visits to any and all grantees to ensure that work is progressing within the required timeframe and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information, as well as site visits.

Liability

NDDA will not be held liable for any costs incurred by any firm for work performed in the preparation and production of a proposal, nor for any work performed prior to the formal execution of the grant award.

Open Records

Proposals submitted for funding and all related grant awards and reports shall be subject to disclosure under the North Dakota open records law.

Other Considerations

All proposals submitted in response to this RFP (Request for Proposal) become the property of NDDA. NDDA reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use materials produced under this grant agreement.

NDDA also reserves the right to:

- Post funded proposals or final reports to the NDDA website
- Reject any or all proposals received
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant
- Use any or all ideas submitted unless those ideas are covered by legal patent or proprietary rights
- Clarify the scope of this program, within the RFP requirement and with appropriate notice to potential applicants, to best serve the interests of the State of North Dakota
- Amend program specifications after their release, with appropriate written notice to potential applicants
- Require a good faith effort on part of the project sponsor to work with NDDA subsequent to project completion to develop or implement project results
- Withhold any payments when grant award conditions are not met

Exclusions

Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).

c) REPORTING

Biannual Reporting

A biannual presentation of activities during the time period must be made to the Grape and Wine Committee and must include:

- Activities Performed
- Problems and Delays
- Future Project Plans
- Funding Expended to Date

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with NDDA, receipts, invoices and copies of all reports and documents associated with the project. The grantee shall retain all data and other records relating to the acquisition and performance of the Grant Award Agreement for a period of three years after the completion of the agreement. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records.

NDDA reserves the right to modify reporting requirements during the course of the project. Information submitted in any report to NDDA will be a public record. All reports must be submitted using the required format.

Final Reports

A final report presentation to the Grape and Wine Committee will be required after the last day of the grant agreement. The final report may be posted on the NDDA website and is important for sharing project findings with State agencies and the public. The final report will include the following:

- Project Summary
- Project Approach
- Goals and Outcomes Achieved
- Lessons Learned
- Beneficiaries
- Contact Person
- Additional Information

In addition to the final report, NDDA reserves the right to conduct a follow-up survey of funded projects in order to determine long-term impacts of the project.

Reporting Compliance

Applicants who do not submit the final report or who submit unacceptable presentations may be required to return previously distributed funds to NDDA.

d) PAYMENT

Requests for reimbursements will be accepted when the biannual presentation has been approved by the Grape and Wine Committee. Each reimbursement request must include an itemized invoice and documentation of the work or expenses. Itemization shall include the purpose, amount and date incurred. Grantees must provide assurance that the work has been completed (i.e. include receipts, invoices) and clearly outline expenditures. Twenty percent of the total grant funds will be retained until a presentation of the completed project is received and recommendation for final payment has been approved by the Grape and Wine Committee.

Below are the tentative reporting periods and due dates for the presentation and financial reports:

| Report | Reporting/Reimbursement Period | Presentation/Financial Reporting Due |
|---------------|---------------------------------------|---|
| Biannual | November 1, 2017 - April 15, 2018 | TBD April 2018 |
| Biannual | May 1, 2018 - October 15, 2018 | TBD October 2018 |

| | | |
|-------|-----------------------------------|----------------|
| Final | November 1, 2018 - April 15, 2019 | TBD April 2019 |
|-------|-----------------------------------|----------------|

Budget Adjustments

If a change in the budget is needed during the project period, the change must be approved by the Grape and Wine Committee.

Work Plan Adjustments

If a change in the work plan is needed during the project period, the change must be approved by the Grape and Wine Committee.

e) CONTACT

Potential applicants or assistance can be requested with the information below:

North Dakota Department of Agriculture

Attention: Emily Edlund

600 E Boulevard Ave Dept. 602

Bismarck ND 58505-0020

Phone: 701-328-2191

Fax: 701-328-1870

edlund@nd.gov