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**HORTICULTURE  
INNOVATION LAB**

**UC DAVIS**  
UNIVERSITY OF CALIFORNIA

Feed the Future Innovation Lab  
For Collaborative Research on Horticulture  
(Horticulture Innovation Lab)

## Request for Trellis Fund Project Development Concept Notes

**NOTE:** The 2014-2015 Trellis Fund consists of **two possible** funding tracks: **Technical Proposals** and **Project Development Concept Notes**. The Technical Proposals are the same type of project proposals from past Trellis years that provide organizations with funding and match them with a US university graduate student to assist with implementing the project. ***For the new Project Development Concept Notes, organizations outline a horticulture-related problem or challenge faced in their region about which they would like to develop a proposal.*** Successful applicants will be matched with a graduate student who will work with them to develop a full Technical Proposal to submit for project funding to address the issue.

If you are submitting a Technical Proposal, visit <http://horticulture.ucdavis.edu/main/trellis.html> to download the RFP with application submission instructions.

Date of Release: July 15, 2014

**Applications Due: September 15, 2014**

Funding decisions: November 1, 2014

Funding Available Starting On: March 1, 2015

Projects Completed By: December 31, 2015

*Funding available dependent on funding by USAID*

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**Sponsored by the United States Agency for International Development (USAID) and participating US and host country institutions around the world.**

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## INTRODUCTION

The Horticulture Innovation Lab (formerly Horticulture CRSP) is excited to announce another year of funding small-scale horticultural development projects through the Trellis Fund. The goal of the Horticulture Innovation Lab Trellis Fund is to link graduate students in the United States to agricultural NGOs and graduate students in developing countries through a unique funding structure. **The Trellis Fund: Project Development Track** will enable the host organizations to work with US graduate students to develop a proposal for a research or extension project that benefits local farmers. Proposals that are developed can address horticultural production (including irrigation and fertilization), pest management, postharvest, nutrition or marketing problems that local farmers face. Proposals can also address related social and economic processes. *Note: If you want a graduate student to assist you in carrying out a project you have already developed, please apply with a **Technical Proposal**, rather than a **Project Development Concept Note**. Visit <http://horticulture.ucdavis.edu/main/trellis.html> to download the RFP with application submission instructions.*

Organizations interested in receiving assistance in developing a project proposal with a US graduate student will submit a **Project Development Concept Note** outlining a horticulture-related problem or challenge that the host organization wants to work on. The Trellis Fund will finance up to 4 organizations for the Project Development Track based on the submitted concept notes. Selected applicants will be matched with a US graduate student who will work with them to develop a full technical proposal to address the issue identified by the organization. This proposal will then be submitted to the Horticulture Innovation Lab for evaluation. Selected proposals will be funded (note: funding is not guaranteed), and then the graduate student will continue working with the organization to implement the project. Awards of **\$200-\$500** are available for the project development phase. Selected proposals will be funded from **\$1500-1800 (\$2000 minus the amount initially awarded for project development)**. *NOTE: The Project Development Concept Note track is aimed at organizations interested in building their capacity for grant writing, in addition to research and extension.*

The host organization will complete and submit a concept note that includes the type of expertise they seek in a US graduate student. The US graduate student will serve as a resource for developing the project proposal. The student will be committed to a 1-2 week visit to your organization in March or April, 2015, as well as 75 hours of remote work from the United States. If the final proposal is accepted, the graduate student will commit to an additional 75 hours of remote work from the United States and return for a 1-2 week visit to implement the project with the funded organization.

## ELIGIBLE COUNTRIES

ETHIOPIA	GHANA	GUATEMALA	BANGLADESH
KENYA	LIBERIA	HAITI	CAMBODIA
RWANDA	MALI	HONDURAS	NEPAL
MALAWI	SENEGAL		TAJKISTAN
MOZAMBIQUE			
TANZANIA			
UGANDA			
ZAMBIA			

## **ELIGIBILITY**

The Trellis Fund accepts Project Development Concept Notes from small organizations in our eligible countries on topics related to fruit and vegetable marketing, production or consumption. Organizations with a staff of 50 or less are preferred. Preference will also be given to first-time applicants.

## **DURATION AND TIMING**

Trellis Fund recipients will be expected to host their graduate student for 1-2 weeks in March or April, 2015. The proposals you write with your student should be for 6 month long projects. Funded projects must be completed by December 31, 2015.

