



## Bison Production and Marketing Grant Program

Funded through Section 1001(b)(4) of the American Rescue Plan (ARP) Act of 2021 (Pub. L. 117-2)

### Letter of Intent Instructions

The Letter of Intent (LOI) is a prerequisite for the submission of an application to the Request for Applications (RFA) for the USDA Bison Production and Marketing Grant. The LOI is considered an initial screening document to ensure that all proposals align with the priorities outlined in the RFA, and is also used to estimate the review workload and plan the review process. Principal investigators will be notified about the status of their LOI, and those with an acceptable LOI will be invited to submit a full proposal. The LOI is not included in the formal review process with the full proposal.

Projects should address individual goals and objectives of the project partners listed in the RFA, which should address bison grazing management education, technical assistance, infrastructure development, meat marketing and processing, industry data and analysis, educational resource development, among other priorities, consumer outreach and education, and data tracking/dissemination. A project can be up to two years in duration, but will be monitored throughout the project period. The project budget should not exceed \$150,000. Eligible applicants include businesses, cooperatives, nonprofit organizations, tribal governments, producer networks/associations, and economic development corporations. Project deliverables and data gathered will be under the sole proprietorship of the respective project partner and made available to the public, per grant requirements.

#### *The LOI must adhere to the following guidelines for successful submission:*

##### **1. Formatting**

- a. Font size must be at least 11 point
- b. All margins must be at least 1"
- c. Line spacing must not exceed six lines of text per vertical inch (single-spaced)
- d. Page size must be letter (8.5" x 11")

##### **2. Content**

- a. Limited to two (2) pages
- b. Page 1, provide only:
  - i. Descriptive title
  - ii. Name, professional title, business/organization, and email address of the Principal Investigator (PI)
- c. Page 2, provide:
  - i. Project Need & Objectives:  
*The problem being addressed and the associated project objectives*
  - ii. Applicable Experience, Skills, and Knowledge:  
*Provide an overview of your relevant experience, skills, and knowledge.*
  - iii. Project Outcomes and Deliverables:  
*Provide a list of desired project outcomes and deliverables.*
  - iv. Proposed Timeline & Budget Estimate:  
*Start and end dates, along with a rough budget overview stating total funds requested.*

All LOI must be submitted as a single PDF. Submissions should be emailed directly to [info@nationalbison.org](mailto:info@nationalbison.org) no later than June 29, 2026, 11:59 PM CST. Please include "BPMG – Letter of Intent" in the email subject line. You will receive a confirmation of LOI receipt by June 30, 2026. Notification of request for full proposal will be sent via email by July 13, 2026. One LOI submission per applicant, please. Please send questions to [info@nationalbison.org](mailto:info@nationalbison.org).