



2010 Illinois Specialty Crop Grant Program

2010 Illinois Farmers Market Advertising Grant Program

Application Guide

Applications Due: August 3 2009

Seven copies of each application must be received at the Department by 4:00 p.m. on August 3, 2009. Applications received after 4:00 p.m., August 3, 2009 (regardless of the postmark date) will be returned and not considered for funding. If delivered personally, secure a receipt from the receptionist. Electronic and fax submissions are not allowable.

Submit Applications To:

Illinois Specialty Crop Grant Program
Illinois Department of Agriculture
State Fairgrounds, 801 E. Sangamon Ave.
Springfield, IL 62702-1813

Program Contact Information

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Illinois Department of Agriculture
State Fairgrounds, 801 E. Sangamon Ave.
Springfield, IL 62702-1813
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Introduction

The Illinois Department of Agriculture will be receiving specialty crop block grant funds from the U.S. Department of Agriculture for the Specialty Crop Block Grant Program - Farm Bill for programs that will occur during calendar year 2010. A maximum of **\$435,142.33** of those grant funds will be used to fund the Illinois Specialty Crop Grant Program to enhance the competitiveness of specialty crops. The purpose of this grant program is to provide funding through mini-grants for projects relating to the expansion of the specialty crop industry in Illinois. All grant funds must be spent by grantees by December 31, 2010.

Funding Amounts

- The maximum grant award will be \$10,000.
- The Department has the right to reduce a request during the review process and reserves the right to consider larger requests for projects with exceptional merit.
- All proposals will be evaluated against the program objective of being rational and meaningful with a measurable means of expanding the Illinois specialty crop industry.

Eligibility

- Proposals will be accepted from non-profit organizations, producer organizations, government agencies, universities, and other organizations related to Illinois' specialty crops industry.
- Proposals cannot be accepted from individuals, individual producers, for-profit businesses, or commercial entities unless the project is focused on research, education, demonstration or in some way benefits the specialty crop industry in a means that can be adequately demonstrated.
- Projects must have a very strong information dissemination and outreach component where results from the project are shared with others and that others may benefit from the project.
- Proposals that involve collaboration or partnerships between producers, industry groups, academics, or other organizations are encouraged.
- Applicants may cooperate with any public or private organization involving agricultural development, research, and/or marketing to enhance Illinois' specialty crop industry.
- If two or more individuals or organizations propose a joint project, they may submit one application as co-applicants.

Eligible Specialty Crops

- Algae
- Chickpeas
- Christmas trees
- Cocoa
- Coffee
- Cut flowers
- Dry edible beans
- Dry peas
- Foliage
- Fruit grapes for wine
- Garlic
- Ginger root
- Ginseng
- Herbs
- Honey
- Hops
- Kava
- Lavender
- Lentils
- Maple syrup
- Mushrooms
- Organic fruits and vegetables
- Peppermint
- Popcorn
- Potatoes
- Seaweed
- Spearmint
- Sweet corn
- Sweet Sorghum for human consumption
- Tea
- Vanilla
- Vegetable seeds

Eligible Specialty Crops

The list of Eligible Specialty Crops is determined by the U.S. Department of Agriculture.

The following list of commodities is compiled based on comments and questions received on the definition of "specialty crops". The list is not meant to be comprehensive and will be updated as necessary. For updates, please go to USDA, Agricultural Marketing Service website: www.ams.usda.gov.

Commonly recognized fruits, vegetables, tree nuts, dried fruits, and nursery crops (including floriculture) are not listed, but are eligible specialty crops.



Ineligible Commodities

- Cotton and cottonseed
- Feed crops such as barley, corn, hay, oats, sorghum grain, millet, alfalfa
- Flaxseed
- Food grains such as rice, rye, wheat
- Livestock and dairy products, including eggs
- Marine or fresh water aquaculture
- Oil crops such as peanut, soybean, sunflower, rapeseed, canola, mustard seed, evening primrose, borage
- Peanuts
- Range grasses
- Sugar beets
- Sugarcane
- Tobacco
- Tofu

Eligible Projects

Proposals are encouraged that enhance the competitiveness of specialty crops pertaining to the following issues affecting the specialty crop industry:

- ♦ increasing child and adult nutrition knowledge and consumption of specialty crops;
- ♦ participation of industry representatives at meetings of international standard setting bodies in which the US government participates;
- ♦ improving efficiency and reducing costs of distribution systems;
- ♦ assisting all entities in the specialty crop distribution chain in developing “Good Agricultural Practices”, “Good Handling Practices”, “Good Manufacturing Practices”, and in cost-share arrangements for funding audits of such systems for small farmers, packers and processors;
- ♦ investing in specialty crop research, including organic research to focus on conservation and environmental outcomes;
- ♦ enhancing food safety;
- ♦ developing new and improved seed varieties and specialty crops;
- ♦ pest and disease control; and
- ♦ sustainability.

