

# Maryland Agricultural Education and Rural Development Assistance Fund (MAERDAF)

## Grant Guidelines and Criteria

**Overview:** The Maryland Agricultural Education and Rural Development Assistance Fund (MAERDAF) provides grants to rural-serving nonprofit organizations that promote statewide and regional planning, economic and community development, and agricultural and forestry education. Also eligible are rural community colleges that provide enhanced training and technical assistance to support agricultural and small businesses. The Fund's goal is to increase the overall capacity of rural-serving nonprofit organizations and community colleges to meet a multitude of rural development challenges and to help them establish new public/private partnerships for leveraging non-state sources of funding. The Rural Maryland Council (RMC) serves as the administrative agency in receiving the applications and disbursing the grants to the successful applicants.

**Decisions:** Grant award determinations are made by the independent MAERDAF Grant Review Board set by law and consisting of the Secretaries (or their designee) of the Departments of Agriculture, Business and Economic Development (now Commerce), Health and Mental Hygiene, Housing and Community Development and Natural Resources as well as the Chair (or the designee) of the Rural Maryland Council. Decisions by the MAERDAF Grant Review Board are final and binding.

**Fiscal Year 2018:** For Fiscal Year 2018, the State has budgeted \$680,917.00 in General Funds for the MAERDAF program. The maximum grant amount is \$30,000. Each year, the number of applicants greatly exceed the amount of funding available. Consequently, it is a highly competitive process.

For Fiscal Year 2018, the RMC, as the administrative agent, is encouraging applications that address the following: Agriculture, Energy, Rural Broadband, Healthcare, Youth Engagement and Workforce/Economic Development. Regardless of the project area of focus, the Grant Review Board will give full consideration to any eligible application that is submitted. For examples, please refer to our website at [www.rural.maryland.gov/maerdaf](http://www.rural.maryland.gov/maerdaf)

Please contact the RMC Executive Director at (410) 841-5772 for any administrative guidance. For more background, see: [www.rural.maryland.gov](http://www.rural.maryland.gov)

**Call for Proposals Abstract Deadline: June 9, 2017**  
**Full Application Deadline: July 17, 2017**  
**Awards will be announced by August 7, 2017**

## **Guidelines and Criteria for FY 2018 MAERDAF Grant Applications**

**Eligible Applicants:** Applicants must be a 501(c)(3) IRS tax designation or similar and serve a regional or statewide rural constituency. Trade associations are not eligible. Community Colleges, Career Technology Centers, Regional Councils and Libraries are eligible applicants. The applicant does not have to be located in a rural area or in the area it serves.

Applicants must be in “Good Standing” with the State of Maryland. Go to <http://sdat.resiusa.org/UCC-Charter/Pages/CharterSearch/default.aspx> to find if your organization is in good standing with the State of Maryland.

**Eligible Projects:** To be eligible, **proposals must serve more than one rural county** and be completed between August 1, 2017 and June 30, 2018.

**Rural counties:** State-determined rural counties are: Allegany, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Kent, Queen Anne's, St. Mary's, Somerset, Talbot, Washington, Wicomico and Worcester. Regional projects may include non-rural counties; the majority of service must be provided in rural areas.

**Grant Amounts:** The historic maximum grant amount is \$30,000. Past and current grantees are eligible for a FY 2018 grant if they have met all the requirements of their previous grant agreements, including reporting deadlines.

**Eligible Expenditures:** The MAERDAF Grant Review Board considers each expenditure as it is detailed in the Application Attachment A.

Salaries and Wages are allowable expenses. It is strongly encouraged to include a statement on sustainability for future years.

Construction and renovation of buildings are eligible expenses. Acquisition of land is not.

The purchase or rental of vehicles are eligible expenses.

Meals are allowable if the costs are reasonable and a justification is provided that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants.

**Ineligible Expenditures:** Contributions, donations or subsequent subawards to third parties are ineligible expenses.

Organized fundraising including financial campaigns, solicitation of gifts or bequests, or similar expenses incurred to raise capital or obtain contributions regardless of the purpose for which the funds will be used are ineligible.

**Preferences:** Priority is given to applicants that have secured matching funds from non-state sources; however, matching funds are not required. Federal funds are considered matching funds.

**Changes and Unused Funds:** Only very minor changes in scope are allowed after a grant has been awarded. Some project timelines can also be modified. Unused grant funds must be returned to the Rural Maryland Council no later than July 13, 2018.

