



Indiana State Department of Agriculture

Governor Eric Holcomb

Lt. Governor Suzanne Crouch, Secretary of Agriculture and Rural Development

# APPLICATION INSTRUCTIONS SPECIALTY CROP BLOCK GRANT PROGRAM

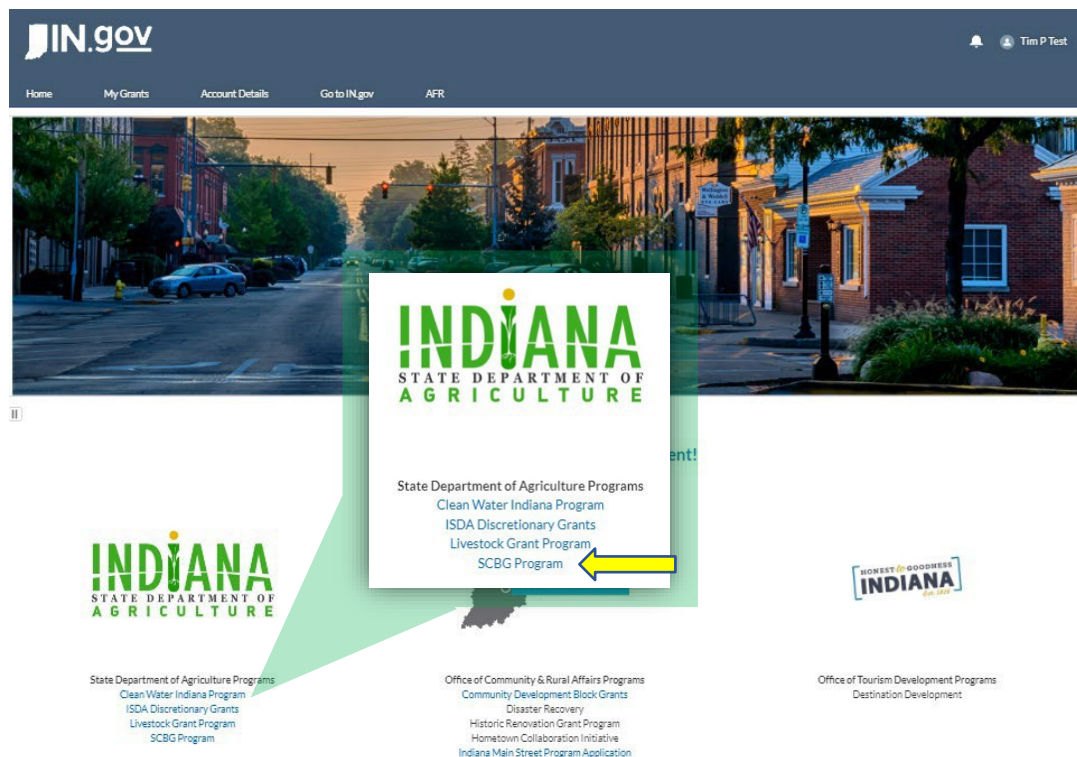
## I. APPLICATION INSTRUCTIONS

### A. Creating an Account to Access the ISDA Grants Management Portal

For the purpose of this section, please note “proposal” and “application” may be used interchangeably as they are the same in the electronic Grants Management System (“GMS”). All applications for grant funding must be submitted to ISDA through GMS. To create an account for GMS please visit <https://arcg.is/0ra898> to submit your request. If you already have an account, visit <https://indianaegms.force.com/Grants/s/login/> to log in.

### B. Accessing & Starting the SCBGP Application

The SCBGP application can be accessed by locating the State Department of Agriculture Programs section on the home page of GMS. To start a new SCBGP application, simply click on ‘SCBG Program’.



The application will open to the SCBGP Profile Template Home page. Here you can see all of the sections for the applications. Optional sections will be denoted as such. To begin your application, click 'Begin' in the upper right corner of the SCBGP Profile Template Home page.

The Indiana State Department of Agriculture (ISDA) conducts an annual competitive solicitation process to award Specialty Crop Block Grant Program (SCBGP) funds to projects that enhance the competitiveness of Indiana specialty crops. Specialty crops are fruits, vegetables, tree nuts, dried fruits, and horticulture and nursery crops (including floriculture).

