



Requesting OEFFA's participation in a Proposed Project

The Ohio Ecological Food and Farm Association (OEFFA) has established the following process for individuals and organizations seeking to include OEFFA as a partner on a research, education, or other project. These are instances in which OEFFA may be a partner in delivering components of the proposed work and may receive funding from the grant source, and/or may be included in matching requirements with in-kind (rarely cash) contributions.

OEFFA will review proposals carefully and will give each request serious consideration, paying particular attention to the programmatic aspects of the proposal and the anticipated outcomes for OEFFA's stakeholders.

The following procedure should serve as a minimal guideline for all applicants seeking to include OEFFA as a project partner.

Procedure

1. Please let us know as early as possible in your planning process that you wish to involve OEFFA. The applicant should contact OEFFA Executive Director Carol Goland.
2. We understand that developing a grant proposal is often a long and iterative process. We expect that not all of these details will be known at the outset of this conversation, and, in some cases, discussions with us will help define those details. To the best of your ability, please share whatever you can at the time of initial contact, which we hope will include:
 - Name and funding opportunity;
 - Link to online funding description and/or RFA;
 - Working title of the proposal;
 - Dates the work will be done;
 - Brief description of the proposed work, including purpose, activities, outreach plans, and measurable outcomes expected;
 - List of all partners and individuals receiving funding or making significant contributions;
 - Description of the role you expect OEFFA to play, including specific tasks or assistance you would like from us, and, if you are requesting OEFFA staff time, who should be involved and how many hours (or FTE) you think it will require.

All information about your proposal will be held in confidence.

3. OEFFA will assess on a case-by-case basis its ability to participate, and usually will need about five business days to make that decision. If OEFFA commits to being part of a proposal:

4. We want to help! Provide us with an early draft of your proposal so that we have a chance to contribute to the development of the ideas in it. We may know of activities, interests, or initiatives among our members that are relevant to your proposal. We would like five business days to review.
5. We'd like a penultimate draft of the proposal. We want to confirm, before it is submitted, that your understanding of our role matches our understanding. We know that the proposal often comes together late; we'll do our best to turn this around in two business days.
6. After submission, please send us the final copy, including those portions of the budget and budget narrative that pertain to OEFFA.
7. After you hear about your funding decision, we'd appreciate a follow up to let us know the outcome. Hopefully it will be positive – if so, we look forward to working with you!

Thank you for the opportunity to collaborate with this effort.