

"[CLICK AND INSERT APPLICATION TITLE HERE]"

A 2006 Value-Added Producer Grant Working Capital Application

Submitted by:

"[CLICK AND INSERT APPLICANT NAME HERE]"

"[CLICK AND INSERT APPLICANT STREET ADDRESS]"

"[CLICK AND INSERT CITY, STATE, ZIPCODE HERE]"

"[CLICK AND INSERT DATE HERE]"

TABLE OF CONTENTS

Title Page.....	i
Table of Contents	ii
Executive Summary	1
Eligibility Discussion	"page #"
Proposal Narrative.....	"page #"
Project Title.....	"page #"
Information Sheet.....	"page #"
Goals of the Project.....	"page #"
Work Plan.....	"page #"
Performance Evaluation Criteria	"page #"
Proposal Evaluation Criteria.....	"page #"
Conflict of Interest Disclosure	"page #"
Certification of Judgment.....	"page #"
Certification of Matching Funds.....	"page #"
Verification of Matching Funds.....	"page #"
Appendix A: Financial Statements.....	"page #"
Appendix B: Letters of Support.....	"page #"

EXECUTIVE SUMMARY

"[INSERT TITLE]"

by "[INSERT APPLICANT NAME]"

"[CLICK AND TYPE EXECUTIVE SUMMARY HERE.]"

ELIGIBILITY DISCUSSION

Applicant Eligibility

"[CLICK AND INSERT APPLICANT ELIGIBILITY DISCUSSION]"

Product Eligibility

"[CLICK AND INSERT PRODUCT ELIGIBILITY DISCUSSION]"

Purpose Eligibility

"[CLICK AND INSERT PURPOSE ELIGIBILITY DISCUSSION]"

INFORMATION SHEET

"[CLICK AND TYPE APPLICATION TITLE HERE]"

Business viability "page #"

Customer base/increased returns "page #"

Commitments and support "page #"

Management team/work force "page #"

Work plan/budget..... "page #"

Amount requested "page #"

Business size..... "page #"

Number of grants..... "page #"

Presidential initiative of bio-energy..... "page #"

Administrator points..... "page #"

GOALS OF THE PROJECT

"[CLICK AND INSERT THE GOALS OF THE PROJECT HERE]"

WORK PLAN

Note: You need only supply one copy of your work plan and budget, either in this area of the application or as part of your Proposal Evaluation Criteria. An example format for your budget is below. If you choose to present your work plan and budget as part of the Proposal Evaluation Criteria, please reference the page number here.

Example Budget Format

Task	Start	End	Budget			
	Date	Date	Federal	Cash	In-Kind	Total
Task 1						
Responsible Staff:						
Task 2						
Responsible Staff:						
Task 3						
Responsible Staff:						
Task 4						
Responsible Staff:						
Total Cost of Project						

PERFORMANCE EVALUATION CRITERIA

The current customer base of the venture is:

"[CLICK AND INSERT CURRENT CUSTOMER BASE HERE]"

The current revenue accruing to the producers of the venture is:

"[CLICK AND INSERT CURRENT REVENUE ACCRUING TO PRODUCERS HERE]"

The current number of jobs of the venture is:

"[CLICK AND INSERT CURRENT NUMBER OF JOBS HERE]"

If the proposed project is a bio-energy project, the current energy capacity of the venture is:

"[IF BIO-ENERGY, CLICK AND INSERT CURRENT CAPACITY HERE]"

PROPOSAL EVALUATION CRITERIA

Business viability

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Customer base/increased returns

"[CLICK AND INSERT CRITERIA DISCUSSION HERE]"

Commitments and support

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Management team/work force

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Work plan/budget

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Note: Make sure that you have a Budget and Work Plan in your application – either as part of this criterion or located elsewhere and referenced. An example format for your budget is included on the following page.

Example Budget Format

Task	Start	End	Budget			
	Date	Date	Federal	Cash	In-Kind	Total
Task 1						
Responsible Staff:						
Task 2						
Responsible Staff:						
Task 3						
Responsible Staff:						
Task 4						
Responsible Staff:						
Total Cost of Project						

Amount requested

"[CLICK AND INSERT AMOUNT REQUESTED HERE]"

Project cost per owner-producer

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Business size

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Number of grants

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Presidential initiative of bio-energy

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Administrator points

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

CONFLICT OF INTEREST DISCLOSURE

"[CLICK AND TYPE CONFLICT OF INTEREST DISCLOSURE]"

CERTIFICATION OF JUDGEMENT

"[CLICK AND INSERT NAME OF APPLICANT HERE]" certifies that the United States has not obtained a judgment against it.

CERTIFICATION OF MATCHING FUNDS

"[CLICK AND INSERT NAME OF APPLICANT]" certifies that matching funds will be available at the same time grant funds are anticipated to be spent and that matching funds will be spent in advance of grant funding, such that for every dollar of grant funds advanced, not less than an equal amount of matching funds will have been expended prior to submitting the request for reimbursement.

VERIFICATION OF MATCHING FUNDS

Insert all documents verifying matching funds after this page. Documents include, but are not limited to, signed letters from third parties and bank statements. For a complete discussion of the requirements for this section, please see the NOSA.

APPENDIX A: FINANCIAL STATEMENTS

Insert all required assumptions and pro-forma financial statements in this appendix. For a complete discussion of the requirements for this section, please see the NOSA.

APPENDIX B: LETTERS OF SUPPORT

Insert up to 10 letters of support in this appendix.