**Collaborative Education and Training Proposal Narrative**

# **1 Introduction (2 pages)**

* Identify the problem/issue your project will address,
* Describe its significance in measurable terms (life, health, money)
* Explain who the stakeholders are you will work with and who will benefit from your work
* In one paragraph, explain your approach to addressing the problem/issue
* Prepare a Logic Model describing your project, activities, outputs, and impacts

# **2 Rationale and Significance (2-3 pages)**

## **2.1 Current food safety education and outreach programs**

Describe track record with existing well-established multi-county, state-wide, or multi-state programs; identify common food safety concerns or address common commodities; identify target audience

## **2.2 Impact of Expansion on Community and Stakeholders**

Geographic expansion, inclusion of a wider variety of agricultural production and processing systems, including conservation systems, sustainable systems, and organic farming systems

## **2.3 Food Safety Education and Training Needs**

# **3 Objectives (1-2 pages)**

List the objectives of the proposal (**what you plan to do**). The objectives are the outcomes that you aim to achieve through your activities. SMART objectives are specific (need to be clearly defined in order to get useful results), measurable (know how you will measure whether your objective has been achieved), achievable (your objectives may be challenging, but they should be feasible), relevant (make sure that your objectives directly address the problem you want to work on), and time-based (set clear deadlines for objectives to ensure that the project stays on track – see the Milestone Table in Section 5.2).

## **3.1 New/Expanded Education Activities**

What do you plan to achieve in order to develop multi-county, state-wide, or multi-state food safety education and outreach programs and other resources that are consistent with the FSMA guidelines.

**Objective 1:**

…

**Objective ##:**

## **3.2 Partnerships with NGOs and Others Serving Stakeholders**

Identify the partnerships with non-governmental organizations, community-based organizations, extension, food hubs, farm cooperatives and/or others who typically work with owners and operators of small and/or medium-sized farms, beginning farmers, underserved farmers, small processors, and small fresh fruit and vegetable merchant wholesalers.

**Objective ##:**

## **3.3 Collaborations Among Counties and States**

Outline your plans to encourage collaborations among counties and states sharing common food safety concerns, commodities, or production and processing practices

**Objective ##:**

# **4 Approach (6-9 pages)**

Describe the specific activities (tasks – **how you will do it**) that you will perform to achieve the stated objectives (e.g., how many, what kind of curriculum modifications you will you develop, what will you do to reach out to a greater number or new audiences, how many and what kind of new materials will you develop, what kind of new knowledge transfer methods will you introduce, etc.)

## **4.1 Planned Activities**

Describe specific activities/tasks designed to build and maintain partnerships among collaborating counties and states that are not necessarily located in the same regions. For example, Collaborative Education and Training Projects would support collaborations between California and Florida. Clearly define how you will develop strong partnerships with those in local communities that enable them to address the needs of non-traditional, niche, and hard-to-reach audiences.

**Task 1.1:**

…

**Task #.#:**

## **4.2 Communication Plan**

Describe your plans on how to interact with respective the Regional Center and for reporting project outcomes to the Regional Center.

## **4.3 Evaluation Plan**

Describe how you will evaluate the outcomes of the project, collecting outcome data, and reporting project outcomes to the respective Regional Center. Both quantitative and qualitative measures may be used in the evaluation. Measures may include, but are not limited to, new or novel education and training materials developed or modified for use by specific target audiences, new or novel delivery mechanisms developed and implemented for specific target audiences, specific commodities or common food safety issues addressed, specific target audiences, including niche, hard-to-reach, or underserved audiences identified and trained, best practices identified for specific target audiences, number of education and training sessions conducted, participants reporting changes in knowledge and /or behavior as a result of participation in education and training sessions.

# **5 Key Personnel and Project Management (3-4 pages)**

## **5.1 Roles and Responsibilities**

Add an org chart, identify key personnel responsible for collecting project outcome data, reporting project outcomes, and interacting with staff at the respective Regional Center)

## **5.2 Milestone Table**

List all specific activities, measurable outputs, milestones, timeline – Template available

## **5.3 Coordination and Collaboration with Local Partners**

Describe how you will develop strong partnerships with those in local communities that enable them to address the needs of non-traditional, niche, and hard-to-reach audiences; and how you will coordinate food safety education and training efforts with local communities involved in the project.

# **6 Summary of Previous Work (1-2 pages)**

If applicable, list previous efforts, target audiences, results/products, impacts. Can be presented in table format