

Sample Only



Dairy Business Innovation Alliance

www.cdr.wisc.edu/dbia

Dairy Business Builder Grant Application 2022

Please complete all of the required fields below as instructed on this form. **Applicants must click the "DONE" button at the bottom of this page to save their answers and submit the application. The application is designed to be completed in a single session. Please have all of the documents/information ready before you begin the application.**

We strongly recommend that applicants follow the instructions above to submit the application in a single session instead of returning to edit the response. However, you *may* be able to return after completing questions #1-22 and the Certification; you must use the same computer and the same internet browser in order to return to the application.

Applications will be scored based on the following criteria:

Overall Grant Application: (0-10 Points)

Business Plan (0-30 Points)

Project Budget: (0-25 Points)

Outcomes: (0-15 Points)

Potential Industry Impact Considerations: (0-20 Points)

All questions indicated as required must be complete prior to the application deadline of Thursday, March 31 5pm Central Time in order to be considered in the review process.

If an applicant encounters any difficulties prior to the application deadline, please contact the DBIA Program Coordinator as soon as possible at eslatter@cdr.wisc.edu or 608-301-7751.

Contact Information

*** 1. Please provide your contact information:**

Name *

Company *

Address *

Address 2

City/Town *

State/Province *

ZIP/Postal Code *

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Email Address *

Phone Number *

2. Please provide the business website (if available):

3. Please provide an alternate point of contact for the application (if available):

Name

Email Address

Phone Number

*** 4. Have you or a member of your team viewed the DBIA grant webinar (live or recorded)?**

- Yes, and the webinar was helpful in assembling this application.
- Yes, but the webinar did not provide helpful information for this application.
- No, we were unaware of the webinar or did not view it.

Project/Business Introduction

*** 5. Please provide a project title (or 1 sentence description) of the proposed grant project:**

6. If you have been funded previously by a DBIA grant, please describe what is different between this application and your previous one?

*** 7. Please indicate which DBIA goal this project best satisfies:**

- Dairy farm diversification through dairy product development, specialization, packaging and/or marketing strategies.
- Creation of value-added dairy products (use milk to manufacture cheese, yogurt, beverages, etc.).
- Enhancement of the value of a dairy commodity or by-product through product development or alternate use.
- Creation or expansion of a program for exporting dairy products.

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*** 8. Please provide a brief explanation for how your application meets the DBIA goal indicated above:**

*** 9. Please select the main product type or project area being proposed:**

- Beverage
- Cultured Products
- Cheese
- Diversification
- Frozen Desserts
- Other

10. If you selected "Other" in the question above, please indicate the product type or project area:

*** 11. Please select the main milk type used in the proposed project (if the proposed project does not involve production, please indicate the main milk type used by the company):**

- Cow's milk
- Goat's milk
- Sheep's milk
- Mixed milk

*** 12. Please select the target market area for this project:**

- Local (a few counties)
- Regional (throughout the state and perhaps bordering counties)
- National
- International

*** 13. Please select the primary type of business:**

- Farmstead
- Manufacturer

*** 14. Please select the ownership of the business:**

- Co-op
- Corporation
- LLC

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- Sole Proprietorship/Partnership
- Other