**Ranking Criteria:** The Grant Review Board uses the following criteria in reviewing applications.

Basic Criteria: Applicant meets all basic eligibility requirements – it serves a regional (multi-county) or statewide rural constituency (or is a community college) and holds an appropriate IRS tax designation.

Applicant has clearly identified a well substantiated need and developed a Scope of Work that clearly describes specific project activities and how a MAERDAF grant will be used.

Specific goals and measurable objectives were clearly stated and appear to be achievable. Its Mission Statement is included and lends itself to the activities and goals addressed in the proposal. **Goals are specific, measurable, achievable, realistic, and time-bound.**

The organization has the experience, expertise and resources to deliver on this scope of work. Operational and line-item budgets were included and seem reasonable.

The applicant has equal matching funds from non-state sources.

If there are no matching funds, applicant seems likely to leverage additional financial resources to match the grant. **Priority is given to applicants with in-kind and funding matches.**

Other organizations, businesses, agencies and/or other community-based entities have expressed strong support for the organization's work and planned grant activities. Letters of support and other supportive materials (newspapers articles, etc.) were included.

Project/proposal falls under one or more of the following priorities: Agriculture, Youth Engagement, Broadband, Renewable Energy/Biomass Energy, Workforce Development/Entrepreneurship, and Health.

**Grant agreements:** Awardees are required to execute a grant agreement. A sample blank grant agreement is included as Attachment A.

**Record keeping:** Grantees are required to record expenditures and file an interim and final report with the RMC. Reporting guidelines are included as Attachment B.

## Application Process

### ❖ Phase 1: Call for Abstract Proposals – Due June 9, 2017, 11:59pm

- (1) The online form is available here: <https://ruralmaryland.typeform.com/to/qsWLE2>
- (2) The Application cannot be saved and completed later. Please prepare your information prior to starting the form. The following information is requested:
  - a. Organization Name, tax designation status, Federal Tax Identification Number, Mission Statement
  - b. Applicant Point of Contact Information, Project Point of Contact Information, Applicant and Project Organization Federal Tax Identification Number, tax designation status, website link.
  - c. Indication if organization is a past MAERDAF grantee, and if so years if applicable.
  - d. Scope of Work (**Maximum of 750 words**)
    - i. Overall need to be addressed;
    - ii. How MAERDAF funding will be used to meet that need;
    - iii. Number of individuals, businesses, communities, etc., served by MAERDAF grant;
    - iv. Number of new partnerships that will be formed as a result of the grant.
  - e. Project Goals (**Maximum of 750 words**)
    - i. Describe what will be achieved as a result of this grant and how you intend to measure your success. Goals should be specific, measurable, achievable, realistic and time-bound.

❖ **Submitted Proposals will be notified June 20, 2017 of acceptance status. An invitation to submit a full application and materials will be provided to accepted proposal applicants.**

### ❖ Don't let your application be declared ineligible on a technicality:

- Proposals received after the deadline *will not be accepted* and will be deemed ineligible.
- Proposals must be submitted electronically to be received.
- Email notifications that the form has been received will be submitted to Applicant Point of Contact (POC) email addresses, provided on the form, upon submission.

If you have any questions, please contact **Charlotte Davis, Executive Director of the Rural Maryland Council** at: [charlotte.davis@maryland.gov](mailto:charlotte.davis@maryland.gov) or (410) 841-5774.

*Thank you for applying to the Maryland Agricultural Education and Rural Development Assistance Fund (MAERDAF).*

## Attachment A

### GRANT AGREEMENT FOR DISBURSMENT OF FY 2018 MAERDAF AWARDS

**Grantee Name:** «Grantee\_POC\_Organization»  
**Address:** «Grantee\_POC\_Address»  
**Federal ID Number:** «Federal\_Tax\_ID\_Number»

**Fiscal Contact:** «Grantee\_POC\_First\_Name»  
«Grantee\_POC\_Middle\_Name»  
«Grantee\_POC\_Last\_Name»«Grantee\_POC\_Suffix»

**Organization:** «Grantee\_POC\_Organization»  
**Address:** «Grantee\_POC\_Address»  
**City, State Zip:**  
«Grantee\_POC\_City», «Grantee\_POC\_State»  
«Grantee\_POC\_Zip»  
**Phone:** «Grantee\_POC\_Phone»  
**Fax:** «Grantee\_POC\_Fax»  
**Email:** «Grantee\_POC\_Email»

