**Project Assessment Form: IEDA Butchery Grant Program**

**STEP 1: Complete the CIRAS Assessment Form** and submit PRIOR to your IEDA Butchery Grant Application. Send completed form to: ciras.grants@iastate.edu **no later than Nov. 28, 2022.**

Applicants are **strongly encouraged** to submit as **early as possible** to allow for proper review.

**Assessment Note:** Due to the varied nature of a given project, *all fields do not need to be completed.*  If a particular question does not apply to your project, simply enter “not applicable.”

**STEP 2:** **Review.**  CIRAS staff will review the information and return to the applicant with comments and suggestions for improvement. Grant applicants should consider the feedback and incorporate changes into their project plans.

**STEP 3: Complete the IEDA Butchery Grant Program application.** This application will be available on the IEDA Butchery Information page (link below) on Nov. 7, 2022.

**IEDA Butchery Grant Application** can be accessed at:
<https://www.iowaeda.com/grow/butchery-innovation-revitalization>

The CIRAS-reviewed Project Assessment *must be included* with the online grant application to be eligible. **Butchery** **Grant submission deadline is Noon/12 p.m. on Dec. 21, 2022.**

**QUESTIONS:** Should you have any questions on the form or the project planning process, CIRAS is here to help. Contact Rachel Hahn – Food Account Manager: rhahn@iastate.edu or 515.620.8093

**SAMPLE:** See the “CIRAS Assessment – Sample Form” document on the IEDA Butchery website for examples of the type of information you might consider to include.

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**Applicant Information**

|  |  |
| --- | --- |
| **Business Name** |  |
| **Contact Name** |  |
| **Contact Number** |  |
| **Contact Email** |  |

1. **Project Overview:** Briefly describe what will be completed as part of the project
(300 words or less)

|  |
| --- |
|  |

1. **Project Scope**: Detailed list of what will be completed as part of the project.

|  |  |
| --- | --- |
| Considerations: * Specific equipment
* Electrical and Mechanical Installation
* Demolition needs
* Lighting and other room upgrades
* Employee Training
 |  |

1. **Capacity Impact:**  Describe the change in processing capacity/volume that the investment will allow and how that will occur.

|  |  |
| --- | --- |
| Considerations: * Current capacity
* Market demand
* Expected future capacity
* Equipment speed changes
* Reduction in labor required
* Retained employees
* Storage capacity
 |  |

1. **Planning Strategy: Alternative Solutions Considered**:

|  |  |
| --- | --- |
| Considerations: * Alternative equipment/ technology considered
* Why each were rejected
 |  |

1. **Project Budget**: Provide an itemized budget for the project. Each expense should be categorized as either an estimate, a vendor quote, or a competitive bid. Everything listed in Question #2 above needs a cost listed below. Insert more rows as needed. Note: include installation and demolition costs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Cost** | **Competitive****Bid** | **Vendor****Quote** | **Internal****Estimate** |
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1. **Project Schedule**: Start and Stop dates for the project, along with milestone dates and lead times, if known.

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| --- | --- |
| Considerations:* Equipment order date
* Equipment lead time
* Installation schedule
* Training schedule
 |  |

1. **Health, Safety and Environmental Considerations**: Provide details on whether the project presents any new risks, and the businesses plan for mitigation.

|  |  |
| --- | --- |
| Considerations:* Lock Out/Tag Out points
* New safety risks
* New chemicals
 |  |

1. **Regulatory and Food Safety Considerations: Provide details/known plans of action for regulatory and food safety as a result of the project.**

|  |  |  |
| --- | --- | --- |
| Considerations:* Are you changing a recipe or product label?
* Is all equipment designed for human food production?
* Will electrical installation be wash down rated?
* Do you have a cleaning plan?
 |  |  |

1. **Project Risks & Unknowns**: List any known business risks to the project or unknowns.

|  |  |
| --- | --- |
| Considerations:* Estimates in the budget that are not quoted by vendors
* Fluid lead times for equipment
* New technology for employees to learn
* New contractors at the facility
 |  |

1. **Training and Start-Up Plan: Provide details/known plans of action for training and operational start-up.**

|  |  |
| --- | --- |
| Considerations: * Vendor Acceptance Testing
* Start Up Plans
* Employee Training Plans
* Contingency plans (what if the project doesn’t meet schedule)
 |  |

1. **External Resources**: Provide any outside sources of advice or support.

|  |  |
| --- | --- |
| Considerations:* IDALS Meat Inspection Bureau
* Iowa State Meat Science Extension
* Engineering Firms
* Utility Providers
* Iowa Area Development Group
* Local Economic Development
* Small Business Development Center
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