

VIRGINIA SOYBEAN BOARD PROJECT PROPOSAL FORMAT

STATEMENT OF PURPOSE: The Virginia Soybean Board (VSB) was established by the passage of a referendum held pursuant to Chapter 431 of the 1970 Acts of The Virginia General Assembly. (*The Code of Virginia*, §§3.2 - 2300 through 2213). In addition, the VSB operates under the umbrella and must follow all the guidelines of the United Soybean Board (USB) that were created by Federal Law or the Soybean Promotion, Research, and Consumer Information Act, subtitle E of title XIX, of the Food, Agriculture, Conservation and Trade Act of 1990, Public Law No. 101-624, and any amendments thereto.

The purpose of the Board is to manage the expenditure of the Virginia Soybean Fund and to provide funding for programs in the areas of market development, education, publicity, research, and the promotion of the sale and use of soybeans. Funds may be made available through the VSB and the Virginia Department of Agriculture and Consumer Services (VDACS) to support the Board's purpose.

The VSB Board will support efforts that address improved market efficiency and promotion that results in increased profitability for Virginia Soybean producers; research to improve soybean production; and education to improve production efficiencies and to improve the public's generalized awareness of the Virginia Soybean Industry.

ELIGIBILITY: Proposals for funding will be accepted from land grant university extension and/or research programs or staff, federal or state government programs or staff, and private sector organizations that develop programs meeting the above legislated criteria.

Applicants must demonstrate a proven ability to carry out all elements of the proposed project to completion in the approved fiscal year. In addition, approved projects will require a written report to the Board upon completion. Those applicants proposing to rely upon the experience of another individual or organization to undertake any part of the project must clearly define the responsibilities of that area of responsibility. Project leaders are required to identify any electronic or written paper, article, news release or presentation made concerning the project or results from the project as having been sponsored by the VSB.

PROPOSAL FORMAT:

1. Proposals submitted to the VSB should be prepared in the following manner.
 - A. Title - Title should be brief, concise and specific.
 - B. Date - Proposed date of initiation of the project.
 - C. Duration - Estimate the time required to complete the objectives of the project.
 - D. Objectives - Provide concise, clear, logically arranged statements defining the objectives of the project.
 - E. Justification/Practical Importance - A statement of justification should indicate the importance of the problem to the Virginia Soybean Production Industry and how the project will satisfy these needs.
 - F. Background - A brief summary covering pertinent research or other background material

on the problem and the additional information which the project is expected to contribute should be submitted.

- G. Procedure - A corresponding statement on procedures should accompany each objective to outline the working plans and methods that will be employed to achieve each objective. The procedure statement should show that the needs and plans have been carefully considered and the proposed work has the potential to provide data, information, or service which will accomplish the stated objectives.
- H. Personnel/Facilities - Indicate estimated requirements for personnel and/or special facilities. Indicate project leader, as well as, other persons who will be assigned to the project. If special facilities and/or equipment are available for the project, please make note of them.
- I. Other Entities - List all governmental, agricultural, industrial and other entities that will be cooperating in the preparation/completion of this project.
- J. Source of Other Funds - Clearly indicate sources and amounts of any other funds used to support the project, or sources and estimates of other anticipated funds.
- K. Budget - A budget must be prepared for each year of a project. In general, consideration will be given to projects of a year's duration, beginning after a state fiscal year begins (July 1) and ending prior to fiscal year end (June 30). Budgets should provide a clear breakdown of costs including equipment or facility costs. Although funding is only guaranteed for the first year of a project, subsequent year funding will require annual VSB approval. Cost sharing with other organizations is encouraged and should be indicated.
- L. Reimbursement - All invoices must clearly show project expenses that are being requested for reimbursement. Charges claimed for reimbursement must not vary from the original budget without prior approval. No funds should be used for expenses not incurred on the said project. Funds are available for payment on the said project during the relevant fiscal year.
- M. Code of Virginia – Under 3.2-1100 section B of the Code of Virginia it states that No provision of this subtitle shall be construed to give any board the authority to expend funds for legislative or political activity.
- O. Equipment – In most cases, the USB does permit the purchase of equipment.

2. Fifteen (15) copies of the original project proposal should be submitted to:

Phil Hickman, Program Director
Virginia Soybean Board
Virginia Department of Agriculture and Consumer Services
102 Governor Street, Room 319
Richmond, VA 23219
(804) 371-6157

3. Length of Proposals: Proposals should be limited to no more than six (6) typewritten pages, double spaced. The Project Proposal should include a one page summary.

4. Signature: The applicant is required to sign and date the original project proposal request.
5. Presentation: Projects to be considered by the Board for funding will be presented by the applicant or designated representative. Ten (10) minutes will be allotted per proposal to outline and justify the request. Following the presentation, five (5) minutes will be set aside to clarify questions from the Board.
6. Selection Criteria: All proposals will be funded on a competitive basis. All proposals will be judged against the following criteria and be compliant with Code of Virginia.

*Identification and demonstrated understanding of the industry needs in the areas of market development, education, publicity, research, and the promotion of the sale and use of soybeans

*Responsiveness to the purposes and needs of the industry.

*Reasonableness and feasibility of proposed approach.

*Adequacy of work plan and time frame.

*Adequacy and specificity of definition of work product.

*Educational/technical experience of proposed project staff.

*Reasonableness of costs relative to work to be performed.

*Cost effectiveness of project relative to product to be delivered.

EXAMPLE PROJECT FORMAT

VIRGINIA SOYBEAN BOARD

PROJECT PROPOSAL

TITLE:

DATE:

ESTIMATED DURATION:

OBJECTIVE(S):

JUSTIFICATION:

BACKGROUND:

PROCEDURES:

PERSONNEL AND FACILITIES:

OTHER COOPERATING ENTITIES:

SOURCE OF OTHER FUNDS:

BUDGET:

SUBMITTED BY:

Signature:

Printed Name:

Title:

Federal or State Government Program or Private Sector Company's Name: