



Urban Agriculture Grant Application Questions*

* For the complete application, and to apply, applications and supporting information must be submitted through the online application website: <https://urbanagriculturegrant.awardsplatform.com/>

Questions can be directed to: mofgrants@midohiofoodbank.org

General Information

- Type of Organization
- Project Name
- Organization Name
- Organization Mailing Address
- Organization Phone
- Organization Website
- Fiscal Sponsor Contract (if applicable)
- Director/President Name, E-mail, and Phone
- Project Leader Name, E-mail, and Phone (if different from Director/President)
- Address (if different from mailing address)
- Do you have documentation indicating land for the project may be used for growing purposes?
- High-Tunnel Requested (yes/no)
- Grant Amount Requested

Organization Mission & History

Please provide an overview of your organization and project. Please include your mission, vision, history, and organizational structure. (250 words)

Please list any major funding your organization has received in the past 5 years that funded the proposed project, and briefly describe what such funding supported. Please include the year and funding amount(s). (100 words)

Please describe how your organization will sustain the program after the grant funding ends. Describe if your program will generate revenue through market sales. (200 words)



Proposed Project

Please share why this project is of importance to your community by describing the community need. (250 words)

Please tell us about the growing site and current production status, and your goals for improving it with this grant. (300 words)

Please describe your project goals and how they will be achieved. Please include details such as project objectives, key activities, and milestones. Please provide a project plan that includes planning and implementation plans plus key dates. (500 words)

Please outline how your project will make a measurable impact to the community by describing project outcomes and evaluation measures. (250 words)

In relation to your project goals, please describe how produce grown at the project site will be provided to low-income households in the City of Columbus. Please specify how much food will be distributed and how you will document such distribution. (250 words)

Please describe your experience/expertise and qualifications to carry out the proposed project. Please note key people who will contribute in a substantive way to the project. (200 words)

Please provide a 2-3 year maintenance plan for your project. (300 words)

Budget

Please provide your organizational budget, and the budget for the project by completing:

- A Project Budget (template below)

Required Attachments

1. W-9
2. Proof of liability insurance
3. Land use documentation
4. Budget Form with budget narrative

[Budget Form Spreadsheet](#)

[Budget Form PDF](#)

Budget narrative can be submitted in a separate Word or PDF document.



Also Required, if Applicable

5. Determination letter (IRS 501(c)(3) *(for non-profit organization only)*)
6. Fiscal sponsorship agreement *(for organization with fiscal sponsor only)*
7. Financial audit *(if applicable)*

Optional

8. Growing site pictures
9. Letter of support from 1 partner

Material may be supplied as follows:

1. Upload JPG, PNG, JPEG, DOC, DOCX, PDF, XLS, XLSX, and PPT files. Maximum size per file is **5MB per item**.
2. You must attach at least **5 files** before submitting your application. The 4 required attachments are (1) W-9 (2) Proof of liability insurance (3) Land use documentation (4) Budget form (5) Budget narrative.
3. Download [Budget Form Spreadsheet](#). Open Microsoft Excel. Enable editing. Save a copy with a new name or in a different location. Upload as an attachment.
4. If you do not have Microsoft Excel, download [Budget Form PDF](#). You will need Adobe Reader to view, edit, save the pdf file. Adobe Acrobat Reader is free and available for PC [here](#) or for Mac [here](#).
5. Budget narrative can be submit in a separate Word or PDF document
6. A maximum of **10 items** can be uploaded with your application, including documents that are required if applicable such Determination letter (IRS 501(c)(3)) and optional document such as Letter of support from 1 partner.
7. If you do not have all your attachments, we recommended that you save your application and come back to it as needed.
8. Video attachments may be hosted on a video site such as YouTube or Vimeo.
9. Provide website URL's to the publicly accessible campaign or active URL of a landing page. Please ensure any applicable usernames and passwords are provided and active.
10. Please do not upload any further written material as the reviewers will not consider these. The written component of your application should be fully explained within the provided form fields.

You may edit your application and attachments, even after you submitted, up until the application deadline on Thursday, April 27th, 2017 at 8 PM [U.S. Eastern Time].

If you have any questions about the application process, please contact Mid-Ohio Foodbank at mofgrants@midohiofoodbank.org.



Project Budget

Organization Information

Organization Name:	
Project Name:	
Project Start/End Dates:	
Organization's TOTAL Annual Operating Budget:	

Funding Source

Name	Indication	Amount	Indication Key
Mid-Ohio Foodbank/USDA	R		R = Requested
			P =Planned
			A= Awarded
Total Funding			

Project Expenses

Project Expenses		Project Funding	
Expense Category	Expense Description	Total Project Budget	Funding Requested from the Mid-Ohio Foodbank
Travel			
Equipment (defined as having a per unit cost >= \$5000)			
Supplies			
Contractual			
Additional Expense (provide explanation)			
Total Expenses			
Excess/Deficiency*		\$ -	

For each expense category and detail, please provide an explanation and description for all requested funding in a separate budget narrative. * Please list and explain in budget narrative.

