Urban Agriculture
GRANT
January 9, 2019

USDA

Urban Farms of Central Ohio

Mid-Ohio Foodbank
Background

About Mid-Ohio Foodbank

• Mission: to end hunger one nourishing meal at a time while co-creating sustainable communities where everyone thrives

• Vision: a hunger-free and healthier community

About the Grant

• Funding for this grant provided by the USDA’s Natural Resources Conservation Service

• Funds available for three years of grants (2019 = year 3)

• Award #68-5E34-16-798

• CFDA #10.902
Grant Purpose & Goals

- **Purpose** = to provide more fresh fruits and vegetables to low-income urban communities by expanding urban farms and community gardens in underserved, low income, and food insecure communities

- **Goal** = to enhance urban growing projects into productive, sustainable urban farms and gardens that provide low-income community members increased access to fresh produce

- **Priorities** = projects that demonstrate their commitment and ability to:
  - Grow high-quality fruits and vegetables, especially by using high tunnels
  - Prioritize growing and distributing produce to low-income individuals

- **New in 2019** = support for low-income children and youth engagement in the garden or on the farm to learn how food is grown, develop new skills, and be involved with food production
Produce Distribution

• Awardees must provide a portion of the food produced from a project must be distributed to help those in need.

• Preference will be given to applicants with a primary objective of growing and providing fresh produce to low-income population during and after the grant period.

• Applicants need to include in their proposal the method/system for delivering this food & quantity in relation to project goals.

• Technical assistance to collect data on services will be available.
Process & Schedule 2019

• RFP release date: Monday, December 11, 2018
• Deadline for questions: Friday, February 8 (by 12 pm noon)
• Applications due: Monday, February 11 (closes at 12 pm noon)
• Finalist site visits: On-going during the weeks of February 25 -March 15
• Final selection completed by: early April 2018
• Grant Period: April – December 2019
  • Funds to be used and projects to be completed by end of December
ELIGIBILITY
Geographic Scope

- Target geography = underserved areas within the Columbus metro area

- Low and moderate income neighborhoods are identified by the percent of people living at or below 200% of the federal poverty line
Eligible Entities

Projects must be one of the following to apply:

1. 501(c)3 organizations that are tax-exempt under section 501(a) of the Internal Revenue Code
2. Organizations with a fiscal sponsor that is a 501(c)3 and has agreed to manage a grant
3. State and local government agencies
4. For-profit entities
5. Schools
Previous Grantees

• Eligible to apply, if meet all requirements:
  1. Delivered on project goals and objectives, including distribution of produce to low-income populations
  2. Installation of high-tunnel (if funded)
  3. Adhered to relevant laws and regulations

• Past performance factored into application review
Applying for Funds

• Applicants may request up to **$25,000**

• Partial grants may be awarded

• Aim is to invest in infrastructure and operational improvements to enhance the growing projects’ ability to be productive, sustainable urban farms and gardens

• Applicants demonstrating **interest and ability to install season extension techniques**, such as a high tunnel, are strongly encouraged to apply. Preference will be given to such projects.
Using Funds

**Funds can be used for:**

- Purchase and installation of high tunnels
  **Strongly recommend if not already operating a high-tunnel, installation be done by contractor with relevant experience**
- Associated high-tunnel supplies such as row covers and irrigation
- Infrastructure and operational improvements to enhance the project site
- Contractual costs to make improvements (per the conflict of interest policy)
- Personnel to lead and execute project, max 10% of total request/award
- Required permit fees

- Farm and garden operating supplies
- Other examples of fundable expenses include:
  → Irrigation lines
  → Low tunnel supplies
  → Row cover
  → Tools
  → Produce washing and packing stations
  → Tool storage
  → Seed starting supplies
  → Harvest supplies
  → Associated permitting fees to comply with City requirements for improvements
Using Funds Continued

New to 2019, Funds can also be used for:

- Expenses associated with delivering education and training opportunities to low-income children and youth within the context of the garden or farm

- Examples include:
  - Program stipends
  - Workbooks
  - Educational supplies

Expectations for using funds (if awarded):

- Funds must be used for expenses that have been approved in the application process

- Personnel and youth stipend costs reported using MOF form

- Grantees must submit invoices and receipts for all expenses

- Grantees will submit a request for funds to MOF to receive funds as needed

- Grantees will receive funds through multiple disbursements in alignment to when costs are incurred
Funding Restrictions

**Conflict of Interest:**
- Due to USDA regulations, funds cannot be allocated towards any type of a contractual relationship where an individual who is affiliated with the recipient organization (grantee) has a financial interest or receives a tangible personal benefit.