15. If you selected "Other" in the question above, please indicate the ownership type:

*** 16. Please provide the current number of full-time employees:**

*** 17. Please provide the current number of part-time employees:**

*** 18. Please provide the number of years the company in the application has been operating:**

Project Details

*** 19. Please provide the approximate number of months required for this project:**

*** 20. Please enter the total cost of the proposed project (including ineligible costs/other funds):**

*** 21. Please enter the total requested funds for the proposed project (up to \$50,000):**

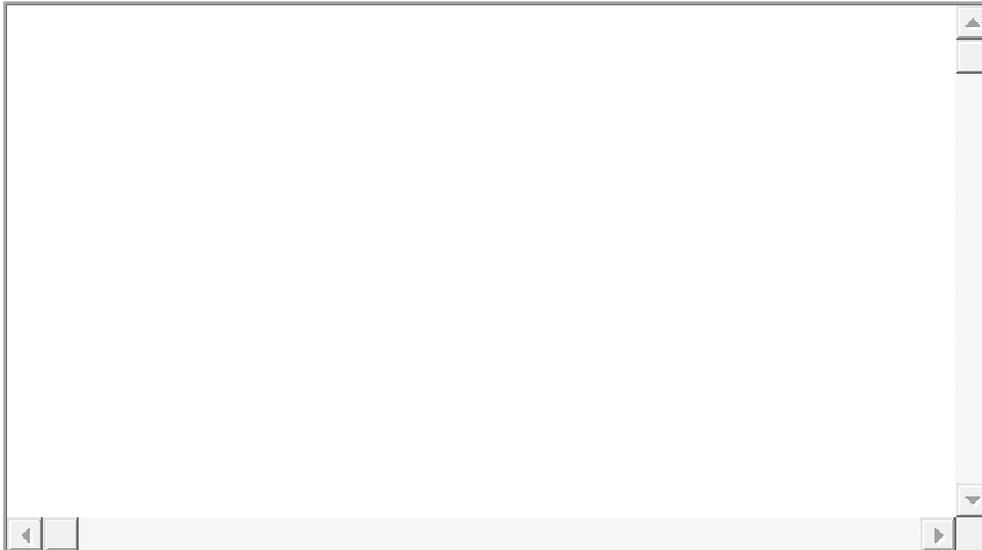
*** 22. Project Summary: All applicants are required to submit a project summary. (Approximately 300 words)**

Describe your project and its intended outcomes noting (as appropriate):

- the establishment of a new business;
 - new value-added products or processes developed;
 - job(s) created or retained;
 - expected increases in sales volumes;
 - expected expansion of export endeavors;
 - any industry-wide benefits at the local or regional level.
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State where you are in the project implementation process (e.g., considering a feasibility study or buying equipment), provide a summary of the outcomes you are trying to achieve, and how you think the grant would benefit your existing business.



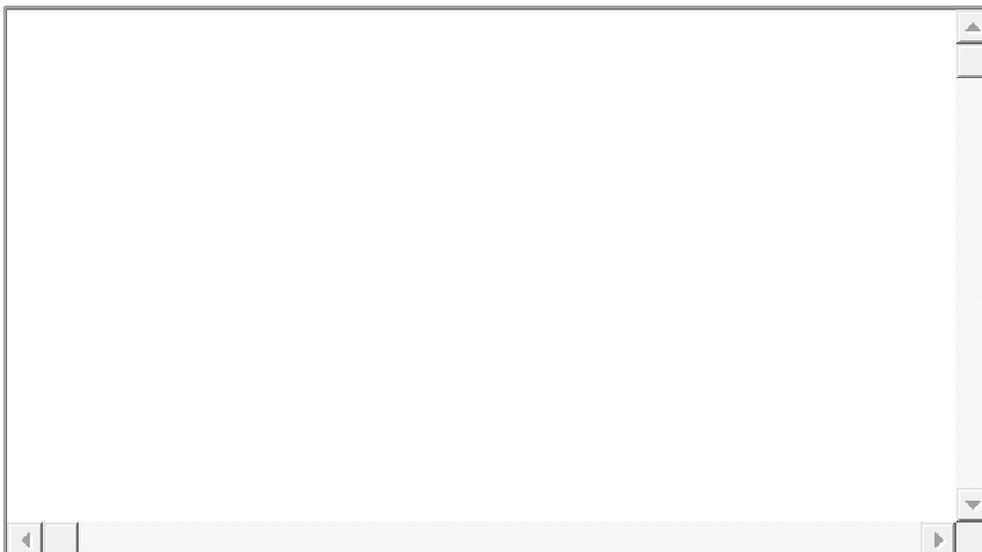
23. Work Plan/Timeline: All applicants are required to submit a work plan and timeline.

Describe the major steps/activities needed to complete your project and achieve each outcome noted in your Project Summary.

-Provide an estimated completion date for each step.

-Describe how each of the items to be funded via this grant will contribute to the project, e.g., "a pasteurizer is requested to process our farm milk for sale to the public."

Applicants may either enter the text in the box below (this text can be copied and pasted in from another document) OR applicants may upload a Word document or PDF in the next question. If you will be uploading a file, please proceed to question #24.



