Virginia Sheep Industry Board

Grant Funding Request

FY 26/27 – Winter

Request Form

Project Title (15 words or less):

Project Lead (Primary Point of Contact):

Name & Title:

Email:

Mailing Address:

Telephone:

Organization:

Type of Project (Select One):

- ☐ - Education
- ☐ - Market Development
- ☐ - Promotion
- ☐ - Research
- ☐ - Youth Development

Budget Summary	
Expense Category	Requested
Personnel	
Benefits	
Travel	
Supplies	
Contractual	
Other	
Total Amount Requested	$ 0.00

Executive Summary (no more than one paragraph):

Total Amount Requested:

*Any additional information supporting the Grant Request should be attached to the form in one .pdf before being submitted to Matthew.Sponaugle@vdacs.virginia.gov

Virginia Sheep Industry Board
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Narrative

I. Project Purpose / Narrative

Define the existing issue, problem or need the project will address, including the timeliness and relevance to the Virginia Sheep Industry in clear, concise language. Describe the extent to which the project will provide a direct benefit to Virginia's Sheep Industry. If relevant, describe any previous work that has been done and the importance of the proposal. Include a brief explanation of the economic impact this project will have if applicable.

II. Expected Measurable Outcomes

Describe the expected measurable outcomes of the project. Be sure they are precise, attainable, and meet the purpose of the grant program. Include how outcomes will be measured.

III. Project Plan

Discuss our methodology for fulfilling goals and objectives of the project. Provide a clear timeline for project execution and delivery. Make sure you include your performance monitoring/data collection activities.

IV. External Support

Demonstrate the extent to which the project is supported by external stakeholders.

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Budget

Budget Summary	
Expense Category	**Requested**
Personnel	
Benefits	
Travel	
Supplies	
Contractual	
Other	
Total	$ 0.00

Budget Narrative

Personnel:

List all tiles and level of effort (number of hours and rate or % FTE) as well as the total funds requested for each employee.

Benefits:

List titles, corresponding benefit rates, and total funds requested for each person.

Travel:

All travel that is to be reimbursed shall be included in the proposal; otherwise, request for any such reimbursements may be denied. Travel expenditures must comply with General Services Administration's guidelines. https://www.gsa.gov/travel/plan-book/per-diem-rates

Please include the number of travelers, location(s), type of expense (airfare, car rental, hotel, per diem, mileage, etc.), number of days traveling, purpose of trip and total amount requested for each trip.

Materials and Supplies:

List the materials, supplies, and fabricated parts costing less than $5,000 per unit and describe how they will support the purpose and goal of the proposal.

Contractual Services:

Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately.

Provide a list of contractors/consultants, detailing the name, hourly/flat rate, and overall cost of the services performed, as well as description of the service.

Other:

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs.

Unallowable Costs:

Indirect costs are not allowed. (Examples: Support Services such as Human Resources, Accounting, etc.; Information Technology systems not program specific; rent; etc.).
The purchase of equipment is not allowed. Equipment is defined as an item with a per unit cost of $5,000 or more and useful life of more than one year.