



Urban Agriculture Grant Application Questions

Application responses and attachments must be submitted online at urbanagriculturegrant.awardsplatform.com by Monday, February 11, 2019 (submit by 12:00 noon)

General Information

- Type of Organization
- Organization Name
- Mailing Address
- Project Address (if different from mailing address)
- Fiscal Sponsor Contract (if applicable)
- Director Name, Email & Phone
- Project Leader Name, Email & Phone (if different from the Director)
- Land Owner Name
- High tunnel Requested (yes/no)
- Grant Amount Requested
- Acknowledge & Agree to Training Requirements
- Site Visit Availability

Organizational & Financial Overview

Provide an overview of your organization, including your mission, vision, history, and managerial structure. Specify how growing produce is incorporated into your organization's vision and future plans. (350 words)

List any major sources of funding and/or revenue your organization brought in during the past 5 years to support your growing project and briefly describe what this funding/revenue supported. Include the year and amount(s) of funding/revenue. (100 words)

Describe how you plan to support your overall growing project and its services to low income populations beyond the Urban Agriculture Grant in future years, include anticipated sources of funding. If your program will generate revenue through market sales or program fees, outline your goals for revenue and what percentage of operating costs would be covered by revenues. Be as specific as possible. (250 words)

Proposed Project

Please describe the community and/or low-income population to be served through your project, which may include economic and demographic data or narrative. (250 words)



Tell us about the growing site and its current production status:

- 1) How much space are you using to grow food? (20 words)
- 2) What are your production methods? (50 words)
- 3) What fruits/vegetables have you grown in the past couple of years? (50 words)
- 4) Who manages the growing site? (50 words)
- 5) Who assists with this work? (50 words)
- 6) How do you recruit volunteers, if applicable? (50 words)
- 7) How much did you grow last year (pounds)? (20 words)
- 8) Where do you distribute your food? (50 words)
- 9) What infrastructure do you currently have to support your growing project? (100 words)

Describe the improvements you will make to your current growing site with grant funding. Tell us the specifics on what will change or be improved, and why it matters to the success of your project. (250 words)

Share which key people will contribute in a substantial way to the grant project and what role they will have. Describe their experience, technical skills, training, and/or qualifications related to supporting the grant project. If you are applying for a high tunnel, detail any training or experience in high tunnel management. If you are applying for youth and children engagement support, detail any related training and experience. (250 words)

Youth & Children Engagement

This year, Mid-Ohio Foodbank is making funding available to support on-site improvements and enhancements to your growing project AND to provide engagement opportunities for low-income children and youth within the context of your garden or urban farm.

If you are pursuing support for engagement opportunities, please answer all of the following sub-set of questions. If not, please move to Attachments.

Describe your projects experience in providing training and/or educational services or programming to low-income children and youth in your urban farm or garden. (200 words)

Describe what training and/or educational opportunities you will offer to this target population in 2019 and how this will be enhanced with grant funding. Please also detail how you will recruit participants and the associated activities planned for 2019. (250 words)



Attachments

Required with application:

1. W-9
2. Proof of liability insurance
3. Letter from land owner authorizing use of land **and** project improvements
4. Budget (*details below*)
5. Budget expenditure estimates for any (1) supply valued over \$1,000, (2) equipment valued over \$5,000, or (3) any professional/contractual services
6. Project Plan (*details below*)
7. Site plan drawing with all improvements (*i.e. added utilities, structures, etc.*)
 - A site plan is a scaled drawing which shows the uses and structure you are proposing to add to a parcel of land.
 - This plan should include the full site address and/or parcel number; specific dimensions of any structures or beds – including raised beds, high-tunnels, and sheds; the distance between structures and all property lines
8. Pictures of your growing site (*at least 1, up to 3*)

Also required, if applicable:

1. Determination letter – IRS 501(c)(3) (*for non-profit organization only*)
2. Fiscal sponsorship agreement (*for organization with fiscal sponsor only*)

Optional:

1. Business plan
2. Financial statement
3. Letter of support from 1 partner

Download Options for Attachments

(1) Budget

- Download budget template from [Dropbox](#) or from [Google Sheets](#)
- Fill out fields for both the organizational budget (your entire organization) and the grant project budget (what you plan to use grant funds for, if awarded)



- Be as specific as possible when listing individual budget line items
- Use the provided budget categories to organize where you list each item

(2) Project Plan

- Download budget template from [Dropbox](#) or from [Google Sheets](#)
- List the key activities, outcomes, and associated timeframes that will be used to achieve the overall goals of your grant funded project
- Follow the formatting provided in the template

*Only complete applications with **ALL required attachments saved in the appropriate file format** will be considered for funding. Please contact us with any questions related to these requirements or with any issues you have uploading your attachments at mofgrants@midohiofoodbank.org.*

Grant questions can be directed to: mofgrants@midohiofoodbank.org and will be accepted until Friday, February 8, 2019 (email us by 12:00 noon). All questions and answers will be posted regularly on the MOF website at: www.midohiofoodbank.org/urbanagriculturegrant/



Urban Agriculture Grant Project Plan Form

Key Activities	Outcomes/ Goals	Timeframe	Progress Updates
<i>List and describe the different key activities your project requires</i>	<i>Explain what will be achieved in your project through this specific activity</i>	<i>Indicate when you expect this activity to occur during the grant period</i>	<i>(To be filled out during grant cycle) Document status of each activity during implementation</i>
Ex. Rent tractor and use to remove sod	Ex. Land is prepared for high-tunnel installation	Ex. Late May 2019	



Urban Agriculture Grant Project Budget Form

ORGANIZATION INFORMATION			
Organization Name			
Project Name			
Total Organizational Operating Budget	\$		
Total Amount Requested	\$		
PROJECT EXPENSES			
<i>Insert additional rows as needed to each budget category</i>			
Budget Category	Budget Item	Description of use in project	Cost
Supplies			\$0.00
Supplies			
Equipment (defined as being greater than \$5,000 in value)			\$0.00
Equipment			
Contractual			\$0.00
Contractual			
Personnel (cannot exceed 10% of the total project budget)			\$0.00
Personnel			
Travel			\$0.00
Travel			
Additional Expenses			\$0.00
Additional Expenses			