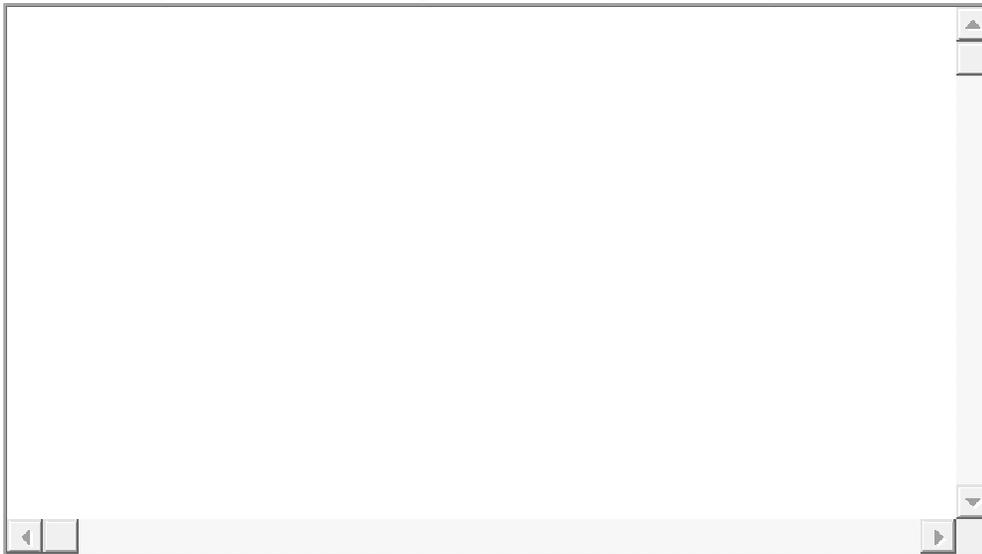
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24. Please upload your work plan document here (ONLY if you did not already enter text in the previous question).

Acceptable file types include .pdf, .doc or .docx. Please click "Choose File" and then either drag the file into the upload box or click "upload a file from your computer." If the file is successfully uploaded, you will see a "Replace" button which allows you to upload a different file. You will also see a checkmark and the name of the file that you uploaded.

25. Business Plan: All applicants are required to submit a business plan (lean or traditional).

Applicants may either enter the text in the box below (this text can be copied and pasted in from another document) OR applicants may upload a Word document or PDF in the next question. If you will be uploading a file, please proceed to question #26.



26. Please upload your business plan document here (ONLY if you did not already enter text in the previous question).

Acceptable file types include .pdf, .doc or .docx. Please click "Choose File" and then either drag the file into the upload box or click "upload a file from your computer." If the file is successfully uploaded, you will see a "Replace" button which allows you to upload a different file. You will also see a checkmark and the name of the file that you uploaded.

27. Project Budget: All applicants are required to submit a project budget. Describe all of the elements of your project budget including vendor estimates whenever possible.

Please follow the required format linked on the DBIA website. Please specifically note the exact expenses for which you seek reimbursement via this grant program. If you do not have a written cost estimate from a vendor, please note "verbal vendor estimate" or "personal research" for the dollar figure you state under below. If you do have vendor quotes, please upload them in beginning in question #28.

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Applicants must upload a Word document or PDF here. If you are unable to upload a file, please contact eslatter@cdr.wisc.edu as soon as possible

Vendor Quotes/Supplemental Documentation

28. Please upload a vendor quote here (if available).

Only 1 file may be uploaded here- if you have multiple files, they may be combined and uploaded together or you can use the additional upload options in questions #29-32. Please click "Choose File" and then either drag the file into the upload box or click "upload a file from your computer." If the file is successfully uploaded, you will see a "Replace" button which allows you to upload a different file. You will also see a checkmark and the name of the file that you uploaded. If you have additional files and require more upload space, please contact eslatter@cdr.wisc.edu as soon as possible.

29. Please upload a vendor quote here (if available).

30. Please upload a vendor quote here (if available).

31. Please upload a vendor quote here (if available).

32. Please upload a vendor quote here (if available).

33. If you have any additional supplemental documentation, please upload the file here (if available).

*** 34. Certification:** I certify to the best of my knowledge that the information in the application is true and correct, and that I am legally authorized to sign and submit this application on behalf of this organization, which is also legally eligible to enter into a grant agreement. I acknowledge that grant awards are contingent verification of good business standing, and that I will need to supply the EIN number if offered an award. If awarded, I understand that I will be required to submit surveys to DBIA to fulfill reporting requirements. Please type your full name below as your signature and click "Done" to submit the application.