**ND Soybean Council Funding Request Form**

*April 2020*

**Date:**

**Name of Organization:**

**Project Contact Name & Title:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Email Address:**

**Phone Number:**

**Project Title:**

**Project Total Cost: $**

**Amount Being Requested from NDSC: $**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***For NDSC to complete:***

***Received on: \_\_/\_\_/\_\_\_\_ Funding request for FY\_\_\_\_***

1. Situation Statement - Situation statement should identify the problem or need.
2. Objectives - Provide concise, clear, logically arranged statements defining the objectives of the project, program or event.
3. Target Audience - Who is the target audience of your proposal? i.e. Farmers, consumers, organizations, crop consultants, international buyers, general public, nutritionists - human/animal, etc.
4. Plan of Work – A detailed plan of work, including deliverables associated with the plan of work.

* 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.
* Detail desired outcomes of objectives.
* How will outcomes and success stories be communicated to ND soybean farmers?
* Describe how tracking will be conducted for objectives.
* Describe how promotion will be executed for each objective, if applicable.

1. Other Entities - List all governmental, agricultural, industrial and other entities that will be cooperating in the preparation/completion of this project.
2. Other Funding Sources - Clearly indicate sources and amounts of any other funds used to support the project, or sources and estimates of other anticipated funds.
3. Budget - A budget must be provided. Budgets should provide a clear breakdown of costs including equipment or facility costs. Cost sharing with other organizations is encouraged and should be indicated.

* If this project has been funded previously by NDSC, please explain any significant increases or decreases in the funding amount being requested.
* See last page for Budget Form.

1. Does your organization conduct any lobbying or legislative activities? YES or NO

**All proposals summitted to NDSC will be funded on a competitive basis and will be judged against the following criteria:**

1. Compliance to federal and state checkoff rules and regulations.
2. Reasonableness and feasibility of proposed approach.
3. Adequacy of work plan and time frame.
4. Reasonableness of costs relative to work to be performed.
5. Educational/technical experience of proposed project staff.
6. Cost effectiveness of project relative to product to be delivered.
7. Projects must have a direct benefit to ND soybean producers.
8. Ability to open additional profitability or market development opportunities for ND soybean producers.

**Funding Requests will NOT be accepted for the following activities:**

1. Legislative or lobbying efforts.
2. Political campaigns.
3. Programs or activities that personally benefit employees or directors of the NDSC.
4. Programs or activities that directly benefit a specific individual or private business.
5. Humanitarian efforts.
6. Programs that do not have a direct benefit to ND soybean producers or the ND soybean industry.

The purpose of this form is to provide the board of directors with the most complete information when considering funding of a program or project. NDSC staff may ask the requesting organization or project lead for additional information or documentation at any time in the process to ensure adequate information is available to the board of directors and to ensure compliance at federal and state levels.

For submission deadlines for funding requests to be considered, please contact NDSC at 701-566-9300.

Only completed NDSC Funding Request Forms will be considered.

Submit completed funding requests by email to Molly Fern, NDSC Director of Finance at [mfern@ndsoybean.org](mailto:mfern@ndsoybean.org).

For additional questions, please contact the ND Soybean Council

* [www.ndsoybean.org](http://www.ndsoybean.org)
* Phone: (701) 566-9300

**NDSC BUDGET FORM**

**PROJECT TITLE:**

**PROPOSING ORGANIZATION:**

|  |  |
| --- | --- |
| **Salaries:** |  |
| 1. Project Leader - if **NOT a salaried position**: | $ |
| 1. Additional Assistance/Staff: | $ |
| 1. Speaker Costs: | $ |
| 1. Technical Support: | $ |
| 1. Fringe Benefits | $ |
| **Total: Salaries and Fringe Benefits** | $ |
|  | **$** |

|  |  |
| --- | --- |
| **Operating Costs:** |  |
| 1. Building or meeting room cost: | $ |
| 1. Postage/Shipping: | $ |
| 1. Printing: | $ |
| 1. Promotion/Advertising: | $ |
| 1. Meals or Food: | $ |
| 1. Reporting: | $ |
| 1. Contractor costs: | $ |
| 1. Other: | $ |
| **Total Supplies:** | **$** |

|  |  |
| --- | --- |
| **Travel:** |  |
| 1. Domestic: | $ |
| 1. International: | $ |
| **Total Travel** | **$** |

**Note:**

**Unauthorized additional domestic and international travel during the fiscal year is restricted and exceeding allocated travel budget requires written approval from NDSC prior to incurring any costs.**

**Total Requested:**

**Salaries $\_\_\_\_\_\_\_\_ + Operating Costs $\_\_\_\_\_\_\_ + Travel $\_\_\_\_\_\_\_\_ = Total $\_\_\_\_\_\_\_\_\_\_\_**