



AGRI Works

Fiscal Year 2027 Grant Request for Proposal (RFP)

Applications due by 4 p.m. Central Time (CT) on Thursday, October 29, 2026

09/03/2026

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Grant Summary

Overview

The Minnesota Department of Agriculture (MDA) is now accepting applications from nonprofit organizations, units of governments, and most colleges and universities for the Fiscal Year (FY) 2027 for Agricultural Growth, Research, and Innovation (AGRI) Works Grant Program.

The Minnesota Legislature established the AGRI Works to provide regional and statewide development, education, research, and marketing services that promote agriculture, horticulture, and rural communities.

The program is authorized under MINN.STAT 41A.12 and funded by the Laws of Minnesota, 2025, Regular Session, Chapter 34, Article 1, Section 2. subd. 3(d). All information about the program is available on the [AGRI Works Grant webpage](#). Applications will be accepted until Thursday, October 29, 2026, at 4 p.m. Central Time (CT).

Funding availability

We expect to award approximately \$485,625 using a competitive review process. The maximum award is \$75,000, and the minimum award is \$5,000.

We expect to award between 5 and 15 grants; however, the final number depends on the size of the awards and will be determined through the proposal review process.

We will accept only one application per nonprofit organization or unit of government. Colleges and universities may submit multiple applications, but the projects must be distinct and led by different individuals.

Match requirement

Matching funds are required.

The AGRI Works Grant Program is a reimbursement grant. A 1:1 match is required. In other words, the AGRI Works Grant will fund up to 50% of the total project cost, and applicants must commit at least 50% of the total project cost as a cash match. The state's portion will not exceed \$75,000. You must provide documentation for the total cost of the project to receive the reimbursement amount awarded.

Sources of the matching funds can be cash, loans, other grants, or liquid capital assets dedicated to the project. Grant funds awarded by the MDA or another state agency cannot be used as matching funds, including funds obtained through the budgeting process of the Minnesota legislature or granted by a state agency. Non-cash, in-kind matches of goods and services are not allowable.

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grantmaking.

The Department of Administration Office of Grants Management (OGM) [Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) establishes the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities. Applicants with projects that are led by, impact, or serve Native American Tribal communities are encouraged to apply.

The scoring criteria of this grant program prioritize:

- Legislatively created entities and organizations.
- Projects that are not eligible for other MDA grant opportunities. See our list of [Loans, Grants, and Other Funding Opportunities](#) for more information; contact us with any questions.

These priorities and the desired impacts/outcomes of grant projects are reflected in the [Project Evaluation Profile](#), which describes the scoring criteria and weight that will be used by reviewers to evaluate your application.

How to apply

Applications must be received no later than **4 p.m. CT on Thursday, October 29, 2026**. Late applications will not be accepted.

- Apply using our [online application system](#).
 - If you're a new user, you need to create an account first. Use this [how-to guide \(PDF\)](#) to help set up your account.
 - Once logged in, select "AGRI Works Grant Fiscal Year 2027".
 - After you have submitted your application, you will receive a confirmation email. Contact MDA.AGRIGrants@state.mn.us if you do not receive this email.
- Apply early so there is enough time to get help with the online application system if needed. It's best practice to submit your application at least 24 hours in advance.

For help using the online application system:

- Call 651-201-6500
- Email MDA.AGRIGrants@state.mn.us with "AGRI Works Online Application Help" in the subject line. We encourage reaching out for help early as we may not be able to assist with last-minute requests.

We are not responsible for any technical or logistical problems that result in a late submission. It is your responsibility as the applicant to ensure we receive your application before the deadline.

Applications that are started in the online application system but are not submitted will not be evaluated. Do not provide any materials that are not requested in this RFP; these materials will not be considered nor evaluated. The MDA reserves the right to reject any application that does not meet the requirements of this RFP.

By applying, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available to the State by law.

The applicant is responsible for all costs associated with submitting a response to this RFP.

How to submit questions

For questions about the grant program or application:

Submit your question in writing before **4 p.m. CT on Thursday, October 22, 2026**.

- Email MDA.AGRIGrants@state.mn.us with “AGRI Works Question” in the subject line.
- The MDA will post responses to program questions on the [Questions and Answers \(Q&A\) section](#) of the AGRI Works Grant webpage as we receive them.

MDA employees are not authorized to give applicants advice on their applications. Applicants who solicit or receive advice from unauthorized MDA employees may be disqualified from eligibility for a grant award.

Application guidelines

- Use plain, easily understood language. Write for reviewers who have general knowledge but may not have a thorough or deep understanding of your project, organization, or industry.
- Answer all questions completely within the character limits specified in the grant application.
- Although some questions are labeled as optional, we strongly recommend responding to those questions or uploading the appropriate documents.
- Ensure your application is your own, unique proposal designed to respond to the RFP.
- Make your budget realistic, include only eligible items, and clearly explain how the money will be spent.
- Review the Project Evaluation Profile included in this RFP, as it is used to score and compare grant applications.

Timeline and deadlines

Thursday, September 3, 2026	RFP posted on the MDA website.
October 22, 2026 at 4 p.m. CT	Deadline to ask grant program questions.
October 29, 2026 at 4 p.m. CT	Applications due.
November 2026 – December 2026	Phase one review.
January 2027	Phase two review (pre-award risk assessments).
February 2027	Applicants notified of award decisions.
March 1, 2027	Earliest expected project start date.

Grants may last up to 3 years from the contract start date. We anticipate grant contract agreements to start in early 2027 and end no later than early 2030. Grant contract agreements will not be extended beyond three years.