**Project Contact:**  
«Project\_POC\_Courtesy\_Title»  
«Project\_POC\_First\_Name»  
«Project\_POC\_Middle\_Name»  
«Project\_POC\_Last\_Name»«Project\_POC\_Suffix»

**Organization:** «Project\_POC\_Organization»  
**Address:** «Project\_POC\_Address»  
**City, State Zip:**  
«Project\_POC\_City», «Project\_POC\_State»  
«Project\_POC\_Zip»  
**Phone:** «Project\_POC\_Phone»  
**Fax:** «Project\_POC\_Fax»  
**Email:** «Project\_POC\_Email»

The Maryland Agricultural Education and Rural Development Assistance Fund (the “Fund”) provides funding to rural regional planning and economic development organizations, rural community development programs and advanced technology centers at community colleges, as described in State Finance and Procurement Article, Section 2-206 Annotated Code of Maryland (the “Act”). Under the Act, the Rural Maryland Council (“RMC”) (the “Grantor”) has designated the Maryland Department of Agriculture (the “Administering Agency”) to administer the grant with the above named organization. The Administering Agency has designated the following to be its official contact: Karen Fedor, Senior. Agricultural Marketing Specialist, Maryland Department of Agriculture, 50 Harry S. Truman Parkway, Annapolis, MD 21401 or Karen.Fedor@maryland.gov. The following conditions apply.

Grantor and Grantee agree as follows:

- **The purpose of this Agreement** is to provide a grant of «Amount\_In\_Words» («Amount\_Awarded») to Grantee to assist in achieving the overall project and/or programmatic goals set forth in the Grantee’s FY 2017 MAERDAF Grant Application and referenced in the Scope of Work and Deliverables (“Exhibit 1”) attached to this Agreement and incorporated herein. Specifically, these funds are to be used for those Deliverables as outlined in Exhibit 1.
- Significant changes in the scope of work are not permitted. Minor changes that adhere to the original intent of the grant and maintain the essential integrity of the grant’s purpose may be allowed provided the Grantor and the Administering Agency agree that such changes are consistent with the Board’s intent.
- Performance under this Agreement commences on **September 1, 2017** and continues until agreed upon services are completed, but in any case no later than **June 30, 2018**.
- Upon execution of this Agreement and receipt of “Request for Disbursement” (“Exhibit 2”), the Administering Agency will approve **disbursement of 100 percent** of the Grant funds to Grantee.
- **Reporting:** The Grantee shall provide an interim programmatic and financial report no later than **January 23, 2018** to the Administering Agency. The Grantee shall provide a final programmatic and financial report to the Rural Maryland Council and the Administering Agency Representative no later than **July 10, 2017**.
- Interim and final reports shall include **original documentation or certification verifying all grant fund expenditures**, to date. Interim reports shall include a forecast of expenses for the

remainder of the grant period. Any overpayment or unspent funds shall be returned to the Grantor in conjunction with the final grant report.

- Interim and final reports must be submitted by email to both the Rural Maryland Council and Administering Agency in Microsoft Word, PDF and/or Excel document format. Electronic copies may include scans of the documentation required to verify use of grant funds.

**By signing this agreement, the Grantee certifies that it:**

- Complies with all applicable federal, state, and local law, including laws relating to discrimination in employment;
- Complies with Maryland's policy concerning drug and alcohol free work places, as set forth in COMAR 01.01.1989.18 and 21.11.08 and shall remain in compliance throughout the term of this agreement.

**General Provisions:**

1. If Grantee's annual revenue exceeds \$300,000 during the preceding fiscal or calendar year, Grantee shall provide to the RMC and the Administering Agency a copy of a certified financial audit report. If Grantee's annual revenue does not exceed \$300,000 during the preceding fiscal or calendar year, Grantee shall provide a detailed statement of annual revenues and expenditures.
2. Inspection of Records. Grantee shall allow any duly authorized representative of the Administering Agency or the State of Maryland (the "State") to inspect and audit, at reasonable times, all records and documents of the Grantee relating to this Grant, which records shall be retained by Grantee for at least three years after the termination of this Agreement. Grantee shall also submit such other reports or information as the Administering Agency requires.
3. Acknowledgement. Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials relating to activities of the project supported by this Grant Funding Agreement to include publications and ads on the web and in print. Any organization receiving funds from the RMC shall give credit to the RMC whenever and wherever credit is being given, including written, oral, broadcast and internet. To ensure proper credit to the RMC Grantees shall:
  - (a) Use the RMC's name and logo on printed materials related to the grant,
  - (b) Link to the RMC website from your organization's website,
  - (c) Include the RMC logo on event signage or publications at your events,
  - (d) Acknowledge our support in Power Point presentations, videos or reports,
  - (e) Make an announcement at one of your regular/special events or meetings,
  - (f) Mention the RMC's support in print, radio or television interviews you give about the organization, program or project
4. Grantee's Certifications. As an inducement to Administering Agency to make the Grant, Grantee hereby certifies and warrants that:
  - (a) Grantee has all requisite power and authority to enter into this Agreement.
  - (b) This Agreement has been executed and delivered by Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of Grantee.
5. Amendment. This Agreement, or any part hereof, may be amended from time to time only by written instrument executed by the Grantee, the RMC and the Administering Agency.
6. Assignment. Without the prior written approval of Administering Agency, the Grantee may neither assign all or any of the benefits of, nor delegate all or any of the duties imposed by this Agreement.