**Funds cannot be used for:**
- Expenditures that do not comply with all federal laws, executive orders, regulations and policies governing the award
- Examples include but are not limited to:
  - Goods/services for personal use
  - Food, entertainment
  - Costs for lobbying activities
  - Costs of religious services
  - Marketing or promotional materials
  - Facilities rental
Estimates Required for Application

- Estimates for certain expenses are also required with the application in order to be considered for an award. One estimate must be submitted with the application for each of the following:
  - Any single supply valued over $1,000 (i.e. tractor implement)
  - Equipment valued over $5,000 (i.e. high tunnel kit)
  - Any professional or contractual services (i.e. trenching)
- Estimates may include verbal or electronic quotes from vendors as well as online store marketplaces.
- Note: if funded, will be required to provide (2) estimates for equipment and (2) for contractual services.
Training & Education
Capacity Building

**All Grantees**

- Grantees will be required to participate in **at least 2** trainings during their funding period.
- MOF is organizing 5-6 trainings for grantees to choose from based on needs. No cost to grantees.
- Partnering with OSU Extension for trainings, as well as area farms and farmers.

**High Tunnel Applicants & Grantees**

- To receive funding for a high-tunnel, **must attend the workshop today** at 5:30 pm.
- Additionally, grantees will be required to participate in **at least 1** advanced high tunnel training.
Other Matters
Evaluation Criteria for Applications

• **Project Scope Alignment**
  - Geographic location
  - Commitment to project goals
  - Ability to install and operate high-tunnel

• **Vision and Plan**
  - Clear purpose, vision, and mission
  - A business plan that articulates strategies, activities, organizational structure, expenses, income, and marketing/outreach needs
  - Project plan is clear and defined with goals, milestones, supporting activities

• **Feasibility**
  - The resources of the applicant to carry out the project long-term and the experience to build upon a Project

• **Capacity**
  - Ability and time to implement a project, to track data and to manage finances

• **Community Benefit**
  - Project clearly meets a stated need
  - Actively engages and benefits the targeted households through growing activities, delivery of a portion of food grown to low-income households, educational programs, training, and mentorship efforts
Requirements of Grantees

• Attend an orientation – covering reporting requirements, accessing funds, etc.

• Submit regular reports – narrative progress reports about the project & financial reports regarding use of funds

• Maintain sufficient insurance policy

• Certify compliance with all federal laws, executive orders, regulations and policies governing the Award and applicable laws, regulations, and commercially reasonable standards related to land use
Applications & all materials must be submitted online at:

urbanagriculturegrant.awardsplatform.com

Links to the application platform & other grant documents can be found on MOF’s website at:

midohiofoodbank.org/urbanagriculturegrant

Only COMPLETE applications will be considered, though you may start your application, save it, and return to it as needed. You can edit the application even after you submit, up until the deadline.
Important Dates

- RFP release: Friday, March 2nd
- Deadline for questions: Friday, March 30th @ 12:00 noon
- Applications due: Monday, April 2nd (submit @ 12:00 noon)
- Finalist site visits: On-going during 2nd, 3rd and 4th weeks of April
- Grant period: May 16th through November 16th

Instructions

- Click "Start application" button below to begin!
- Please make sure all your personal details are entered accurately, including contact information.
- Responses should auto-save as you fill out the application, but please click the "Save" button after every couple answers to ensure you do not lose any of your entries.
- You may edit your application even after you have submitted, up until the final application deadline (April 2nd at 12 noon).

Hello, Ariel Miller!

You have no applications yet. What are you waiting for?

Start new application
Always click **save** before moving on!

Tip: write out responses in separate file then copy/paste into online portal

Answer these 2 questions, then can view and move in any order
General Information

Includes:

• Land Owner Name
• High Tunnel Requested (yes/no)
• Grant Amount Requested
• Acknowledge & Agree to Training Requirements
• Site Visit Availability
<table>
<thead>
<tr>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
<tr>
<td>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)</td>
</tr>
</tbody>
</table>
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)

<table>
<thead>
<tr>
<th>Tell us about the growing site and its current production status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) How much space are you using to grow food?</td>
</tr>
<tr>
<td>2) What are your production methods?</td>
</tr>
<tr>
<td>3) What fruits/vegetables have you grown in the past couple of years?</td>
</tr>
<tr>
<td>4) Who manages the growing site?</td>
</tr>
<tr>
<td>5) Who assists with this work?</td>
</tr>
<tr>
<td>6) How do you recruit volunteers, if applicable?</td>
</tr>
<tr>
<td>7) How much did you grow last year (pounds)?</td>
</tr>
<tr>
<td>8) Where do you distribute your food?</td>
</tr>
<tr>
<td>9) What infrastructure do you currently have to support your growing project?</td>
</tr>
</tbody>
</table>
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.  
<p>| (250 words) |</p>
<table>
<thead>
<tr>
<th>Youth &amp; Children Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If applicable, answer the additional questions, otherwise option to skip:</strong></td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>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)</td>
</tr>
</tbody>
</table>
ALL Applications

