

# Onondaga County Agriculture Council

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*County Legislator, Co-Chair*

Paul Nojaim  
*Nojaim Brothers Super Market*

Kay Hilsberg  
*Hunter & Hilsberg Corp/Heidelberg Farms*



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## ONONDAGA COUNTY AGRICULTURAL COUNCIL

### PROJECT DEVELOPMENT AND SELECTION PROCESS

The Onondaga County Agricultural Advisory Council has identified a number of strategic areas of concern or focus to help guide them in selecting projects for funding. Recognizing there are limits to the resources available, the Council must focus its attention on prioritizing and allocating available funding. To this end the Council has established the following priority goals and objectives:

- 1) Education-** Support educational efforts that help promote and preserve the local agricultural community.
- 2) Policy-** Foster pro-agricultural/farming friendly policies, regulations and strategies that promote local food regionally as well as urban agriculture. Additionally, create an environment that makes it easier and more likely for local farms to open and stay in business in Onondaga County.
- 3) Promotion-** Support promotions that create awareness and increased sales of Onondaga County products.
- 4) Connectivity-** Enhance connections between the county's rural, suburban and urban cores.

Project proposals will be submitted to and reviewed by a Project Review Committee comprised of the Council Co-Chairs, the Deputy County Executive for Physical Services and the Council support staff (Justin). Project proposals submitted to the Project Review Committee should fit within the strategic areas of focus noted above, and will be organized in a priority fashion. Project proposals submitted to the Project Review Committee must use the format established in the Project Proposal Outline (attached). The Project Review Committee will, after obtaining any additional information it might deem necessary, including but not limited to asking for full presentations, meeting and discussing project proposals with project proponents, etc make project funding recommendations and decisions.

## **Project Proposal Outline**

The Onondaga County Agricultural Advisory Council will accept project proposals related to the Council's mission of helping to ensure that county government is working to promote and preserve Onondaga County's strong farming community; developing strategies and programs to promote local food regionally as well as strengthen and enhance connections between the County's urban core to rural, agricultural areas and/or working to review, improve and develop pro-agriculture/farming friendly policies and regulations that promote urban agriculture and make it easier and more likely for local farms to open and stay in business in Onondaga County. Proposals that do not immediately focus on the aforementioned will be considered, but the submitter will be asked to detail extensively the correlation between their project and the work of the Onondaga County Agricultural Council.

Project proposals shall include the information provided in this outline and not exceed five (5) pages in length. Incomplete proposals or those exceeding five pages will not be evaluated for eligibility by the Council. If a proposal is chosen to be funded, the individual or group will be required to submit a final presentation and/or report at the conclusion of their project to the Onondaga County Agricultural Council.

1. Proposer's Information
  - a. Name
  - b. Mailing Address
  - c. Telephone Number
  - d. Email Address (if applicable)
  - e. Organization/Agency Name (if applicable)
  
2. Problem Statement (What problem or issue does the project intend to solve or address?)
  
3. Objective Statement (What are the objectives of the project?)
  
4. Project Scope
  - a. Work Elements
    - i. Primary tasks to be completed
    - ii. Sequence of tasks
  
  - b. Project Deliverables
  
  - c. Timeline
    - i. Total estimated duration of the project (in months)
    - ii. Critical dates (project start, project completion, work element constraints)
  
  - d. Funding
    - i. Estimated Total Project Cost

- ii. Estimated Cost Per Work Element
  - iii. Available Additional Funding (include source(s) and amounts of additional funding available) *\*Please note that priority will be given to projects who have outside investment/contributions. This is not limited to monetary investments, but rather could include resources, people, etc.\**
  - iv. Available Resources (such as personnel, equipment, in-kind services, or other resources which could be applied in the execution of the project) *\*This does not refer to d, iii but rather the resources available from your group or organization\**
- e. Personnel (Identify specific personnel or agencies and their roles in the execution of the project if applicable)

5. Additional Information