

**Appui à la Recherche et au Développement Agricole**  
Angle rues Docteur Vallon et Vilatte, Pétionville, HT-6140

**MINI GRANT PROGRAM TO SUPPORT AGRICULTURAL  
RESEARCH, TRAINING AND EXTENSION IN HAITI**

**MINI GRANT NO. 1  
FOR ACQUISITION OF  
SUPPLIES AND OTHER NON EXPENDABLE ITEMS**

**REQUEST FOR APPLICATIONS**

**Release of Application: 04-20-2018**  
**Deadline for submission: 05-20-2018**

Submit your application to: [UFAREAproject@ifas.ufl.edu](mailto:UFAREAproject@ifas.ufl.edu)  
Send your questions to: [UFAREAproject@ifas.ufl.edu](mailto:UFAREAproject@ifas.ufl.edu)

**April 2018**

## **MINI GRANT NO. 1**

### **ACQUISITION OF SUPPLIES AND OTHER NONEXPENDABLE ITEMS**

This grant will fund laboratory and field supplies, non-expendable items and tools to enhance the capacity of qualified individuals to conduct research or deliver improved course content related to agricultural research and education in Haiti. Applicants can apply for up to US\$ 4,000. Only those affiliated with a Haitian higher education institution, a technical branch of the Ministry of Agriculture, Natural Resources and Rural Development (MARNDR) or the Rural Centers for Sustainable Development (CRDDs) are eligible.

***Restricted commodities such as fertilizers, pesticides and seeds are ineligible for this grant.***

### **ELIGIBILITY CRITERIA**

- Applicants must be affiliated with an agricultural higher education institution in Haiti, the MARNDR Center of Researcher and Agricultural Documentation and other technical branches of MARNDR, a Rural Center for Sustainable Development CRDD or an institution (private or public) interested in agro-climatology and climate risk management;
- Applicants must have at least a master's of science or equivalent academic degree;
- All qualified applicants are encouraged to apply, but we will give priority to early career applicants (professionally active during the past five years or less).

### **WRITING INSTRUCTIONS**

#### **1. Cover Page (one page maximum):**

- Applicant name, title, email address, telephone number
- Number of years you have been employed after graduating with your highest degree
- Affiliated institution and its mailing address
- Signature and contact information for an authorized official who can sign contracts on behalf of the organization

#### **2. Justification for the purchase (350 words maximum for each of the following):**

- Where the item(s) be stored or located once purchased? (Provide the full mailing address)
- Who will use the item(s) for research, education or agricultural extension activities? Who will be responsible for training people how to use the item(s)?
- Explain why you need the item(s) and how you plan to use it for your agricultural research, training or extension program.
- If your request includes nonexpendable field or lab item(s) or tools, who will be responsible for their repair and maintenance? Specify whether there are any funds available within your organization for repairs and maintenance.
- Who will benefit (directly and indirectly) from having access to the item(s)? Explain how they will benefit from the item(s).

#### **3. See Budget Table and Budget Narrative below for more details.**

## ELIGIBLE ITEMS

Funds may be used to purchase supplies and other non-expendable items. Expendable items are consumed in use, such as chemicals. Non-expendable items have a useful life of more than one year, such as hand tools, meters, books, etc.

You are encouraged to purchase items locally. Any shipping costs must be included and would count toward the maximum of \$4,000 USD.

### The following items are not allowable:

- Seeds
- Fertilizer
- Pesticides and pesticide-containing materials
- Pharmaceuticals
- Used items
- Chemicals that are hazardous and have shipping restrictions

## BUDGET TABLE FOR SUBMISSION

Please itemize the materials you intend to purchase. Include the name, telephone number and the website of the supplier(s), and a description and catalog and/or model number. Attach an additional page(s) if necessary.

Supplier	Item(s)	Catalog #	Unit price (USD)	Quantity	Shipping cost if applicable	Total cost
<b>Amount requested</b>						

## BUDGET NARRATIVE

Justify the proposed costs for item(s) in a separate 'Budget Narrative'. For each item, explain how the item will be used in your research, extension or teaching program.