Applications for grant funds should describe how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual.

Grant funds will not be awarded for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. Single organizations, institutions, and individuals are encouraged to participate as project partners.

The following are some examples of acceptable and unacceptable projects:

Examples of Unacceptable Projects

- ♦ A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
- ♦ A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.

Examples of Acceptable Projects

- ♦ A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the State.
- ♦ A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- ♦ A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.
- ♦ A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- ♦ A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

Application Procedures and Requirements

Application Deadline

- Seven copies of each application must be received at the Department by **4:00 p.m. on August 3, 2009**.
- Applications received after 4:00 p.m., August 3, 2009 (regardless of the postmark date) will be returned and not considered for funding.
- If delivered personally, secure a receipt from the receptionist.
- Electronic and fax submissions are not allowable.

Grant Proposal Review and Selection

Grant applications will be assessed by an internal review committee within the Illinois Department of Agriculture as well as an external committee of representative from throughout the agricultural community by utilizing the “2009 Illinois Specialty Crop Grant Program, Proposal Packet Requirements, IDOA Internal Review Committee Questions and Scoring Criteria” (*copy provided at the end of this Application Guide document*). Recommendations will subsequently be made to the Director of Agriculture who will determine those projects selected for funding and the level of funding of each project.

Application Instructions

- All applications, including the cover page and budget page, **must** be typed or computer generated.
- Applicants must also submit a W-9 form (Rev. October 2007) (included in application packet).
- Applicants should submit a total of seven copies of the application or the applicant will receive notice it was not reviewed as application materials were not complete upon submission.
- Copies of the required application forms may be requested from the Illinois Department of Agriculture and are also available through the Illinois Department of Agriculture’s website (www.agr.state.il.us). **NOTE:** All application forms are included in this packet.
- Each application must be stapled in the upper left hand corner.
- **Do not** bind applications in notebooks, plastic bindings or specially printed covers.
- Applications should contain page numbers.
- The Cover Page provided by the Department is to be the first page of the application.
- Do not include instruction pages, additional cover sheets, etc... in your application.

Important Definitions

- **In-kind Contributions:** Actual services provided by applicant or third party – no money changes hands. The estimated amount of in-kind contributions needs to be included in the financial letter of commitment that accompanies the application.
- **Matching Funds:** Additional cash or cash equivalent provided by applicant or third party. Estimated amount of matching funds also needs to be included in the financial letter of commitment. If funds are being provided by someone other than the applicant; the individual and/or company will also have to submit a letter of financial commitment and it will have to be included in the final application. Failure to do so will result in your application not being considered.
- **Total Project Cost:** All necessary and reasonable costs related to the completion of the project as identified in the budget.

Content of Application

Applicants must provide the information noted below using the underlined phrases as headings.