Navigation	Completed
Applicant Information	
Project Information	
Project Purpose	
External Project Support	
Expected Measurable Outcomes	
Budget Items - Personnel	Optional
Budget Items - Fringe Benefits	Optional
Budget Items - Travel	Optional
Budget Items - Equipment	Optional
Budget Items - Supplies	Optional
Budget Items - Contractual/Consultant	Optional
Budget Items - Other	Optional
Budget Items - Program Income	Optional
Budget Narrative	
Upload	Optional
Signature Page	

The application will guide applicants through each of the sections and indicates which questions are required and which are optional. As applicants work through the application, GMS will auto-save any information that has been entered; it is not necessary to manually hit a 'save' button while working. Please note, some fields contain character limits to keep answers short and concise. Therefore, it may be necessary to upload supporting documentation to supplement your narrative and justification in the application. Returning to/Continuing Work on an Already Started Application

Applicants can continue to edit and revise their application until it has been submitted. To reopen a started application, applicants should log in to GMS, select 'SCBG Program' from the list of State Department of Agriculture Programs, and when prompted click 'Yes' to return to your open application.

IN.gov

Home My Grants Account Details Go to IN.gov AFR

INDIANA STATE DEPARTMENT OF AGRICULTURE

SCBG Grant Information and

Overview:  
The Indiana State Department of Agriculture (ISDA) conducts an annual competitive solicitation process to award Specialty Crop Block Grant Program (SCBGP) funds to projects that enhance the competitiveness of Indiana specialty crops. Specialty crops are fruits, vegetables, tree nuts, dried fruits, and horticulture and nursery crops (including floriculture).

You currently have an open application. Would you like to go there now?

Yes

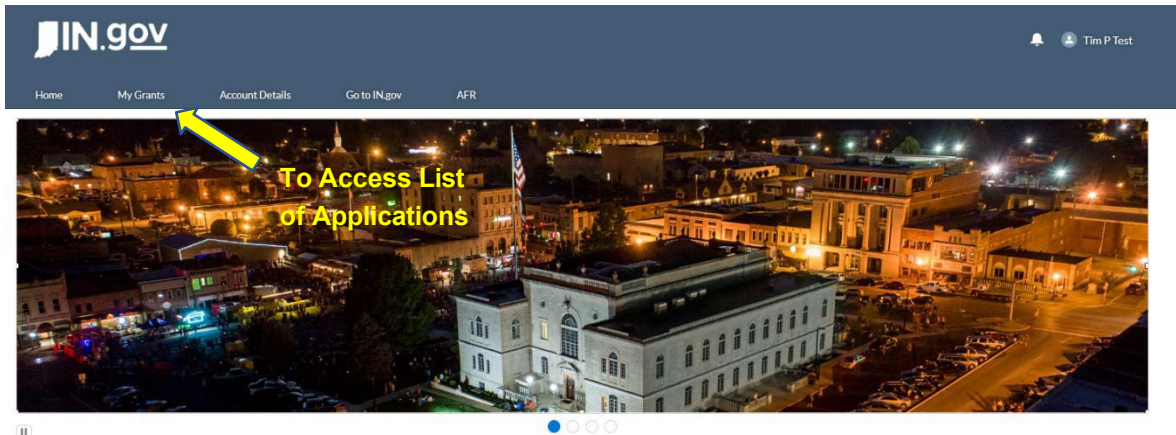
You currently have an open application. Would you like to go there now?

Yes

Or would you like to open a new application?

New

Applicants can also access an already started application from the home page by clicking 'My Grants'. Locate the application number (IGG-####) in the My Grants list and select 'Click to go to grant'.



Welcome to Indiana Grants Management!

The image shows a detailed view of the 'My Grants' section. A dropdown menu is open, showing a list of grants with 'Click to go to grant' links. A red box highlights one of these links. A green arrow points from this link to the corresponding link in the main grants list table below.