Also, for each non-expendable item, list three potential distributors, prices charged and how to verify the information (such as a website). If there are fewer than three distributors, state this. Include this supplier information in a separate table as demonstrated below for non-expendable items.

Example:

Item	Distributor	Price	Source of Price
pH Meter, model # and manufacturer	Company 1	\$500.00	- Website, date of search - Catalog, year and page#
	Company 2	\$650.00	
	Company 3	\$550.00	

List only the supplier you plan to purchase from on the Budget Table.

Items do not need to be the identical but must be comparable. If you do not choose the lowest priced item(s), provide a detailed justification. Only list the distributor that you plan to purchase the item(s) from in the Budget Table.

For non-expendable items that require maintenance, include a 'plan for maintenance' in the proposal narrative.

### **SUBMISSION INFORMATION**

- Before submitting, name electronic files using this format: SURNAME\_MATERIAL GRANT (for example GEORGES\_MATERIAL GRANT)
- Send files and other supporting documents as an electronic attachment to [UFAREAgrants@ifas.ufl.edu](mailto:UFAREAgrants@ifas.ufl.edu) with the subject line '*Application for mini grant*'.
- Applications can be submitted in English or French.
- Incomplete applications will not be processed.
- Paper copy applications are not accepted.

Send questions about the mini grant program to [UFAREAproject@ifas.ufl.edu](mailto:UFAREAproject@ifas.ufl.edu) with subject line '*general questions regarding the mini grant*'.

**The AREA project will use the following criteria to evaluate requests.**

Please note: Applicants seeking for funds for **expendable materials** will be evaluated for the categories storage and use of the items, objectives and expected trainers and beneficiaries (total of 15 points). Applicants seeking funds to purchase **nonexpendable items** will be evaluated on all five criteria listed below (total of 25 points).

<b>Criteria</b>	<b>Points = 0</b>	<b>Points = 1</b>	<b>Points = 3</b>	<b>Points = 5</b>
<b>Cost and distributor</b> (Only used to evaluate proposals for nonexpendable materials)	Information is missing: Price estimate, shipping cost and/or distributor	Only one price estimate, shipping cost and/or distributor for one or more items	Only two price estimates, shipping costs and/or distributors for one or more items	All items have price estimates and shipping costs from three providers
<b>Storage and use</b>	No information included about where the item would be stored AND all those who would have the authority to use it	No information included about where the item would be stored OR all those who would have the authority to use it	Information is vague or unclear about storage and those who have the authority to use the item	Information is clear about storage and those who have the authority to use the item
<b>Objectives</b>	Not provided: a valid reason for the equipment AND how it would be used for research, teaching or extension	A valid reason is provided BUT fails to describe how it would be used for research, teaching or extension	Provides a valid reason for the item AND a description of how it would be used but the plan is unrealistic	The applicant provides a valid reason for needing the equipment AND a realistic plan to use equipment for research, teaching or extension.
<b>Expected trainers and beneficiaries</b>	Failure to identify those responsible for training others to use the equipment AND who would benefit (directly and indirectly)	Fails to identify those responsible for training OR those who would benefit (directly and indirectly)	Provides vague or unclear information about those responsible for training and those who would benefit (directly or indirectly)	Adequately identifies those responsible for training and those who would benefit (directly or indirectly)
<b>Maintenance</b> (Only used to evaluate proposals for nonexpendable materials)	The applicant(s) fails to identify who will be responsible for repairing and maintaining the equipment AND provides to plan to fund repairs and maintenance	The applicant(s) identifies who will be responsible for repairing and maintaining the equipment BUT provides no plan to fund repairs and maintenance	The applicant(s) identifies who will be responsible for repairing and maintaining the equipment AND provides a plan to fund repairs and maintenance but this plan is not clear and/or realistic	The applicant(s) identifies who will be responsible for repairing and maintaining the equipment AND provides a clear and realistic plan to fund repairs and maintenance