

RFP 0318

Grants Gateway AGM01-UFC24-2024

New York State Department of Agriculture and Markets

2024 Urban Farms and Community Growers Grant Program

Grants Gateway Program Specific Questions

1. Project Description (15 points): Provide a clear description of your project.

- A. What are the overall goals of the project? How does the project impact the local community?
- B. Describe your project's commitment to establishing and/or sustaining community gardening, school gardening, and/or urban farming.
- C. Describe your project's focus on food production, food safety and/or food distribution. Describe how your project will make a positive impact on local food resiliency.

2. Plan of Work (20 points): Provide a detailed description of the work to be done in this project.

- A. What are the project's short-term OBJECTIVES?
- B. What TASKS that need to be completed to achieve these objectives? Describe how these tasks relate to food production (growing), food safety and/or food distribution as well as the impact on local community and/or local food resiliency.
- C. List the PERFORMANCE MEASURES/OUTCOMES you will use to determine if the objective was achieved.
- D. Please describe who is responsible for completing each task.

Provide a timeline of tasks and estimated completion dates for the project over the grant period (3/1/2024-12/31/24).

3. Budget (20 points): Outline your budget using the following cost categories. For each category, provide a short, narrative description of how the costs relate to the project and project results.

- A. Personnel costs entered as annual salary x % effort funded, or hourly wage x number of hours.
- B. Contractual expenses including staff training, planning, consultants.
- C. Equipment for food storage, food production and gardening, and for food distribution.
- D. Operating expenses including seeds, plants, pollinator plants, fencing, irrigation supplies, garden maintenance.
- E. Legal expenses directly related to organization development, land acquisition, and program development.
- F. Scholarships and student aid, training costs.

- G. Other.
- H. Total Budget.

4. Project Benefits and Results (25 points): Describe the results and benefits of your project. Provide baseline numbers and estimated increases as a result of your project for the following performance measures. How will this data be captured throughout the project?

- A. Provide baseline goals related food production (growing), food safety and/or food distribution.
- B. Provide projected quantitative benefits of the project.
- C. Provide the project's local impact benefits and how those benefits will increase because of the project.
- D. Does the project include education and training for growers to adopt best practices?
- E. How will urban farm and/or community gardening activities be sustained after the grant ends?
- F. Please provide any research or relevant documentation that demonstrates long-term success and/or benefits of the project.
- G. Other anticipated project benefits.

5. Organizational Experience & Personnel (5 points): Please provide a clear description of your project's team and their responsibilities.

- A. Please describe the project's team members and their degree of experience in community gardening, urban farming and/or program development. How long have these team members been working at your organization?
- B. Please describe your organization's capacity and experience to complete reporting requirements and administering grant funds.
- C. If awarded funding, who will be the primary point person for contract development and administration of funds? Please include their contact information.

6. Outside Support (15 points)

- A. Please describe the control of the site for the proposed project. If you don't own your site, please provide support from the landowner for the proposed project.
- B. Please describe how your organization is supported by the local community, local partners, and municipalities. Please provide letter(s) of support for your project.