If selected, grantees may only incur eligible expenditures when the grant contract agreement is fully executed (signed by all parties), the grant agreement has reached its effective date, and the grantee has been notified that they may begin work.

Eligibility

Eligible applicants

Applicants must meet the minimum requirements to be considered for this grant opportunity.

Applicants must:

- Be a nonprofit organization, unit of government, or public or nonprofit college or university that supports regional and statewide development of Minnesota agriculture, horticulture, or rural communities.
- Authorized to do business in Minnesota.
- Meet the requirements of the [Pre-award Risk Assessment](#).

Examples of applicants include but are not limited to:

- Economic development organizations
- Commodity research and promotion councils
- Producer associations
- Research organizations

Individuals and organizations incorporated as for-profit entities (including for-profit colleges and universities) are not eligible.

MDA employees, their spouses/domestic partners, or nonprofit organizations principally operated by them or their spouses/domestic partners are not eligible applicants and are not eligible to receive funds from this grant program. In the application, applicants must also disclose the names and roles of any MDA employees or their spouses/domestic partners who are part of their organization's leadership, board of directors, or governing body.

Collaboration and project support

Eligible applicants may collaborate with other organizations, but it's not required. If eligible applicants are submitting a joint application with collaborators, they must determine which organization will have the grant contract agreement with the MDA and will work directly with the MDA to meet grant reporting requirements. This entity will receive an IRS Form 1099 from the State of Minnesota for income tax purposes. Letters of support from collaborators can be provided as part of the application.

Letters of support

Applicants must obtain and submit letters of support for the proposed project if there are any proposed partners.

- You must submit a letter of commitment from all partners formally involved in the project.
- You may also provide letters of support from collaborators that are not part of the formal partnership as part of the application, but who support the application and can speak to the benefits of the project in your community.

Letters of support can be typed on letterhead, hand-written, or sent by email to the applicant. Copies of the letters should be combined into one document and uploaded as a part of the application process.

Eligible projects

Eligible projects will:

- Provide regional or statewide services.
- Be completed in three years or less. Contracts cannot be extended beyond three years.
- Be conducted in Minnesota.
- Not start until the grant contract is signed by all parties and has reached its start date.

Examples of eligible projects include but are not limited to:

- Performing research on topics relevant to rural communities across the state.
- Conducting outreach or providing education to farmers or horticultural growers.

Eligible expenses

Examples of eligible expenses for this grant program include but are not limited to:

- Salary, wages, and fringe (e.g., payroll costs such as taxes and employee benefits) for staff time spent working on the project
- Travel costs directly related to the project's outcomes or objectives
- Contracted services
- Equipment
- Supplies and materials

If the MDA accepts your proposal, the MDA will reimburse eligible costs included in the MDA-approved project budget. You must be invoiced and pay for all items and services between the contract start and end date listed in your grant contract agreement. All requests for reimbursement must be documented and submitted to the MDA no later than 60 calendar days after the grant end date.

Ineligible expenses

The following costs do not constitute an exhaustive list of ineligible expenses. The MDA may determine that other expenses not specifically mentioned are also ineligible.

- Expenditures incurred before the grant contract agreement is signed by all parties and reached its start date, whichever occurs later, or those incurred after the grant contract agreement expires.
- Expenses paid for with cash.
- Gift cards or vouchers; gas cards; and other forms of pre-paid cards, vouchers, or compensation.
- General operating costs, overhead, or indirect costs (expenses of doing business that are not readily identified with the project).
- Donations and in-kind contributions, including property and services, made by the applicant (regardless of the recipient).
- General organizational advertising, public relations, entertainment, alcohol, and amusement costs. Costs necessary to specifically advertise grant-funded activities, such as an educational event, are eligible.
- Taxes, except sales tax on goods and services and payroll taxes.
- Fines, penalties, and other settlement expenses resulting from failure of the applicant to follow federal, state, local, or Tribal nation laws and regulations, including parking and traffic violations.
- Fundraising.
- Lobbyists and political contributions.
- Late payment fees, finance charges, bad debts, fees for legal services, or contingency funds.

- Out-of-state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state. Contact us for exceptions.
- Expenses that have been or will be reimbursed under any federal, state, or local government funding or other grants (e.g., no “double dipping”).
- Purchases of items and services from staff, board members, farms owned/operated by staff or board members, or other individuals with whom they have an actual, potential, or perceived conflict of interest (see Conflicts of Interest section for more information).
- Purchases of items or services from MDA employees, their spouses/domestic partners, or any farms or businesses owned or principally operated by them or their spouses/domestic partners.

Application Review Process

Funding will be awarded through a competitive process. The MDA reserves the right to offer partial awards based on an assessment of the proposal, the pool of applicants, funding availability, or overall objectives of the grant program.

There will be two phases of the review process.

Phase one: initial review

During the first phase of the review process, MDA staff and external reviewers will evaluate all eligible applications based on the criteria and weight in the Project Evaluation Profile. Individuals involved in Minnesota’s agricultural community will be selected to act as external reviewers of the applications. Reviewers and staff will meet and discuss the proposals and then recommend projects for whole or partial funding to the Commissioner of Agriculture, who reviews the recommendations and makes the award decisions.

In addition to the Project Evaluation Profile, reviewers, staff, and the Commissioner may consider geographic distribution of projects, delivery of services to prioritized populations, and an applicant’s history as a state grantee, including performance on previous grants, compliance with state rules and regulations, and capacity to perform the work.

The timeline for the review process is listed in the [Timeline and Deadlines](#) section.

