

## **Schedule and Procedures for Submission of Project Proposals for Funding Consideration by the Arkansas Beef Council**

### **Submission Schedule:**

Deadlines for project submissions to the Arkansas Beef Council for projects to be conducted during FY2025 (beginning July 1, 2024) are listed below:

April 22, 2024	Research proposals must be submitted
April 26, 2024	All other project proposals must be submitted
May 29, 2024	Brief formal presentation of proposals may be made to the Arkansas Beef Council (Presentations should be no longer than 10 minutes; visual aids may be used)
May 29, 2024	Arkansas Beef Council will act on funding requests and develop a tentative budget for FY2025
July 29, 2024	Final FY budget approval by the Arkansas Beef Council

### **Proposal Format:**

Application for proposals will be submitted online; supporting documentation can be uploaded to the application form.

Proposals shall be no longer than five pages. The following information must be included:

- Project title, principal project manager, and other contributing participants
- Statement of justification or purpose of the project
- Explanation of activities and/or actions to be taken in executing the project
- Budget, which includes the amount requested from the Arkansas Beef Council and amounts contributed or provided by requesting party and/or other sponsors
- Date(s) or duration of the project – only projects that are to be executed during FY2025 (7/1/24-6/30/25) will be considered
- Alternative budgets: The project proposal may contain an alternate budget(s) for lesser amounts that focus on subsets of the initial proposal

### **Submission of Proposals:**

Proposals are to be submitted online at [cognitoforms.com/ArkansasAgriculture1/2024ArkansasBeefCouncilProjectProposal](https://cognitoforms.com/ArkansasAgriculture1/2024ArkansasBeefCouncilProjectProposal). Attachments should be uploaded to the application form.

**Inquiries about these procedures and the submission of proposals should be forwarded to:**

Patrick Fisk  
Arkansas Beef Council  
1 Natural Resources Drive  
Little Rock, AR 72205  
Phone: (501) 249-3369  
Email: [patrick.fisk@agriculture.arkansas.gov](mailto:patrick.fisk@agriculture.arkansas.gov)