

PROJECT DESCRIPTION

Answer the following questions about your project and the on-farm produce safety improvements you will complete.

1. Briefly describe your improvement project.
2. Identify the produce safety risk(s) your project will prevent or reduce.
3. Explain how the risks you have identified will be prevented or reduced through the on-farm produce safety improvements proposed.
We encourage you to explain why the risk(s) are significant, for example due to severity or likelihood of occurrence, and how your project will prevent or reduce the risk(s) using a realistic or proven technique, equipment, or method.
4. Describe how this project will help your farm achieve compliance with the Food Safety Modernization Act (FSMA) Produce Safety Rule (PSR) and/or meet market demands for on-farm food safety.
5. Describe any steps you have already taken to move toward compliance with the Food Safety Modernization Act (FSMA) Produce Safety Rule (PSR) and/or meet market demands for on-farm food safety.
6. Provide a realistic timeline for completing your project from March 1, 2021–February 28, 2022.
To
To
7. Are there any required permits, or contingencies that must be fulfilled in order for this improvement to be successfully completed?
Yes No
If yes, list all permits and/or contingencies and the anticipated dates they will be obtained.

BUDGET

BUDGET DETAILS

MATERIALS AND SUPPLIES: List the names, quantities, and estimated cost of any materials, supplies, and fabricated parts required for this project. *Examples: bins, harvest totes, construction materials.*

EQUIPMENT: List the names, quantities, and estimated cost of each piece of equipment to be purchased. *Examples: handwashing stations, rinse conveyor, etc.*

SALARY/WAGES/CONTRACTUAL: Estimate the labor costs associated with construction or equipment installation, including an estimated hourly wage and hours worked. This category includes any costs to be paid to a contractor or consultant to procure specialized services. *Examples: Bill for Service from construction company or a well-drilling company.*

OTHER: Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Describe the purpose of each item listed and how it is necessary for completion of your project.

MATCHING FUNDS

Matching funds are required. You must show that you have sufficient match (cash and/or in-kind) to complete the project.

1. Enter the total estimated costs of your project.
2. Enter the grant funds requested for your project.
3. Describe other funding sources that will be used to cover the remaining costs (e.g., bank funds, cash flow, another grant or loan, etc.).

BUDGET SUMMARY

Budget Summary				
Expense Category	Funds Requested	Match	Match Source	Total Project Cost
Materials and Supplies	\$	\$		\$
Equipment	\$	\$		\$
Salary/Wages/Contractual	\$	\$		\$
Other	\$	\$		\$
Subtotal	\$	\$		\$

Total Request	\$
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Total funds request cannot exceed \$5,000.

FINAL APPLICATION CHECKLIST

- Have you enrolled your farm information with the **Rhode Island Produce Safety Program**?
- Indicate whether you have discussed your project and planned improvements with the University of Rhode Island Cooperative Extension Produce Safety Team. (Encouraged but not required.) If yes, whom did you speak with?
- Have you checked whether your project requires any permits or has any contingencies that may affect your ability to complete it?
- How did you learn about this grant opportunity?

WORKSHEET