Phase two: SWIFT vendor verification and pre-award risk assessment

SWIFT vendor verification

All applicants that advance to phase two of the review process will need to register as an individual payee or supplier with [Minnesota’s SWIFT system](#), if they do not already have an account. Those that already have SWIFT account will need to verify that the information in their account is accurate.

Applicants will be asked to provide their SWIFT vendor ID number and SWIFT vendor name (the name you are doing business under) during this phase.

Pre-award risk assessment

During the second phase of the review process, applicants that have been advanced from the first phase of review will be contacted by MDA staff to submit any additional documentation required for the pre-award risk assessment.

The MDA is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants ([MINN. STAT. 16B.981, subd. 2-5](#), [OGM Policy 08-02: Policy on Rating Criteria for Competitive Grant Review \(PDF\)](#), and [OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees \(PDF\)](#)).

All applicants' capacity to perform work related to the grant will be evaluated as part of their response to this RFP. Applicants being considered for an award may also be required to submit additional documents, such as financial reports, descriptions of internal controls, disclosure of conflicts of interest, and information about the performance on previous state grants, prior to being approved by MDA for an award. The award amount the applicant is under consideration for, and the applicant type will determine what additional documentation needs to be submitted.

Applicants being considered for an award of less than \$50,000

Applicants being considered for an award of less than \$50,000 or less will submit the following:

- Certification that neither you nor your entity have been suspended or debarred by the State of Minnesota or with the federal government. See the [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#) and [System for Award Management \(SAM.gov\)](#).
- Certification that you, your entities, and key personnel of those entities, including board members, officers, executives, employees, or agents with authority over or access to grant funds, or an individual in a position of fiduciary responsibility related to the grant, have not been convicted of a criminal offense relating to a State grant agreement. ([MINN. STAT. 16B.991 Subd. 1](#)).
- Documentation that your entity is in good standing with the Office of the Secretary of State, registered with the attorney general's office, and current on its annual reporting requirements, if required for your organization ([MINN. STAT. 309.515](#), [309.52](#), and [309.53](#)).

Applicants being considered for an award of \$50,000 or greater

Applicants being considered for an award of \$50,000 or greater will be required to submit additional documents for review and analysis.

Nonprofit organizations will submit the following:

- A description of your capacity to complete the project. This may include your current staffing, project partners, current budget, and previous experience performing similar work. You will also need to provide information on any grants received from the MDA or other state agency in the last five years.
- A copy of your organization's two most recent Form 990 or Form 990-EZ with the Internal Revenue Service. If your organization has not been in existence long enough or is not required to file Form 990 or Form 990-EZ, then you must submit the following information:
 - Proof of your organization's tax-exempt status.
 - Board-reviewed financial statements for the two most recent business years, or for new organizations, actual financial statements for the periods that are available and pro forma financial projections for at least a two-year period.
 - Documentation of your organization's internal controls.
- The two most recent certified financial audits if required to complete one ([MINN.STAT. 309.53, subd. 3](#)) (if the organization has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement).
- Certification that neither you nor your entity has been suspended or debarred by the State of Minnesota or the federal government.
- Certification that you, your entities, and key personnel of those entities, including board members, officers, executives, employees, or agents with authority over or access to grant funds, or an individual in a position of fiduciary responsibility related to the grant, have not been convicted of a criminal offense relating to a State grant agreement. ([MINN. STAT. 16B.991 subd. 1](#)).
- Documentation that your organization is in good standing with the Office of the Secretary of State and registered with the attorney general's office and is current on its annual reporting requirements, if required for your organization ([MINN. STAT. 309.515](#), [309.52](#), and [309.53](#)).
- Certification that you, your board members, staff, or anyone else with authority to access grant funds have not been convicted of a felony financial crime in the last 10 years.

Municipalities and political subdivisions will submit the following:

- A description of your capacity to complete the project; this may include your current staffing, project partners, current budget, and previous experience performing similar work. You will also need to provide information on any grants received from the MDA or other state agency in the last five years.
- Certification that neither you nor your entity has been suspended or debarred by the State of Minnesota or the federal government.
- Certification that you, your entities, and key personnel of those entities, including board members, officers, executives, employees, or agents with authority over or access to grant funds, or an individual in a position of fiduciary responsibility related to the grant, have not been convicted of a criminal offense relating to a State grant agreement. ([MINN. STAT. 16B.991 subd. 1](#)).

If the MDA determines that the applicant has substantial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, or not award the grant.

Special cases for pre-award risk assessments

The University of Minnesota, the Minnesota State Colleges and Universities, and Tribal entities will have to submit the same documents as recipients who receive an award of less than \$50,000.

Award notice

The MDA will notify applicants, both successful and unsuccessful, in writing.

Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers ([MINN. STAT. 16B.98, subd. 2-3](#) and [OGM Policy 08-01: Grants Conflict of Interest \(PDF\)](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to give impartial assistance or advice to the MDA due to competing duties or loyalties.
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicant(s) or grantee(s) will be notified and actions may be pursued, including but not limited to, revising the grant work plan, amending the grantee duties in the grant contract agreement to mitigate the conflict of interest, requesting the grant applicant to submit a conflict of interest mitigation plan for MDA's review, disqualification from eligibility for the grant award, or termination of the grant contract agreement.

Grantees may generally not purchase items and services from staff, board members, farms owned/operated by staff or board members, or other individuals with whom they have an actual, potential, or perceived conflict of interest. If grantees want to consider any of these individuals/organizations when making purchases, they must submit a conflict-of-interest disclosure and mitigation plan to the MDA for pre-approval. The plan must address how any conflicts of interest will be mitigated, including a plan for selecting vendors that includes meaningful involvement from non-board/staff members.

