

Maryland Agricultural Education and Rural Development Fund

Application Instructions – 2006

The Maryland Agricultural Education and Rural Development Assistance Fund (MAERDAF) is designed to contribute to the vision of “One Maryland” by providing a means to financially support statewide and regional planning, economic development and community development agencies that serve rural areas. MAERDAF is also designed to assist financially certain community college efforts that support smaller, natural resource based business through enhanced training and technical assistance opportunities offered by the Advanced Technology Centers. Among the desired outcomes from this Act is an increase in the overall capacity of rural-serving nonprofit organizations and community colleges to meet a multitude of rural development challenges, which in turn will hopefully lead to new opportunities for establishing public/private partnerships and for leveraging non-State sources of funding. Priority will be given to applications that have available equal matching funds from non-state sources.

Grant guidelines:

- ◆ Grant awards are expected to be in the range of between \$5,000 to \$50,000.
- ◆ Applications for both one-time and multi-year grant awards will be accepted. (Successful applicants from previous years are not necessarily guaranteed that funds will be available in subsequent years.)
- ◆ Applicants (except community colleges) must serve a regional (multi-county) or statewide rural constituency.
- ◆ Applicants must hold an appropriate IRS organizational tax designation [i.e., Section 501(c)(3) or similar designation].
- ◆ Applicants must clearly identify the need to be addressed and how any additional funding would be used to meet that need.
- ◆ Applicants must also submit a “Managing For Results” statement.
- ◆ Priority will be given to applications that have available equal matching funds from non-state sources.

Grant Compliance: Organizations that have received a MAERDAF Grant in the past must have fulfilled all MAERDAF reporting requirements to date before applying for another MAERDAF Grant.

Instructions for completion of the grant application:

1. **Date of Application:** Provide current date on the application.
2. **Name of Organization:** Provide legal name of the organization applying for the funds.
3. **Street Address:** Provide the street address for the organization named above.
4. **City, State and Zip Code:** Provide information requested.
5. **Contact Person:** Provide name of person to serve as contact for the organization and who will serve as the grant administrator.
6. **Contact Title:** Provide the official job title of the Contact Person identified in # 5.
7. **IRS tax designation:** Provide IRS tax designation. NOTE: Grant applicant must be a nonprofit organization with Section 501 (c) (3) IRS standing or comparable IRS tax status.
8. **Organization’s Mission Statement:** Describe what your organization does, for whom and where.
9. **Identify your customers.** Describe whom the agency serves. (Who is the customer of the organization?)
10. **Describe the extent of community involvement and cooperation with other organizations.** Provide information on how the organization involves the community. (I.E., Organization has a Board of Directors made up of community and/or business leaders.) Also describe efforts to coordinate the organization’s activities with others in the community.
11. **Check organization type:** Check the box that best describes the primary function of the organization.

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- 12. Amount of funding requested:** Specify the dollar amount for this grant application. Note that grant awards are expected to be in the range of between \$5,000 to \$50,000.
- 13. What is the organization's plan to leverage additional resources?** MAERDAF will give priority to applications that obtain matching funds from other, non-state sources. What plans does your organization have to solicit additional resources in this first year of the grant?
- 14. Provide a Scope of Work for this grant.** Explain briefly the grant project. Be sure to clearly identify the need to be addressed and how any additional funding would be used to meet that need.
- 15. Summarize project goals and specific measurable objectives to be achieved during the funding period.** Describe what will be achieved as a result of this grant and how success will be measured.
Overall goals of the project: Describe what will be accomplished as a result of this grant. (i.e., Expand involvement of the community in the X Organization.)
Specific objectives of the project: Provide information on how results will be measured (i.e., Increase membership by 100.)
- 16. Provide a "Managing for Results" statement that incorporates the project goals and measurable outcomes that relate to this grant application.** Please provide your organizations' Managing for Results statement. The MFR is a strategic planning process used by the State of Maryland that sets organizational directions, determines priorities, and establishes desired program results.
- 17. Attachment A: Status to Date Report** – Current grantees will be required to submit a "Status to Date" report when applying for MAERDAF grant funds.
- 18. Attachment B: Projected operating budget** - Provide information on expenditures, including any leveraged funds in accordance with the budget outline provided.
- 19. Attachment C: Specific project line item budget** - Provide itemized project related costs specified in this grant application, aligning costs to the scope of work.
- 20. Attachment D: Pertinent supportive materials** - Attach letters of support from relevant state and local agencies, local governments, related community groups, or others that are important to the effectiveness of this grant application.
- 21. Due date:** All applications for the fiscal year must be submitted by **September 1, 2006**. Applications submitted after the Due Date may not be considered for funding.
- 22. Signature:** All applications must be signed by a representative of the organization applying for the grant.
- 23. Copies of Application:** Provide one (1) original and ten (10) copies of the application form and any supporting materials. This also includes any booklets, leaflets, pamphlets, etc. **No binders please.**

UPDATED: 07.2006