7. Default. A default shall consist of any breach of any of Grantee's covenants, agreements, warranties or certifications in this Agreement.
8. Remedies Upon Default.
  - (a) Upon the occurrence of any default, the Administering Agency shall have the right to terminate this Agreement by written notice to Grantee. In the event of termination, Grantor may require Grantee to repay to MAERDAF within thirty days of receipt of written notice of default all Grant funds which have been disbursed to Grantee, and Grantee shall have no right to receive any undisbursed Grant Funds.
  - (b) In addition to the rights and remedies contained in this Agreement, the Administering Agency may at any time proceed to protect and enforce all rights available to Administering Agency by suit in equity, action at law, or by any other appropriate proceedings, which rights and remedies shall survive the termination of this Agreement.
9. Indemnification. Grantee releases the Administering Agency, Grantor and the State, and its employees or agents from, agrees that the Administering Agency, Grantor and the State, and its employees or agents shall not have any liability for, and agrees to protect, indemnify and save harmless the Administering Agency, Grantor and the State, and its employees or agents from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature incurred by, or asserted or imposed against, all or any of them, as a result of or in connection with the Grant. All money expended as a result of such liabilities, suits, actions, claims, demands, losses, expenses or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall constitute an indebtedness of Grantee and shall be immediately and without notice due and payable by Grantee to Grantor, Administering Agency, or the State, and/or its employees or agents, as their interests may appear.
10. Entire Agreement. This Agreement represents the complete, total and final understanding of the parties and no other understanding or representations, oral or written, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto at the time of execution.

**WITNESS:**

**«Grantee\_POC\_Organization»**

\_\_\_\_\_  
 Printed Name: \_\_\_\_\_

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

**WITNESS:**

**Maryland Department of Agriculture**

\_\_\_\_\_  
 Printed Name: \_\_\_\_\_

By: \_\_\_\_\_  
 Name: Karen Fedor  
 Title: Senior Agricultural Marketing Specialist

**FY 2018 Maryland Agricultural Education & Rural Development Assistance Fund  
Grant Agreement**

**Exhibit 1**

**Name of Grantee Organization:** «Grantee\_POC\_Organization»

**Amount Awarded:** «Amount\_Awarded»      **Amount Requested:**  
«MAERDAF\_Amount\_Requested»

**Scope of Work Summary:**

«Scope\_of\_Work»

**Deliverables:**

«Deliverables»



**FY 2018 Maryland Agricultural Education & Rural Development Assistance Fund  
Grant Agreement**

**Exhibit 2: Request for Disbursement**

**Company/Grantee Name:** «Grantee\_POC\_Organization»

**Federal Tax I.D.#:** «Federal\_Tax\_ID\_Number»

**Send Check To:** «Grantee\_POC\_Courtesy\_Title» «Grantee\_POC\_First\_Name»  
 «Grantee\_POC\_Middle\_Name» «Grantee\_POC\_Last\_Name»«Grantee\_POC\_Suffix»  
 «Grantee\_POCs\_Title»  
 «Grantee\_POC\_Organization»  
 «Grantee\_POC\_Address»  
 «Grantee\_POC\_City», «Grantee\_POC\_State» «Grantee\_POC\_Zip»

<b>FUNDS REQUESTED FOR THIS DISBURSEMENT:</b>	«Amount_Awarded»
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Administrative Agency Representative: Karen Fedor

Grant Period: 09/01/2017 to 06/30/2018  
 Period Covered: FY 2018

I certify the above to be a true and accurate accounting of our costs.