Grantees may not purchase items or services from MDA employees, their spouses/domestic partners, or any farms or businesses owned or principally operated by them or their spouses/domestic partners.

Privacy notice and data classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under this program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the [Minnesota Government Data Practices Act](#) as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified not public by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the office of the attorney general.

Per Minnesota's statute on grants ([MINN. STAT. 13.599](#)):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in proposal responses (except for data otherwise classified by law, including trade secret information as described below) becomes public data after the evaluation process is completed.
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information) will generally be public data after the evaluation process is completed.

Procedure for claiming protection of trade secrets:

- Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e., the data must be about the applicant) and otherwise meet the legal definition found in statute ([MINN. STAT. 13.37, subd. 1\(b\)](#)). In order for an applicant to assert trade secret protection for data submitted as part of this application: the applicant must: 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique, or process that the applicant believes to be trade secret information; 2) describe what efforts the applicant takes to maintain the secrecy of the data; and 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons. Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN. STAT. 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State of Minnesota, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Requirements for Grant Recipients

Grant contract agreement

Each grantee must formally enter into a grant contract agreement with the MDA. The grant contract agreement will address the conditions of the award, including implementation for the project. Grant contract agreement templates are available for review on the [OGM Resources webpage](#). The MDA reserves the right to adjust these templates.

Upon approval of an application and before beginning work on the grant project and incurring any grant expenses, the applicant selected for a grant award must:

- If required, submit other documentation and certifications within 15 calendar days of award notification.
- Read and sign a grant contract agreement within 30 calendar days of being sent to the grantee. Failure to sign the contract within 30 calendar days may result in the award being rescinded.

You cannot begin work on grant activities or incur any grant expenses until a fully executed grant contract agreement is in place and you have been notified by the State's Authorized Representative that work may start. A fully executed grant contract agreement is one that has been signed by all parties and reached its start date, whichever is later. You must comply with the conditions and the grant contract agreement, and you will be legally responsible for assuring implementation of the work plan, grantee duties, and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Project changes

Some changes may become necessary during your project. Grantees must request and obtain written approval from the MDA to make changes to the approved budget or work plan incorporated into the grant contract agreement. Changes that alter the scope, objectives, outcomes, key personnel or staff time devoted to the project, work plan, or budget require an amendment to the grant contract agreement.

Accountability and reporting

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports until all grant funds have been expended and all of the terms in the grant agreement have been met.

Grantees will be required to submit annual progress reports during the grant period, a final report on the completion of the project, and additional information about the long-term impact for up to three years after the grant period. Grant payments shall not be made on grants with past due progress reports unless the MDA has given the grantee a written extension.

Applicants should be aware of the following:

- The MDA reserves the right to modify reporting requirements throughout the grant.
- Failure to regularly report, respond to surveys, and promptly respond to information requests may impact the grantee's ability to secure future funding from the MDA or other state agencies.
- Information submitted in any report or survey will be classified as public data. If the grantee considers any information in the report to be trade secret, the grantee may request that the trade secret information be kept confidential and must specifically label that information. The MDA will notify the grantee if a public records request is made for the information claimed as protected by the grantee.

Monitoring

The MDA monitors grantees to ensure that work is progressing within the required time frame, to collect data on outcomes, determine if financial procedures are followed accurately and appropriately, and/or verify purchases made with grant funds. The MDA will perform a financial reconciliation of at least one payment on grants greater than \$25,000 and will require the submission and review of cost documentation showing proof of purchase and payment described in the Payments section. Financial reconciliation may be performed on additional payment requests at the discretion of the MDA.

Before approving final payment, the MDA performs at least one monitoring visit for all grantees with awards greater than \$25,000. Other grantees may receive monitoring visits at the discretion of the MDA. Monitoring visits are typically done in-person at the project site but may also be done via phone or video conferencing (sometimes called "desk audits") and may include review and discussion of financial and program information.

Reimbursement payments

Grant funds are disbursed on a reimbursement basis. All requests for reimbursement must correspond to the approved grant budget and be tied to documented progress on the approved project. The MDA will review each request for reimbursement against the approved grant budget, grant expenditures to-date, and the latest grant progress report before approving payment.

Typically, reimbursement requests will need to include two types of cost documentation for each expense: proof of purchase (e.g., invoices, itemized receipts, payroll reports or timesheets) and proof of payment (e.g., cleared checks, bank and credit card statements, paystubs). Ineligible items and their cost must be clearly delineated in the proof of purchase.

The MDA will review the submitted documents and determine if any additional documentation needs to be submitted by the grantee. Any additional documentation must be submitted by the grantee and reviewed and approved by the grant administrator before the MDA provides the reimbursement. Additional details can be found in the [MDA Reimbursement Guide \(PDF\)](#).

Applicants should be aware of the following:

- Matching contributions will require the same cost documentation as other expenses being reimbursed by grant funds.
- Grant payments will not be made on grants with past-due progress reports or if required documentation related to the invoice or financial reconciliation is missing, unless the MDA has given the grantee a written extension.
- Invoices should be submitted at least annually on the same schedule as progress reports.
 - Invoices should be submitted within 60 calendar days after the end of each contract year.
 - If a grantee wants to submit invoices more frequently (such as quarterly), then interim progress reports will be required to be submitted with each of the non-annual invoices.
- All requests for reimbursement must be submitted to the MDA no later than 60 calendar days after the grant end date.
- The MDA retains the option to hold back the final 10% of each grant award until a final report is submitted, and the grantee demonstrates completion of their objectives described in their proposal, including completion of progress reports and the final site visit (if necessary) to verify the project's completion has occurred.
- Grant payments may be used to fulfill federal and state tax liabilities or may be withheld until the grantee has paid any tax liabilities (MINN. STAT. 270C.65, subd. 3 and other applicable laws).