1. W9
2. Proof of liability insurance
3. Letter from land owner 1) authorizing use of land and 2) project improvements
4. Budget form (see form)
5. Project plan form (see form)
6. Site map sketch of improvements (next slide)
7. 1 picture of growing site
8. Budget expenditure estimates (as applicable)
   - Any single supply valued over $1,000
   - Equipment valued over $5,000
   - Any professional or contractual services

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)
## ORGANIZATION INFORMATION

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Organization Name</td>
<td></td>
</tr>
<tr>
<td>Project Name</td>
<td></td>
</tr>
<tr>
<td>Total Organizational Operating Budget</td>
<td>$</td>
</tr>
<tr>
<td>Total Amount Requested</td>
<td>$</td>
</tr>
</tbody>
</table>

## PROJECT EXPENSES

*Insert additional rows as needed to each budget category*

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Item</th>
<th>Description of use in project</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>Supplies</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Equipment</strong> (defined as being greater than $5,000 in value)</td>
<td>Equipment</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Contractual</strong></td>
<td>Contractual</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Personnel</strong> (cannot exceed 10% of the total project budget)</td>
<td>Personnel</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>Travel</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Additional Expenses</strong></td>
<td>Additional Expenses</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
# Urban Agriculture Grant Project Plan

<table>
<thead>
<tr>
<th>Key Activities</th>
<th>Outcomes/ Goals</th>
<th>Timeframe</th>
<th>Progress Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>List and describe the different key activities your project requires</td>
<td>Explain what will be achieved in your project through this specific activity</td>
<td>Indicate when you expect this activity to occur during the grant period</td>
<td>(To be filled out during grant cycle) Document status of each activity during implementation</td>
</tr>
<tr>
<td>Ex. Rent tractor and use to remove sod</td>
<td>Ex. Land is prepared for high-tunnel installation</td>
<td>Ex. Late May 2018</td>
<td></td>
</tr>
</tbody>
</table>
Site Map & Compliance to Local Building and Zoning Standards

For your project:
1. Look up project parcel on Franklin County Auditor’s Website: www.franklincountyauditor.com
2. Identify Building & Zoning jurisdiction.
3. Contact the Department to determine requirements.

For the application:
1. Go to www.franklincountyauditor.com
2. Search for property, generate parcel map, download or print out
3. On this parcel map, put on it the full site address and/or parcel map
4. On the same map, draw any and all structures and spaces being used – including raised beds, high-tunnels, sheds, utilities
   • No need to include a crop map!
   • Free hand drawing, overlap software all acceptable
5. Calculate the distance between structures and all property lines
General Tips

Some tid-bits learned from past grantees

• Use materials given to you—carefully read through the RFP & Application to make sure you answer all questions, provide required materials, and follow the instructions

• Clearly define your project(s) – make a plan with specific changes you want to make, then stick to it

• Contact your local Building & Zoning jurisdiction now – get clear on what’s required, include in your budget request, be ready to start the process right away if funded
  • Example: grantee funded for water installation took over 5 months from start to finish to complete

• Plan your time – projects always take longer to complete then you think, especially if you are hiring a contractor, relying on volunteers, or it’s a new experience for you

• Do your research now – start putting together all the specifics for your project now, find online a wash/pack station blueprint to work from, figure out how much every piece of wood and screw will cost, evaluate what it will take to start and finish the project
High Tunnel Workshop

Take a break, meet back at 5:30 pm

• Required to attend to receive funding for a high-tunnel

• Covers the in’s and out’s of season extension via high-tunnels PLUS City of Columbus permit requirements

• Led by Tim @ OSU Extension and Tony @ City of Columbus

• If you attended the workshop MOF hosted in 2018, this will satisfy the requirement BUT you are strongly encouraged to still attend because you will be held accountable to City requirements and its always good to expand your knowledge to grow more fresh produce!
• RFP release date: Monday, December 11, 2018

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• Finalist site visits: On-going during the weeks of February 25 - March 15

• Final selection completed by: early April 2018

• Grant Period: April – December 2019
Questions?

Grant-related questions: mofgrants@midohiofoodbank.org

Questions related to your growing project (i.e. row covers, high-tunnel placement, etc) contact: mcdermott.15@osu.edu