- Project Request Form / Cover Page: The cover page, supplied by the Illinois Department of Agriculture, must be included with the project proposal as the first page of each submitted grant application packet. The applicant should be listed **exactly** as it is listed on the W-9 form. Failure to do so can result in a delay in processing the grant if selected for funding. Please list the Project Contact as the person who should be notified of any application deficiencies and that will be responsible for corresponding with the Department of Agriculture during the review process and subsequent reporting requirements, if funded.
- Executive Summary: The Executive Summary should provide a *one-page* overview of the project including the proposed work, project objectives, methods to be used, expected results and how the results will enhance the Illinois specialty crop industry.
- Potential Impact: In one page or less, discuss the scope of affect this project will produce economically as well as within the specialty crop industry in Illinois
- Goals: Clearly state specific project goals designed to help measure the impact of this grant.
- Expected Measurable Outcomes: Describe at least two distinct, quantifiable and measurable outcomes that directly and meaningfully support the project's purpose. The outcome measures must define an event or condition that is external to the project and that is of direct importance to the specialty crop industry in Illinois. How will the success of the project be determined? What elements will be monitored or evaluated, by whom, how often and for how long?
- Work Plan: On two pages or less, describe your proposal and its expected benefit to the Illinois specialty crop industry. Explain how each goal and measurable outcome will be accomplished. Be clear about who will do the work. Include appropriate time lines.
 - ◆ **Timeline**: Provide a detailed timeline for the project's activities for which funding is being requested. For planning purposes, IDOA anticipates all grant funds will need to be expended by June 30, 2010. All final reports associated with any funded projects will be required to be submitted to the Department no later than July 31, 2010. If grantees utilize all funding prior to June 30, 2010 grants can be closed out early.
 - ◆ **NOTE: This does not mean if you have applied for grant funds and you have not heard if your project is selected for funding by that date you can commence with accruing costs against the grant based on your grant application. No grant can begin until the Department of Agriculture has completed a grant agreement with the grantee.**
 - ◆ **Major considerations**:
 - Does the project provide an overall economic benefit to Illinois' specialty crop industry?
 - Does the project make good business sense and does it have a high likelihood of success?
 - Are the expected benefits of the proposal in-line with the proposed budget?
 - Does the project provide benefits to the Illinois specialty crops?
 - ◆ **Other considerations**:
 - Does the project contribute to a positive image of Illinois specialty crops?
 - Does the project enhance capacity development, infrastructure, or create jobs?

- **Project Commitment and Oversight:** On one page or less, describe the partnerships, alliances, networks, or other collaborative efforts that will be created and used to implement this project. List all parties involved and describe what each contributes in skills and abilities to make this proposal succeed and work towards the goals and outcomes, as well as the commitments for each party (in-kind, monetary, labor, etc.)
 - ◆ Project Partners: Include the names, addresses and phone numbers for all individuals involved in the grant.
 - ◆ Qualifications of Professional Service Contributors: Include a list of all consultants, contractors and other professional service contributors as well as their qualifications for anyone that will be providing services for your project. The agency understands you may not know this information at the time of application – you still need to submit the form with the application indicating that. Then if your project is selected for funding you can notify the Department at that time of vendor selection
 - ◆ Are the described oversight practices sufficient to provide proper and efficient administration of the grant?
 - ◆ Major considerations:
 - Does the project create collaborative efforts that enable multiple organizations or individuals to achieve collective results that would not be possible by individual entities?
 - Are project leaders and staff are capable of successfully carrying out the proposed activities?
 - Do the applicants demonstrate commitment by way of in-kind time, resources, or other means?

- **Budget:** Use the budget page provided in the grant application. A detailed project budget is required for the year in which grant support is requested. Include any unusual or significant expenditures in a supplemental budget page and explain the items in the budget narrative section. Do not use your own budget sheet. Only use the budget sheet format provided. Copies of this sheet are available from the Department in Microsoft Excel format. (Do not forget to submit the letter of financial commitment from all parties contributing funds toward the completion of this grant. See below for more information.)

- **Budget Narrative:** Please include a budget summary if additional explanation is needed. A budget summary is required, as is a letter, if requesting approval of prior expenditures to meet the equity requirements (see below for explanation regarding prior expenditures).
 - ◆ How do you intend to use the grant funds? Provide a breakdown of the components of the proposal and where the grant funds fit into the overall project financing. Prioritize funding needs, if possible. Provide budget estimates for all project costs.
 - ◆ Major considerations:
 - Are grant funds being adequately and responsibly utilized to make the project successful?
 - Does the project make good business sense according to the proposed expenses and activities noted in the budget?
 - Is the budget in-line with the anticipated project results? Is the budget realistic?
 - Does the project coordinating entity have a process in place to track and account for grant fund expenditures?
 - Can accounting and project records be readily retrieved and reported?
 - ◆ Matching Requirement
 - Matching requirements are detailed on page 3.
 - NOTE: Any individual or entity providing financial and/or in-kind support to a project is required to provide a letter of financial support indicating the approximate financial contribution they are making towards the project. Applications failing to include a financial letter of support for all parties involved in the project will be considered incomplete and applicants will be asked to provide them in order for the application to be considered for funding.