Contract and bidding requirements

All grantees must follow the State's bidding requirements when buying supplies or services based on their entity type and the cost of the purchase.

Nongovernmental entities

Grantees that are nongovernmental entities, including businesses, nonprofits, and individuals, must use these guidelines:

- Any services and/or materials that are expected to cost \$100,000 or more must use a formal notice and bidding process.
- Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids or be awarded to a targeted vendor.
- Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or be awarded to a targeted vendor.
- The grantee must take all necessary affirmative steps to ensure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - [Office of State Procurement – Targeted Group, Economically Disadvantaged, and Veteran-Owned Vendor \(TG/ED/VO\) List](#)
 - [Metropolitan Council Underutilized Business \(MCUB\) Program Directory](#)
 - [Central Certification \(CERT\) Directory](#)
- The grantee must maintain written standards of conduct covering conflicts of interest and governing their actions and the actions of its employees in the selection, award, and administration of contracts.
- The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- Notwithstanding the above, the MDA may waive bidding process requirements when:
 - Vendors included in the response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
 - It is determined there is only one reasonably able and available source for such materials or services and that the grantee has established a fair and reasonable price.
- The grantee and any subrecipients/subcontractors must comply with prevailing wage rules, as applicable ([MINN. STAT. 177.41](#) through [MINN. STAT. 177.50](#)).
- The grantee and any subrecipients/subcontractors must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government. See [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#) and [System for Award Management \(SAM.gov\)](#).

Political subdivisions or municipalities

Grantees that are political subdivisions or municipalities, including the University of Minnesota and Minnesota State Colleges and Universities, must use these guidelines:

- Municipalities are required to comply with the Uniform Municipal Contracting Law ([MINN. STAT. 471.345](#)).
- The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees for the selection, award, and administration of contracts.
- The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- The grantee and any subrecipients/subcontractors must comply with prevailing wage rules, as applicable ([MINN. STAT. 177.41](#) through [MINN. STAT. 177.50](#)).
- Municipalities and any subrecipients/subcontractors must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government (See [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)) and [System for Award Management \(SAM.gov\)](#).

Grantee website and publicity

All grant projects must publicly credit the MDA funding in all public communications, presentations, printed materials, and on the grantee's website. Additionally, grantees with a website must clearly post on their website the names and contact information for the grantee's leadership and the employee(s) or other person(s) who directly manages and oversees the grant contract agreement on behalf of the grantee (the authorized representative) [Policy 08-04: Rating Criteria for Competitive Grant Review \(PDF\)](#) and [MINN. STAT. 16B.98, subd. 5\(d\)](#).

Grantee obligation to inform

Immediately notify the state if the grantee, or its Authorized Representative, key personnel, board members, officers or public officials, executives, employees or staff (paid or volunteer), agents, or any individuals with authority to access, manage, or use grant funds or in a position of fiduciary responsibility related to the grant, is suspended or debarred from doing business with the State of Minnesota or the federal government (MINN. STAT. 16B.98, subd. 1) or is convicted of felony financial crime or a criminal offense related to a State grant agreement.

Grantee evaluation

Prior to the closeout of the grant, the MDA will evaluate the performance of all grantees. The evaluation will include the purpose of the grant; the amount provided to the grantee; information about the grantee's timeliness, quality, and overall performance in meeting the terms and objectives of the grant; if the grant was terminated; and any concerns with grantee's use of State funds. Evaluations of grantee performance for grant contract agreements greater than \$25,000 must be provided by the MDA to the Minnesota Department of Administration ([MINN. STAT. 16B.98, subd. 12](#)). Evaluations are considered public data ([MINN. STAT. 13.599](#)).

Audits and record retention

The grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the commissioner of administration, the MDA, the state auditor, the attorney general, and the legislative auditor as appropriate ([MINN. STAT. 16B.98, subd. 8](#)). This requirement will last for a minimum of six years from the grant contract agreement end date, approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Grantees are responsible for the retention of documents and records relevant to their grants. Grantees should maintain a project file containing copies of all invoices, payroll records, receipts, proofs of payment, reimbursement requests, important correspondence with the MDA, progress reports, and any other documents associated with the project. Upon request by the State, the grantee shall produce a legible copy of the records saved in their project file.

Affirmative action and nondiscrimination

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender identity, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, familial status, or age in regard to any position for which the employee or applicant for employment is qualified ([MINN. STAT. 363A.02](#)). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship ([Minnesota Rules, part 5000.3500](#)).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the [Minnesota Human Rights Act](#).

Voter registration

The grantee will provide voter registration services for its employees and for the public served by the grantee ([MINN. STAT. 201.162](#)).

Right of Cancellation

This RFP does not obligate the MDA to award any grant(s). The State reserves the right to cancel this RFP if it is considered to be in the best interest of the program, agency, or the State of Minnesota. The State also reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this RFP. The State does not intend to award a grant contract agreement solely on the basis of any response made to this RFP or pay for information solicited or obtained.

Background and Program Goals

The Agricultural Growth, Research, and Innovation Program (AGRI) was established to advance Minnesota's agricultural and renewable energy industries ([MINN. STAT. 41A.12](#)). AGRI has made significant economic impacts by increasing productivity, improving efficiency, and assisting the development of agricultural products. The primary goal of the AGRI Works Grant Program is to provide regional and statewide development, education, research, and marketing services that promote agriculture, horticulture, and rural communities.

