

**1552.0050 APPLICATION PROCEDURES.**

Subpart 1. **Submission of application.** An applicant for an agricultural development grant shall submit to the commissioner an original completed application. Applications must be received by the commissioner by the application deadline.

Subp. 2. **Application content.** The application must include the following information:

A. a brief description of the characteristics of the applicant, including the legal name, the federal and state tax identification or Social Security number, address, and a brief statement of the applicant's organizational structure, history, and interest in the proposed project;

B. the name of the individual or individuals authorized to negotiate and sign contracts, and to receive and report on grant funds;

C. a general statement regarding which of the agricultural promotion activities listed in part 1552.0040 will be pursued;

D. a project description that includes the following:

(1) a statement of the project's objectives, and a statement of major work tasks, stated in measurable and quantifiable terms whenever possible;

(2) an identification of primary direct beneficiaries of the project;

(3) a statement of the results expected from the project;

(4) criteria for evaluating the success of the project; and

(5) a statement regarding the anticipated project starting and completion dates;

E. a description of qualifications of personnel who would be assigned to the project;

F. a budget showing total project costs and contributions, as follows:

(1) an identification of all sources of contributions and the amounts and types of contributions from each source;

(2) an itemization of costs and indication of the source and type of contribution for the following items: personnel, travel, rental of office space or equipment, supplies, printing, postage and telephone, promotional or demonstrational equipment to be purchased, or other costs, and a description of the source and amount of funds for each type of expenditure (either anticipated grant or applicant contribution); and

G. a copy of the latest audit report, financial statement, or other appropriate statement of financial condition of the applicant.

Subp. 3. **Incomplete application.** The commissioner shall consider an application when a completed application is received. If an application is incomplete, the commissioner shall notify the applicant specifying the additional information required. The applicant has 20 days from the date on the commissioner's letter to provide the additional information. If there is no response to the commissioner's letter within 20 days, the commissioner shall not consider the application further.

Subp. 4. **Additional information.** The commissioner may require the applicant to submit other information reasonably related to a determination of applicant or project eligibility or project feasibility.

**Statutory Authority:** *MS s 17.101*

**History:** *9 SR 2062; 22 SR 2294; 29 SR 655*

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