- Letters of Financial Commitment: Provide a letter of financial commitment confirming all individuals and organizations that intend to provide an in-kind service or matching fund support for the project. This letter should be on company/organization letterhead and is required if there are in-kind services or matching funds involved. If there is no letterhead for the person writing the letter, please have them develop a letter utilizing a format and wording similar to the template provided by the Department. The words Illinois Specialty Crop Grant Letter of Financial Commitment should be on the top of the page.

NOTE: If the applicant is providing in-kind services, please include a letter indicating the services and estimated amount of the in-kind and/or cash contribution. If the same individual/company is providing both in-kind and matching cash contributions they can be included on one letter. **Failure to submit a letter of financial commitment will result in applications being returned to the applicant prior and will not be considered for funding.**

- Letters of Support: Letters from community members can also be included with the application; however, they are not required. *Sample letter format is included in packet. (Letters of support are optional.)* Letters of Support **must** accompany the application. Any letter of support submitted separate from the application will not be considered. This includes letters from legislators.

Program Policies

The Illinois Department of Agriculture reserves the right to:

- Reject any or all proposals received
- Request additional information on project proposals
- Provide partial funding for proposal, that may be less than the full amount requested in the grant application
- Require a good faith effort from the project sponsor to work with the Illinois Department of Agriculture subsequent to project completion to develop reporting data or implement the project results, where applicable
- Withhold any payments that do not meet grant conditions
- Require refunding of grant monies used for expenditures not allowed or unauthorized as well as any funds that are not spent at the conclusion of the grant period
- Grantees agree to comply with all applicable federal, state, and local laws, codes, regulations, rules, and orders. The grant will be governed by and construed in accordance with the laws of the State of Illinois. Information submitted in grant proposals is subject to Illinois law.
- Grantees will be accountable for all grant funds awarded.
- Grantees shall maintain books, records, receipts, and accounting procedures and practices sufficient to reflect all costs claimed to have been incurred for the performance of the grant agreement.
- Monthly and final reports shall document all grant expenditures and activities funded with grant funds.
- Monthly reports are due in the IDOA offices on the first business day of each month of the grant agreement period. The final report is due no later than 30 days after the conclusion of the grant period. Failure to adequately meet these deadlines can result in the Department of Agriculture terminating the grant agreement and requesting the refund of all grant monies from the grantee.
- As specifically outlined in the grant agreement, Grantees will make receipts, books, and records available for audit or examination by the Department of Agriculture if requested. Records will be maintained for three years from start date of the project.
- Grantees must obtain prior approval from the Illinois Department of Agriculture if there is:
 1. any major revision of the project scope or objectives after a project is funded;
 2. need to extend the project period; or,
 3. changes in key persons associated with the project.

REPORTING REQUIREMENTS

MONTHLY PROGRESS REPORTS

On the first business day of each month, the grantee is required to submit via fax or email a completed monthly grant report. Any report NOT received on that date will be considered late. Monthly grant progress report submissions and prior grant history are used when evaluating future grant applications. Failure to submit two reports in a row is cause for the agency's General Counsel to send a letter outlining how to bring the grant into compliance before the agency takes additional action.

All grantees will be required to submit monthly progress reports as funds will be paid in a lump sum at the beginning of the grant term. A copy of the report template is available from the Department. The reports will be monitored for progress and to ensure grantee is proceeding correctly and adhering to all terms and conditions outlined in the grant agreement.

****NOTE:** The monthly report template should NOT be used for the final report. The final grant report should be a separate narrative but it will include the financial chart as shown in the monthly report template.

FINAL REPORT

Once all grant dollars have been spent or at the conclusion of the grant term, the grantee must submit a final report. A final written report, describing the work performed, copies of all completed grant generated work, results obtained and economic impact is due to the Department within 30 days after the completion of the grant. The report, excluding attachments, shall be no longer than 10 pages, double-spaced with 12-point font and one-inch margins. The final written report shall include a project narrative evaluating the success of the project and identify the performance measures used in the evaluation. The Department can also request the Grantee make a formal presentation to the Department reviewing the results of the grant.

The following items must be in the final report and documentation submitted to the Department. Do not use the monthly report template for this report.