Project Evaluation Profile

Evaluation criteria	Maximum score
Project objectives and outcomes - Proposed objectives and activities are realistic and support program goals. - Applicant provides achievable plan to meaningfully measure outcomes.	15
Organizational capacity Demonstrates the capacity to successfully implement and sustain the project.	15
Community engagement - Shows community engagement and support for the project, such as through local, regional, or statewide partnerships. - Includes strong letter(s) of support that indicate broad impact.	15
Work plan and timeline - Work plan is thorough and realistic. - A detailed description of each step of the grant project is provided with estimated dates.	15
Budget and match - Budget clearly details all project costs. - Budget clearly explains source and amount of cash match. - Budget is cost effective and planned purchases are backed by quotes or other sources.	15
Priority Area: Other MDA grants Proposed project is not eligible for any other MDA grant opportunities.	20
Priority Area: Legislatively created entities Applicant entity was created by the legislature.	5
Total	100

Application Questions

This section lists the questions you'll be answering in our online system.

Contact information

Type of applicant

Indicate the type of applicant that is applying:

- Nonprofit organization
- City/county/state government entity
- Tribal nation or government entity
- Public college or university
- Other: Please describe.

Organization information

- Organization legal name
- Organization assumed name(s), if any (e.g., a “doing business as” name or DBA)
- Organization physical address (e.g., 123 Farming Street, St. Paul, MN 55101)
- Organization mailing address (e.g., PO Box 1, St. Paul, MN 55101)
- Organization telephone number
- Organization email
- Organization website
- Organization's county
- Organization's Minnesota State House District (use the [District Finder](#) if you don't know your district.)

Primary contact

If awarded a grant, the primary contact is the person who will be responsible for leading the project. This may be the same as the contact information listed above:

- Primary contact name (first and last name)
- Primary contact title
- Primary contact telephone number
- Primary contact email
- Primary contact mailing address

Authorized representative

If awarded a grant, the person that is legally authorized to and will sign the grant contract agreement for this organization. This should not be a grant writer or a 1099 contractor as these individuals typically would not have authority to enter the grant contract agreement with the MDA. This may be the same as the contact information listed above:

- Authorized representative name (first and last name)
- Authorized representative title
- Authorized representative telephone number
- Authorized representative email
- Authorized representative mailing address

Eligibility

Confirm the following statements. You must respond “True” to all the statements to be eligible to apply for this grant. If your project is recommended for phase two of the review process, you will need to sign a certification for some of these statements.

- The applying organization is not suspended or debarred by the State of Minnesota or the federal government. (True or False)
- The applying organization is registered and in good standing with the Minnesota Secretary of State (SOS) or is not required to maintain a registration with the SOS. You can verify that you are registered and in good standing by searching for your entity’s name on the [SOS website](#). (True or False)
- The applying organization’s principals with authority to access grant funds have not been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used. (True or False)
- The applying organization does not owe the State of Minnesota any back taxes and has not defaulted on any State of Minnesota backed financing in the last seven years. (True or False)
- The applying organization is compliant with current state and federal regulations. (True or False)

Does the applying organization’s leadership, board of directors, or governing body include any MDA employees or their spouses/domestic partners? Is the applicant a State of Minnesota employee, spouse or domestic partner of a State of Minnesota employee, or a farm or business principally owned by one of them? (Yes or No)

- If yes, list their name(s) and role(s) in the applying organization.

Non-profit eligibility

If you selected nonprofit organization in the “Type of applicant” question:

- The applicant is registered with the Minnesota Attorney General’s Office and is current on its annual reporting requirements or is exempt from the registration requirement ([MINN. STAT. 309.515](#)). You can verify that you are registered and have an active status by searching for your entity’s name on the [Minnesota Attorney General’s Office website](#). (True or False)

Attestations

Attest to the following statements. You must respond “Yes” to all the statements to apply for this grant. If your project is recommended for phase two of the review process, you will need to sign a certification for some of these statements.

- I attest that I have the authority to apply for this grant. (Yes or No)
- I attest that all information supplied in this application is true, correct, and reliable to the best of my knowledge. (Yes or No)
- I attest and understand that the submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law. (Yes or No)
- I attest that the supporting documentation for the claims and assertions made within this application is available to the MDA for its review. (Yes or No)
- I attest and understand that the submission of additional documents, as described in the RFP, may be required as part of the pre-award risk assessment if my project is recommended for phase two of the review process. (Yes or No)
- I attest that work has not started on the proposed project, and we will not begin work before the grant contract agreement is signed by all parties and reaches its start date, whichever is later. (Yes or No)
- I understand the MDA is unable to reimburse for any obligations to pay for goods or services ordered prior to the effective start date of the grant contract agreement. Examples of "obligations to pay" for goods or services include purchase orders, retainer agreements, sales orders, and any transactions creating an invoice. (Yes or No)
- I attest and understand that receiving public funds as a consequence of false representations constitutes an act of fraud. (Yes or No)

Previous State of Minnesota grants

Have you been awarded a grant from the State of Minnesota in the past five years? (Yes or No)

- If yes, provide details such as award amount(s), project objectives, and the outcomes of the grant(s). (1,000 characters, including spaces)

Project summary

Grant request

- Project name (100 characters, including spaces)
- Total project cost (grant + match)
- Total grant request (maximum of \$75,000, minimum \$5,000; up to 50% of total project costs)
- Total matching amount (at least 50% of total project costs)
- Expected project start date
 - Must be after the grant contract agreement is executed (signed by all parties and reached its start date, whichever is later). You may not incur any project expenses before your grant contract agreement is executed.
 - Award notification will be in February 2027, and contracts will be signed by early March.
- Expected project end date
 - Contracts may last a maximum of three years from start date.
 - All items and services must be purchased by the end date of the contract and be paid in full before requesting reimbursement.