<b>Grantee Representative</b>	<b>Administering Agency Representative</b>	<b>RMC Representative</b>
	Karen Fedor	Charlotte Davis
Name (please print)	Name (please print)	Name (please print)
	Senior Ag Marketing Specialist	Executive Director
Title	Title	Title
Date	Date	Date
Signature	Signature	Signature
		PCA 39101
		Obj. Code 1207

## Attachment B

# Grant Reporting Guidelines

### Formatting Notes

1. Reports should be typed in 12-point font (Times New Roman, Calibri or similar) with one-inch margins on all sides.
2. Pages should be numbered and include number of pages in the report (for example, page 1 of 6)
3. Reports should be e-mailed to the following addresses:
  - [rmc.mda@maryland.gov](mailto:rmc.mda@maryland.gov)
  - [Charlotte.Davis@maryland.gov](mailto:Charlotte.Davis@maryland.gov)

### Cover Page

Please include a cover page for your report. This page should include:

1. Organization name and contact information (full address, including mailing address if different, telephone number, and website)
2. Type of report (interim or final)
3. Report date
4. Federal tax-exempt number. If not a 501(c)(3) nonprofit, provide fiscal agent's contact information and federal tax-exempt number
5. Period that this report covers

### Report Narrative

Please include these items in your report narrative:

1. The dollar amount of this grant.
2. The funding period of this grant (as outlined on page one of the Grant Agreement).
3. Name, title, telephone number, and email address of CEO or executive director
4. Name, title, telephone number, and email address of contact person for this report (if different)
5. Signature of executive director or other authorizing official

The report narrative should tie back to the scope of work outlined in your original application and referenced in the Scope of Work and Deliverables ("Exhibit 1") listed in your Grant Agreement. It should also address the "Table of Goals and Measurable Objectives" outlined in your original application. An example of a previously submitted Table is provided below.

Goal	Measurable Objectives
Connect with X number of new individuals	Conducted three (3) community information sessions (give dates of number of individuals in attendance). How many have continued in the program?
Reduce attrition from program	No less than 85% attend at least 8 of 10 sessions
Achieve diverse participation in program	A minimum of 50% women, 25% minority Maryland demographics: 49% Male, 51% Female 76% White, 20% Black, 3% Hispanic, 1% Asian/Other
Establish new businesses in the region	3 new businesses per course, 6 total for year
Create new jobs in the region	6 new jobs per course, 12 total for year
Return on investment	1 new job per $\approx$ \$5,000.00 spent on program overall 1 new job per \$1,243.54 of MAERDAF funding

Answer these questions in your report.

1. What progress have you made toward achieving the results you described in your proposal during this period? What evidence do you have to demonstrate your success? If you did not achieve your intended results, why not?
2. What do you consider to be the greatest strength(s) of your work? What do you consider to be the most important concern(s) – apart from finances – currently facing your organization (or project, if you received project support)?
3. Have there been any significant changes in your organization or the project since the grant was awarded (i.e., executive leadership, staff, facilities, location)?
4. As applicable, describe any plans for moving forward. What, if anything, will you do differently?
5. What are the organization's two (2) most significant financial challenges and how are you planning to address them?
6. How many jobs were you able to create and/or retain? How many volunteer hours were contributed to this project?

## Financial Information and Attachments

### Financial Information

As outlined in the grant agreement, interim and final reports shall include **original documentation or certification verifying all grant fund expenditures, to date**. Interim reports shall include a forecast of expenses for the remainder of the grant period. Any overpayment or unspent funds shall be returned to the Grantor in conjunction with the final grant report.

*For general support grants:*

1. Organization budget as submitted in the original proposal and actuals for this period.  
Explain any significant variances
2. List the organization's largest funding sources during this period

*For project support grants:*

1. Organization and project budgets as submitted in the original proposal and actuals for this period. Explain any significant variances
2. List other funding sources and amounts received for this project during this period

## **Attachments**

Feel free to include copies of press releases, articles, event announcements that demonstrate or support the information outlined in the report narrative.

Additionally, as outlined in the original Grant Agreement, interim and final reports should provide documentation to demonstrate the Grantee has acknowledged funding by the RMC. Refer to item number three Acknowledgement under the section titled General Provisions, which states in part, "...the Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials relating to activities of the project supported by this Grant Funding Agreement ..."

Other

Please call our offices at (410) 841-5772 with any questions or comments.