## **FUNDING AVAILABLE**

In the Project Development Concept Notes, organizations may request \$200-\$500 to pay for costs associated with developing a project proposal with a US graduate student. This includes activities such as transportation to community meetings and supplies for focus groups. This will be paid by reimbursement. The proposal developed with the US graduate student may request \$1500-\$1800 dollars (Subtracting the initial amount requested in the Project Development Concept Note from the total available \$2000) to carry out the project outlined in the proposal. Note: These proposals will be reviewed and *funding is not guaranteed.*

## **CONCEPT NOTE WRITING INSTRUCTIONS**

The application form for the Project Development Concept Note is available at <http://horticulture.ucdavis.edu/main/trellis.html>. The application form for the concept note must be completely filled out and must include the following information:

1. Applicant
  - Lead organization applying for the award, with number of staff
  - Institutional mailing addresses
  - Names, titles, email addresses, and telephone numbers of project leaders and collaborators
  - Signature and contact information for authorized official from the Lead Organization
  
2. Problem Statement
  - The specific problem or challenge faced by farmers in the region that the project will address. This should not be a general issue faced in the region, but rather a particularly critical
  
3. Project Objectives
  - A bulleted list of realistic goals you hope to achieve within the time period of your project.
  
4. Project Information

- Targeted country and region or district within country
  - Expected Outcomes
5. Graduate Student Engagement
- Type of expertise that you seek from the US graduate student. This includes specific skills such as experience writing grants, conducting surveys, or facilitating groups (Please consider what is reasonable to expect from a student).
  - Student's trip to your organization
    - A. Plans for the student's modest accommodation for 1-2 weeks (This cost will be covered by the student's fellowship. Do not include in your budget. Organizations **ARE** responsible for budgeting for student's in-country transportation, including to and from the airport.)
    - B. Proposal development activities, for example: community meetings, site visits to client farmers, writing and revising sessions, and other activities
  - Plan for student collaboration via email and Skype after visit.
    - A. How often will you communicate with the student?
    - B. Who will communicate with the graduate student?
6. Statement of Institutional Experience in the proposed region and working with local farmers
7. Resumes for project leaders and key project personnel (1 page maximum per resume)
8. Budget, using the Horticulture Innovation Lab Interactive Excel sheet ([http://horticulture.ucdavis.edu/main/trellis/2014\\_ConceptNote\\_Budget\\_Template.xls](http://horticulture.ucdavis.edu/main/trellis/2014_ConceptNote_Budget_Template.xls))

## **SUBMISSION**

Trellis Fund applications are to be submitted electronically in PDF format by email to [nhkim@ucdavis.edu](mailto:nhkim@ucdavis.edu). Budgets must be provided as an Excel spreadsheet using the Horticulture Innovation Lab budget form that accompanies this document.

Document Layout:

Paper size: standard 8.5" x 11"

Line spacing: single spaced

Margins: 1 inch on all sides

Minimum font size: 12 point standard font

## **DUE DATE**

All applications must be received by close of business September 15, 2014 (5:00 p.m. Pacific Time, USA). Applications received after the deadline will not be considered for funding.

## **EVALUATION PROCESS & CRITERIA**

Impartial reviewers from the Horticulture Innovation Lab Management Entity and Trellis Fund coordinators will evaluate all applications. The primary criteria for evaluating proposals are:

### 50 Points – Proposed Project Objective Impact:

- How well will the proposed project objectives empower horticultural farmers with new

information?

- How relevant is the proposed adaptive research to local growers?
- How well does the proposed project address the need or problem in the community? Is it likely to have a significant impact?

25 Points – Feasibility:

- Would Trellis Funding adequately address the challenge or problem outlined in the Project Development Concept Note?
- How qualified is the host organization team to conduct the project?
- Does the host organization have sufficient experience working with local farmers or the relevant postharvest/marketing stakeholders?

25 Points – US Graduate Student Engagement:

- How well does the host organization engage the US graduate student in the development of the proposal?
- Is the expertise requested relevant to the project?
- What is the potential benefit of the collaboration for both the organization and the US graduate student?

**ADDITIONAL INFORMATION**

For clarifications and questions, please e-mail Namho Kim at [nhkim@ucdavis.edu](mailto:nhkim@ucdavis.edu) or Kelsey Barale at [kjbarale@ucdavis.edu](mailto:kjbarale@ucdavis.edu). See our website for more information about the Horticulture Innovation Lab Trellis Fund and past Trellis projects <http://horticulture.ucdavis.edu/main/trellis.html>.