Project description

Provide a brief description of your project outlining what you plan to do and why. Include the name of your organization. Limit your description to three sentences. This project description may be shared with the public through press releases, the MDA website, legislative reports, and other publications. (500 characters, including spaces)

Project purpose

Provide the specific issue, problem, or need that the project will address. Explain how this project is timely and will enhance agriculture, horticulture, or rural community development. (5,000 characters, including spaces)

Project objectives and outcomes

Project objectives

In the table, list each main objective that this project aims to achieve on its own line. Objectives must be realistic and achievable during the grant. You may list up to five objectives.

In the "Objective name" column provide a short title that summarizes each of your objectives, (e.g., Objective 1: Create Consumer Education Materials, Objective 2: Hold Grower Workshops, etc.). (250 characters per objective name, including spaces)

In the "Objective description" column list provide a very brief description of what you will accomplish and a general plan on what you will do to accomplish the objective within the time frame of the grant. (250 characters per description, including spaces)

Objective name	Objective description
-	-
-	-
-	-
-	-
-	-

Measuring outcomes

Describe how you plan to measure the outcomes of your project. (1,000 characters, including spaces)

Organizational capacity

Performance capacity

Describe your capacity to perform the kind of work that would be funded by the grant or similar work, including your history of performing this kind of work. (2,000 characters, including spaces).

Including the following topics can be helpful when describing your organization's performance capacity:

- Current and past staffing
- Project team members
- Organizational structure
- Current and past budget
- Partners/collaborators
- Marketing or outreach strategies

Organization summary

Provide a summary of your organization that describes your mission and goals, the services and products you provide, the ownership and leadership of your organization, and your organizational structure. (2,000 characters, including spaces)

Internal controls and procedures

Describe your financial management system, including tracking grant expenditures, implementing segregation of duties, tracking and reporting staff time to specific projects, and approving payroll and timecards. (2,000 characters, including spaces)

Community engagement

Stakeholder support

Describe the stakeholders who support this project and why each stakeholder supports this project. (1,500 characters, including spaces)

Stakeholder letters

Attach at least one letter of support from a stakeholder, such as a state, regional, or community partner, who supports this project but is not a partner in completing the project. You may include additional letters of support from other stakeholders that affirm your ability to successfully implement the project.

Partners

List all project partners and collaborators and provide a brief summary of each of their contributions to this project and a short description of their relevant abilities and qualifications.

Partner letters

Attach a letter of support from each partner that indicates their role and their willingness to participate and commit adequate time to this project.

Work plan and timeline

Create a workplan using the example format shown below. You should include the steps that you will take to successfully complete your project. For example, you might include target dates for requesting quotes, contracting with a service provider, and hosting an event. You may also upload a workplan as an Excel or Word file.

Timeframe	Description of task or action item	Responsible party
<i>Ex: July 2027</i>	<i>Contract with University of Minnesota to conduct evaluation of project</i>	<i>Executive director</i>

Budget and match

Budget table

Complete the budget tables and justifications.

Expense category	Total
Personnel – salaries	\$
Personnel – fringe benefits	\$
Travel	\$
Equipment (over \$10,000)	\$
Supplies	\$
Construction	\$
Contractual	\$
Other	\$
Total direct project costs	\$

Budget narrative

In each budget table, you will be able to include up to 10 lines. You are not required to use every line.

Personnel – salaries and wages

List salary and wage costs for people employed by your organization whose time and effort can be specifically identified and easily and accurately traced to this project's activities.

Personnel expenses are salaries, wages, and fringe benefits for the number of hours or proportion of time an employee devotes to the grant-supported project or program. Under the formally established policies of the organization, salaries, wages, and fringe benefits must be consistently applied, reasonable for the services rendered, and supported with adequate documentation, such as timesheets or payroll reports.

Employee name and title	Level of effort (# of hours or % of full-time equivalents [FTE])	Total
-	-	\$
-	-	\$
-	-	\$
Personnel subtotal	-	\$

Personnel justification

By name/title, describe the activities each person will complete and approximately when they will occur. (2,000 characters, including spaces)

Personnel – fringe benefits

List fringe benefit rates (e.g., workers comp costs, insurance benefits, retirement benefits, etc.), in percentages, for each of the employees listed in the personnel budget and total grant funds requested for each employee's fringe costs.

Employee name and title	Fringe benefits rate	Total
-	%	\$
-	%	\$
-	%	\$
Fringe benefits subtotal	-	\$

Travel

List costs for trips or grouping of trips that will be needed to conduct this project or to provide outreach or education on project outcomes.

Travel and subsistence expenses are limited to those allowed by formal organizational policy and may not exceed the amounts allowed in Chapter 15 of the current [Nonrepresented Employees Compensation Plan](#), published by the Commissioner of Minnesota Management and Budget.

Trip destination and description	Type of expense (e.g. airfare, car rental, hotel, etc.)	Unit of measure and number/cost per unit (e.g., 5 nights @ \$120/night or 1 flight \$500/ticket)	Number of travelers claiming expense	Total
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
Travel subtotal	-	-	-	\$

Travel justification

For each trip listed, describe the purpose of each trip and how it will achieve the objectives and outcomes of the project. Include approximate date(s) of travel for each trip. (2,000 characters, including spaces)

Travel policies

By checking this box, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with the Nonrepresented Employees Compensation Plan as applicable.