- Narrative outlining entire grant project
 - This should include how the project may have changed initially if funding level differed from request, what happened during the project and future direction.
- Copies of any work product created with grant funds
 - If project involved creation of any work product, a copy of those items should be included with the final report. Likewise for any additional materials created with grant dollars. Examples can be submitted as photocopy, jpeg or PDF of the artwork.
- Chart outlining grant fund use & expenditures
 - For this portion of the final report you are required to use the chart from the monthly report template. This is the only section of the monthly report that should be used in the final report.
- Copies of all invoices relating to grant fund expenditures
 - For this portion of the final report you are required to submit detailed invoices for each expenditure that utilized grant funds.
- Any additional information related to the grant
 - This may include press clippings, additional grants and/or financial assistance procured to help continue the project, letters of support, etc...

If projects are closed out early the report is due as soon as possible as the monthly reporting requirement stays in place until a final report has been submitted. Once the Department reviews the report and accompanying documentation the grantee will be notified if additional information is required or if the grant is officially closed out.

Additional Documents

- ◆ 2010 Illinois Specialty Crop Grant Program
Proposal Packet Requirements
IDOA Internal Review Committee Questions and Scoring Criteria
This form is provided to the applicant for reference purposes. The actual form will be utilized by the IDOA Internal Review Committee during review of all submitted applications.

- ◆ 2010 Illinois Specialty Crop Grant Program
Project Request Form / Cover Sheet
This form is required for the project proposal.

- ◆ 2010 Illinois Specialty Crop Grant Program
Budget Information
This form is required for the project proposal, monthly report and final report.

- ◆ 2010 Illinois Specialty Crop Grant Program
Professional Service Contributors
If know at the time the proposal is submitted, this form is required for all consultants, contractors and other professional service contributors that will providing services to the project. If specifics are unknown at the time the application is submitted, this information must be supplied to the Department at the time of vendor selection if the project is selected for funding.

- ◆ 2010 Illinois Specialty Crop Grant Program
Letter of Financial Commitment
Provide a letter of financial commitment for all individuals and organizations that intend to provide an in-kind service or matching fund support for the project. This letter should be on company/organization letterhead and is required if there are in-kind services or matching funds involved. If there is no letterhead for the person writing the letter, please have them develop a letter utilizing the supplied format.

- ◆ 2010 Illinois Specialty Crop Grant Program
Letter of Support
Letters of support from community members or organizations can be included with the application. Sample letter format is provided. Letters are optional, but must accompany the application. Any letter of support submitted separate from the application will not be considered.