Link ↑	IN.gov Grant Name	Name of Project	Application Year	Status	Record Type
1 <a href="#">Click to go to grant</a>	IGG-410	Speciality Crop Block Grant	2023	Draft	SCBG
2 <a href="#">Click to go to grant</a>	IGG-411	Speciality Crop Block Grant	2023	Application Submitted	SCBG

## C. Submitting the Completed Proposal/Application

Applicants may submit the proposal/application once all required fields have been completed and files have been uploaded. GMS will notify applicants if required fields are left incomplete and disable the 'Submit' button. GMS will not notify applicants if optional fields are left incomplete. Applicants are responsible for ensuring all information relevant and necessary to their proposal is complete before submitting.

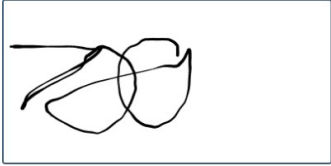
Home Previous

**Read the certification statements. Sign below.**

SIGNATURE

**SIGN HERE**

1. To the best of my knowledge and belief, the information in this application is true and correct and supporting documentation for the claims and assertions made within this application is available to the ISDA for its review.
2. I understand that submitting false or misleading information in connection with this application may result in the applicant being found ineligible for financial assistance under the Specialty Crop Block Grant Program. I further understand that receiving public funds based on false information or the disclosure of false representations constitutes an act of fraud.
3. I understand that ISDA may conduct audits, request references, and conduct site inspections after grants are awarded and prior to funds being reimbursed.
4. I understand application data is private and confidential until grants are awarded. An entire application becomes public when an agency has completed negotiating the grant agreement with a grantee. You do not have to provide the information requested on the application until you receive written consent from the grantee. However, if you do not, ISDA will not be able to consider your grant request. The only people who will have access to your data during the time that it is protected are those permitted by law, by your written consent, or by department employees whose job duties require access.
5. I certify to the best of my knowledge that the information in this application is correct and that I am legally authorized to sign and submit this application on behalf of this organization, which is legally eligible to enter into a grant contract.



Save Clear

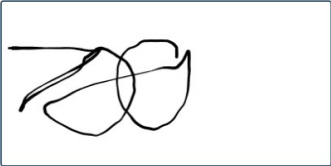
**Example of incomplete application submission error**

Submit is disabled due to the following reason(s):

- Applicant Information - A Authorized Contract Signatory must be designated.
- Applicant Information - A Primary Contact must be designated.
- Applicant Information - A Secondary Contact must be designated.

Applicants must read the five certification statements and sign the application by using their computer mouse to click and drag. If using a touch-enabled device, applicants may sign in the box with their finger. After signing, the applicant must save their signature. The applicant may then submit the application. No edits may be made to the application or the file uploads once the application has been successfully submitted.

5. I certify to the best of my knowledge that the information in this application is correct and that I am legally authorized to sign and submit this application on behalf of this organization, which is legally eligible to enter into a grant contract.





Save Clear

**No incomplete application warning and ready to submit**

Home Previous Submit

## D. Contact Info for Technical Assistance, Program Guidance, & Grant Information

For technical assistance with GMS including, but not limited to, creating a GMS portal account or resetting a password, accessing the SCBGP application, issues uploading files or submitting the application, please contact Leah Harmon with ISDA. For guidance and information about the SCBG Program, please contact Emily Conwell with ISDA. For information about the Uniform Guidance (2 CFR 200), the USDA-AMS Terms & Conditions, eligible activities and allowable costs, please contact Emily Conwell or Timothy (Tim) Parthun with LG-Grant Services.

SCBG Program Contact	GMS Technical Guidance	Grant Policy & Regulatory Guidance
<p><b>EMILY CONWELL</b>  <i>Director of Economic Development            Grant Programs</i>  <a href="mailto:emconwell@isda.in.gov">emconwell@isda.in.gov</a>            317-502-5673</p> 	<p><b>LEAH HARMON</b>  <i>Director of Technology Development            &amp; Strategy</i>  <a href="mailto:lharmon2@isda.in.gov">lharmon2@isda.in.gov</a>            317-607-4127</p> 	<p><b>TIM PARTHUN</b>  <i>Senior Grants Manager</i>  <a href="mailto:tiparthun@lg.in.gov">tiparthun@lg.in.gov</a>            317-639-9527</p> 