Equipment

List costs for equipment that will be purchased or rented under the grant.

Equipment costs include purchase or rental of general or special-purpose equipment. Equipment is defined as tangible, nonexpendable, personal property having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$10,000 per unit.

Equipment item description	Rental or purchase	Acquisition date	Total
-	-	-	\$
-	-	-	\$
-	-	-	\$
Equipment subtotal	-	-	\$

Equipment justification

For each equipment item listed above, describe how it will be used to accomplish the project's objectives and outcomes(s). (2,000 characters, including spaces).

Supplies

List costs for supplies that are necessary to complete your project.

Supplies are materials, supplies, and fabricated parts costing less than \$10,000 per unit. Computing devices (e.g., laptops, tablets, etc.), if the acquisition cost is less than \$10,000 and the item is essential to the performance of the grant project, are allowable.

Supplies item description	Cost per unit	Number of units	Acquisition date	Total
-	\$	-	-	\$
-	\$	-	-	\$
-	\$	-	-	\$
Supplies subtotal	\$	-	-	\$

Supplies justification

Describe the purpose of the supplies listed in the table above and how it is necessary for the completion of the project's objective(s) and outcome(s). (2,000 characters, including spaces)

Construction

List costs for construction necessary to the project.

Some examples of construction costs include additions, improvements, modifications, modernization, demolition and removal, replacements, rearrangements, reinstallations, renovations, alterations, expansions, or other construction on an existing building, as well as construction of a new building(s) at an existing facility, or construction of a new facility at a new site. Site work and construction-related materials are also included in this category, which may include items such as wood, nails, concrete, roofing, gravel, paint, insulation, drywall, or plumbing fixtures.

Construction costs may also include “soft costs” tied to construction such as administrative and legal expenses, relocation expenses and payments, architectural and engineering fees, or project inspection fees.

Construction description	Total
-	\$
-	\$
-	\$
Construction subtotal	-

Construction justification

Describe the purpose of the construction listed in the table above and how it is necessary for the completion of the project's objective(s) and outcome(s). (2,000 characters, including spaces)

Contractual/consultant

List costs for work on the project that will be performed by individuals or organizations other than the applicant (e.g., consultants, contractors, partner organizations, etc.).

Contractual/consultant services are those performed by an individual or organization other than the applicant that is in a particular profession or with a special skill. These services are paid for through a subcontract.

- Compensation for contractor or consultant services should be reasonable and consistent with that paid for similar services in the marketplace.
- Any subcontract must be a written agreement between the grantee and the third party. The contract must, as appropriate, state the activities to be performed; the time schedule; the policies and requirements that apply to the contractor; the maximum amount of money for which the grantee may become liable to the third party under the agreement; and the cost principles to be used in determining allowable costs in the case of cost-type contracts.

Contractual name/organization	Hourly rate or flat rate	Rate value (e.g., \$45/hour)	Total
-	\$	\$	\$
-	\$	\$	\$
-	\$	\$	\$
Contractual/consultant subtotal	-	-	\$

Contractual/consultant justification

For each contractual line item listed in your contractual budget, describe why it's needed for your project and how it will be used to achieve the objectives and outcomes of the project. You must also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include an estimated timeline for when the contractual work will be performed. (2,000 characters, including spaces)

Contractual policies

By checking this box, I confirm that my organization followed the same policies and procedures used for procurements from non-state sources, which reflect applicable State and local laws and regulations. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.

Other

List any costs not covered in any of the previous budget categories.

Other costs may include meetings and conferences; communications; rental expenses; advertisements; publication costs; data collection; and participant support costs, including stipends to participants that complete a project survey or take part in a focus group. Meeting meals cannot be associated with entertainment nor included in a per diem travel cost.

Other item description	Cost per unit	Number of units	Acquisition date	Total
-	\$	-	-	\$
-	\$	-	-	\$
-	\$	-	-	\$
Other subtotal	-	-	-	\$

Other justification

Describe the purpose of each item listed above and how it is necessary for the completion of the project's objective(s) and outcome(s). For meals, the costs must be reasonable, and a justification must be included to show that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. (2,000 characters, including spaces).

Match

Explain how you plan to pay for your project (financing, other grants, private investment, or organization funds, etc.). Other state grant funds cannot be used to provide the funding used to pay for this project, but non-forgivable loans from the state may be used as a match.

Documents showing project costs and ability to pay for project (optional)

Submit documents such as:

- Letters of commitment written by financial institutions or other organizations that will be providing funding through loans or credit
- Letters from banks demonstrating sufficient cash available to fund the project

Other funds

Are any portions of your project being paid for by another grant or other restricted funding? (Yes or No)

- If yes, explain the other source of funds and what parts of the project are being paid for by that funding.

Reimbursement acknowledgement

I understand that all payments on this grant project will be made on a reimbursement basis based on the terms outlined in the Payments section of the RFP. (Yes or No)

Priorities

Priority 1

This grant program prioritizes projects that enhance agriculture, horticulture, or rural areas through community and economic development, marketing, promotion, and research and education. Does your project reflect these priority areas? (Yes or No)

- If yes, detail how your project impacts one or more priority areas. (2,000 characters, including spaces)

Priority 2

This grant program prioritizes entities that were created by the Minnesota Legislature. Was your organization created by the Minnesota Legislature? (Yes or No)

- If yes, cite the Minnesota statute or session law that created your organization.