2010 Illinois Specialty Crop Grant Program

2010 Illinois Farmers Market Adverstising Grant Program

Proposal Packet Requirements		SCORE	
IDOA Review Committee Questions and Scoring Criteria		<small>(IDOA Review Committee)</small>	
<i>There will be 100 points possible, based on the answers to the following items.</i>		100 points possible	
Project Request Form / Cover Sheet	Required	<i>The cover page, supplied by the Illinois Department of Agriculture, must be included with the project proposal as the first page of each submitted grant application packet. The applicant should be listed exactly as it is listed on the W-9 form. Failure to do so can result in a delay in processing the grant if selected for funding. Please list the Project Contact as the person who should be notified of any application deficiencies and that will be responsible for corresponding with the Department of Agriculture during the review process and subsequent reporting requirements, if funded.</i>	
Executive Summary	5 points	<i>The Executive Summary should provide a one-page overview of the project including the proposed work, project objectives, methods to be used, expected results and how the results will enhance the Illinois specialty crop industry.</i>	
Potential Impact	10 points	<i>In one page or less, discuss the scope of impact this project will produce economically as well as within the specialty crop industry in Illinois.</i>	
Goals	5 points	<i>Describe the overall goal(s) of the project.</i>	
Expected Measurable Outcomes	10 points	<i>Describe at least two distinct, quantifiable and measurable outcomes that directly and meaningfully support the project's purpose</i>	
		<i>The outcome measures must define an event or condition that is external to the project and that is of direct importance to the specialty crop industry in Illinois.</i>	
		<i>How will the success of the project be determined? What elements will be monitored or evaluated, by whom, how often and for how long?</i>	
Work Plan	35 points	<i>On two pages or less, describe your proposal and its expected benefit to the Illinois specialty crop industry. Explain how each goal and measurable outcome will be accomplished. Be clear about who will do the work. Include appropriate time lines.</i>	
		<i>Major considerations</i>	<i>Does the project provide an overall economic benefit to Illinois' specialty crop industry?</i>
			<i>Does the project make good business sense and does it have a high likelihood of success?</i>
			<i>Are the expected benefits of the proposal in-line with the proposed budget?</i>
			<i>Does the project provide benefits to the Illinois specialty crops?</i>
		<i>Other considerations</i>	<i>Does the project contribute to a positive image of Illinois specialty crops?</i>
			<i>Does the project enhance capacity development, infrastructure, or create jobs?</i>
Project Commitment and Oversight	10 points	<i>Project Partners: Include the names, addresses and phone numbers for all individuals involved in the grant.</i>	
		<i>Qualifications of Professional Service Contributors: Include a list of all consultants, contractors and other professional service contributors as well as their qualifications for anyone that will be providing services for your project. The Department understands you may not know this information at the time of application – you still need to submit the form with the application indicating that. Then if your project is selected for funding you can notify the Department at that time of vendor selection</i>	
		<i>On one page or less, describe the partnerships, alliances, networks, or other collaborative efforts that will be created and used to implement this project. List all parties involved and describe what each contributes in skills and abilities to make this proposal succeed and work towards the goals and outcomes, as well as the commitments for each party (in-kind, monetary, labor, etc.)</i>	
		<i>Are the described oversight practices sufficient to provide proper and efficient administration of the grant?</i>	
		<i>Major considerations</i>	<i>Does the project create collaborative efforts that enable multiple organizations or individuals to achieve collective results that would not be possible by individual entities?</i>
<i>Are project leaders and staff are capable of successfully carrying out the proposed activities?</i>			
<i>Do the applicants demonstrate commitment by way of in-kind time, resources, or other means?</i>			



2010 Illinois Specialty Crop Grant Program

2010 Illinois Farmers Market Adverstising Grant Program

Proposal Packet Requirements		SCORE										
IDOA Review Committee Questions and Scoring Criteria		<small>(IDOA Review Committee)</small>										
<i>There will be 100 points possible, based on the answers to the following items.</i>		100 points possible										
Budget Worksheet	Required <i>Use the budget page provided in the grant application. A detailed project budget is required for the year in which grant support is requested. Include any unusual or significant expenditures in a supplemental budget page and explain the items in the budget narrative section. Do not use your own budget sheet. Only use the budget sheet format provided. Copies of this sheet are available from the Department in Microsoft Excel format.</i>											
Budget Narrative	25 points <i>How do you intend to use the grant funds? Provide a breakdown of the components of the proposal and where the grant funds fit into the overall project financing. Prioritize funding needs, if possible. Provide budget estimates for all project costs.</i> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 20%; text-align: center; vertical-align: middle;"><i>Major considerations:</i></td> <td><i>Are grant funds being adequately and responsibly utilized to make the project successful?</i></td> </tr> <tr> <td></td> <td><i>Does the project make good business sense according to the proposed expenses and activities noted in the budget?</i></td> </tr> <tr> <td></td> <td><i>Is the budget in-line with the anticipated project results? Is the budget realistic?</i></td> </tr> <tr> <td></td> <td><i>Does the project coordinating entity have a process in place to track and account for grant fund expenditures?</i></td> </tr> <tr> <td></td> <td><i>Can accounting and project records be readily retrieved and reported?</i></td> </tr> </table>	<i>Major considerations:</i>	<i>Are grant funds being adequately and responsibly utilized to make the project successful?</i>		<i>Does the project make good business sense according to the proposed expenses and activities noted in the budget?</i>		<i>Is the budget in-line with the anticipated project results? Is the budget realistic?</i>		<i>Does the project coordinating entity have a process in place to track and account for grant fund expenditures?</i>		<i>Can accounting and project records be readily retrieved and reported?</i>	
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	<i>Does the project coordinating entity have a process in place to track and account for grant fund expenditures?</i>											
	<i>Can accounting and project records be readily retrieved and reported?</i>											
Letters of Financial Commitment	Required for each individual or organization providing in-kind services or matching fund support. <i>Provide a letter of financial commitment confirming all individuals and organizations that intend to provide an in-kind service or matching fund support for the project. This letter should be on company/organization letterhead and is required if there are in-kind services or matching funds involved. If there is no letterhead for the person writing the letter, please have them develop a letter utilizing a format and wording similar to the template provided by the Department. The words Illinois Specialty Crop Grant Letter of Financial Commitment should be on the top of the page.</i>											
	NOTE: <i>If the applicant is providing in-kind services, please include a letter indicating the services and estimated amount of the in-kind and/or cash contribution. If the same individual/company is providing both in-kind and matching cash contributions they can be included on one letter. Failure to submit a letter of financial commitment will result in applications being returned to the applicant prior and will not be considered for funding.</i>											
Letters of Support	Optional <i>Letters from community members and/or market vendors can also be included with the application; however, they are not required. Sample letter format is included in packet. Letters of Support must accompany the application. Any letter of support submitted separate from the application will not be considered. This includes letters from legislators.</i>											
TOTAL												