## **APPENDIX A: BUDGET AND ACTIVITY TIMELINE**

### **Instructions**

The goal of this program is to fund proposal development, adaptive research and extension. We expect to fund proposal development and research and extension-related costs. The initial proposal development award (\$200-\$500) will be paid through reimbursement. Horticulture Innovation Lab will issue contracts as fixed-price agreements. The payment of the contract will occur in two installments, dependent upon successful completion of the project's activities. The activity timeline will be used to determine if the organization is ready to receive their second installment of funding.

Recipients are encouraged to cost-share on Horticulture Innovation Lab project expenses as evidence of institutional commitment and support for the program; however, this is not mandatory.

Do not include the US graduate student's accommodation costs in your budget. He/she will use his/her fellowship for the cost of air travel and modest accommodation. The student will have a limited budget and can only afford to stay in reasonably priced accommodations or with a host family. Please **do** include the cost of in-country travel that you will do with the US graduate student during his/her visit.

The Trellis Fund cannot finance travel costs of government employees in countries where it is prohibited by USAID's in-country mission. Trellis organizations must possess an institutional bank account to be funded.

Use the Excel budget form that accompanies this document.

[http://horticulture.ucdavis.edu/main/trellis/2014\\_ConceptNote\\_Budget\\_Template.xls](http://horticulture.ucdavis.edu/main/trellis/2014_ConceptNote_Budget_Template.xls))

## **APPENDIX B: HORTICULTURE INNOVATION LAB GOALS, OBJECTIVES, AND STRATEGIES**

The Horticulture Innovation Lab (formerly the Horticulture CRSP) builds international partnerships for fruit and vegetable research that improves livelihoods in developing countries. Horticulture Innovation Lab has supported collaborations with more than 18 universities and 200 organizations on projects for smallholder growers around the world. Each of our non-Trellis projects includes partners from a US university and from an organization in a developing country, particularly from those countries in Africa, Latin America and Asia prioritized by USAID.

### Objectives

The Horticulture Innovation Lab objectives are:

1. To build local scientific and technical capacity,

2. To apply research findings and technical knowledge to increase small producers' participation in markets, and
3. To facilitate the development of policies that improve local horticultural trade and export capacity.

#### Major themes

The Trellis Fund Projects selected for funding by the Horticulture Innovation Lab will address access to information and research capacity, technological innovation, nutrition and gender equity.

*Commitment to horticultural value chain research. We will support research that tackles knowledge gaps along the entire value chain for important horticultural products. Our research will provide much needed baseline information, and information about barriers to adopting new technologies or crops. We will continue to support adaptive research and research that enables farmers to have greater access to markets through innovative technology.*

*Commitment to innovation and scaling. We will support “disruptive” or “leapfrog” technologies that provide advanced tools, in an appropriate form, to stimulate and facilitate horticultural development worldwide. We will support projects that address the constraints to horticultural production through modern research practices. We will work closely with USAID in-country missions and local and regional partners to scale technologies or techniques developed by our collaborators.*

*Commitment to capacity building. We will build capacity in worldwide horticultural research and production. We will build the capacity of institutions, farmers, researchers, intermediaries (extensionists and others), and students. We will support projects that improve horticulture curricula, enable horticultural researchers to excel (including the ability to receive grants, publish papers and collect and analyze data), build institutions' ability to manage research projects (including support for lab equipment), improve horticulture information distribution and quality for intermediaries, and train students (continuing the Trellis model for US students and using novel sandwich programs for international students). We will build relationships with new and continuing US university partners and foster relationships with developing country researchers. We will maintain a relationship with students that are trained in our program using LinkedIn.*

*Commitment to nutrition sensitive horticulture. We will support research that improves understanding of nutritious crops from production to consumption. This includes furthering understanding of horticulture for nutrition interventions and their impact on diet diversity. Research projects will be nutrition sensitive and incorporate appropriate nutrition objectives and benchmarks throughout the project term.*

*Commitment to empowering women and the most vulnerable. Our research and interventions will be targeted to empower women and vulnerable people. We will conduct baseline studies within all of our projects that increase knowledge of women and vulnerable groups. We will design technologies and interventions that specifically target these groups. Trainings and research projects will be equitable. Our project teams will be trained on empowerment and responsive project planning.*

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This project is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of Horticulture Innovation Lab and do not necessarily reflect the views of USAID or the United States Government.