2010 Illinois Specialty Crop Grant Program 2010 Farmers Market Advertising Grant Program Project Request Form / Cover Sheet

<p style="text-align: center; font-size: small;">Information should match required, submitted W-9</p> <p>Applicant _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>County _____</p> <p>Phone _____</p> <p>Fax _____</p> <p>Email _____</p>	<p style="text-align: center; font-size: small;">Contact responsible for project correspondence and reporting requirements</p> <p>Project Contact _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>County _____</p> <p>Phone _____</p> <p>Fax _____</p> <p>Email _____</p>
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Employer ID Number or Social Security Number _____

Information should match required, submitted W-9

Please select all that apply:

New Project Continuation of Existing Project

Grant Funding Request	\$
Matching Funds Contributions	\$
In-Kind Contributions	\$
Total Project Cost	\$

REQUIRED APPLICATION FORM



2010 Illinois Specialty Crop Grant Program
2010 Farmers Market Advertising Grant Program
Professional Service Contributors

CONFIDENTIAL

Grant Applicant

Is prepared to hire the following companies/individuals to complete projects outlined in this grant application. *(Please include with the application – if you do not know the vendor(s) at this time, please fill out the form indicating that and that if funded you will notify the Department of vendors at that time.)*

Vendor Name

Address

City, State, Zip

Telephone

Fax

Website

Complete for each proposed vendor – if more than one will be required for project.

REQUIRED APPLICATION FORM



2010 Illinois Specialty Crop Grant Program 2010 Farmers Market Advertising Grant Program

Letter of Financial Commitment

CONFIDENTIAL

DATE

Grant Applicant Name

Address

City, State, Zip

Dear Grant Review Committee:

This letter of commitment indicates **BUSINESS NAME** is in support of **GRANTEE'S NAME** project through in-kind and/or financial match contributions toward its grant project.

BUSINESS NAME is committed to providing **\$0.00** in in-kind contributions. In-kind contributions will consist of **details**. **BUSINESS NAME** will also be providing **\$0.00** in matching funds toward this proposed project which will be used as the required cost-share portion of the project.

Sincerely,

SIGNATURE

PERSON WRITING LETTER

BUSINESS NAME

ADDRESS

CITY, STATE, ZIP

PHONE

FAX

E-MAIL

Must be on company letterhead; if letterhead not available use this form.

Must accompany application.

REQUIRED APPLICATION FORM



2010 Illinois Specialty Crop Grant Program 2010 Farmers Market Advertising Grant Program

Letter of Support

CONFIDENTIAL

DATE

Grant Applicant Name

Address

City, State, Zip

Dear **GRANT APPLICANT'S NAME:**

I support and endorse your proposed **NAME OF PROJECT** application for the Illinois Farmers Market Advertising Grant Program.

Your project will benefit **DETAILS** by providing **LIST SPECIFIC DETAILS/BENEFITS OF PROJECT**.

This is a worthwhile project deserving funding and support as it will **DETAILS**.

Please accept my support for this project.

Sincerely,

SIGNATURE

PERSON WRITING LETTER

BUSINESS NAME

ADDRESS

CITY, STATE, ZIP

PHONE

FAX

E-MAIL

Must be on company letterhead; if letterhead not available use this form.

Must accompany application.

REQUIRED APPLICATION FORM

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

Limited liability company (LLC). Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.