

**Grants Gateway # AGM01-UFC24-2024**  
**New York State 2024 Urban Farms and Community Gardens Grant Program**  
**Questions and Answers**  
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Questions	Answers
Can you please clarify the process for applying for this grant. Is there a grant application or portal for applying or do we simply submit a comprehensive RFP to your email before the December deadline?	<b>RFP0318 Section 5A:</b> <i>Applications must be submitted through the New York State Grants Gateway. All sections of the application must be completed in order for you to be enabled to submit your digital application.</i>
Are not-for-profit colleges and universities eligible to apply for the New York State Urban Farms and Community Gardens Grant Program? <b>PART 2.</b> Alternatively, if eligible for the grant, could this be utilized for a service-learning opportunity?	<b>RFP0318 Sections 4B:</b> <i>Eligible applicants include: Not-for-profit organizations, Not-for-profit Educational Institutions, including K-12 schools and universities, Municipal Government Entities, Community-led groups can work with a fiscal sponsor to apply, and Indian tribal organizations. RFP0318 Sections 4D:</i> <i>Eligible projects will establish new growing spaces, and/or expand infrastructure in existing community growing spaces, and/or build capacity through programming and staff.</i>
I'm reaching out to see if we are eligible to apply for this grant for our on-site urban farm even though we're receiving these funds this grant cycle for off-site community-based supported gardens?	No. <b>RFP0318 Sections 4C:</b> <i>The following entities are not eligible to apply for funding:</i> 1. <i>For-Profit organizations</i> 2. <i>Individuals</i> <b>3. 2023 Urban Farms and Community Gardens Awardees</b> If funding is sustained, we expect 2023 awardees to be able to apply in 2025.
We are planning to renovate and expand an old barn to increase the garden's capacity and allow for more community outreach. Does this grant cover construction costs? If not, could it be used to purchase appliances such as refrigerators, freezers or stoves?	Yes. <b>RFP0318 Sections 4D:</b> <i>Eligible projects will establish new growing spaces, and/or expand infrastructure in existing community growing spaces, and/or build capacity through programming and staff. Projects may include but are not limited to:</i> • <b>Improvements to infrastructure related to food production (growing), food storage, food distribution areas</b> <b>RFP0318 Sections 4F:</b> <i>Grant funds may be used for any of the following purposes directly related to completion of an eligible project, including but not limited to:</i> <b>3. Equipment for food storage: examples include refrigerator, food storage bins, shelves</b>
Is the purchase of composting equipment for composting operations at an urban farm site and/or community garden site considered an eligible cost?	Yes. <b>RFP0318 Sections 4F:</b> <i>Grant funds may be used for any of the following purposes directly related to completion of an eligible project, including but not limited to:</i> <b>4. Equipment for food production and gardening: examples include costs for the rental or purchase of garden equipment and tools (wagons, tractors, rototiller, cultivator, greenhouses, etc.)</b> <b>6. Operating expenses, including seeds, plants, pollinator plants, fencing, irrigation supplies, garden maintenance</b>
Is fencing an eligible expense under this grant opportunity?	Yes. <b>RFP0318 Section 4F:</b> <i>6. Operating expenses, including seeds, plants, pollinator plants, fencing, irrigation supplies, garden maintenance</i>
I see that legal costs related to acquisitions are eligible, but it is not clear if the purchase price of property itself is eligible- can you confirm?	The purchase of land is an ineligible expense.

<p>Would only expenses incurred after the award is announced be covered, or can the grant period be retroactive to this year?</p>	<p>Only expenses that fall within the project term are eligible for reimbursement. <b>RFP0318 Section 4G.</b> <i>Grant funds may not be used for the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Costs incurred prior to the award of a grant</i></li> </ul>
<p>Do you have any grants for \$1000 ?</p>	<p>No. The minimum award amount is \$20,000. <b>RFP0318 Section 3B.</b> <i>The State will cover up to 90% of the total project costs, with the total State contribution not to exceed \$50,000. Minimum grant amount of \$20,000.</i></p>
<p>For this RFP could "improvements to infrastructure related to food production" include minor renovations to an exterior space?</p>	<p>Yes, if the exterior space is related to food production, storage, or distribution. <b>RFP0318 Sections 4D:</b> <i>Eligible projects will establish new growing spaces, <b>and/or expand infrastructure in existing community growing spaces</b>, and/or build capacity through programming and staff. Projects may include but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• <b><i>Improvements to infrastructure related to food production (growing), food storage, food distribution areas</i></b></li> </ul>
<p>Can you confirm that awards to the RFP will be classed as operating rather than capital funds?</p>	<p><b>This opportunity is not classed as operating or capital funds. Certain capital expenses are eligible. RFP0318 Sections 4F:</b> <i>Grant funds may be used for any of the following purposes directly related to completion of an eligible project, including but not limited to:</i></p> <ol style="list-style-type: none"> <li>1. <i>Salary/wages for farm or garden workers, internships, student stipends</i></li> <li>2. <i>Contractual expenses, including staff training, planning, consultants</i></li> <li>3. <i>Equipment for food storage: examples include refrigerator, food storage bins, shelves</i></li> <li>4. <b><i>Equipment for food production and gardening: examples include costs for the rental or purchase of garden equipment and tools (wagons, tractors, rototiller, cultivator, greenhouses, etc.)</i></b></li> <li>5. <b><i>Equipment for food distribution: vehicle for transportation (3 quotes required), transportation bins, sales systems (sale systems up to \$500 in total cost)</i></b></li> <li>6. <b><i>Operating expenses, including seeds, plants, pollinator plants, fencing, irrigation supplies, garden maintenance</i></b></li> <li>7. <b><i>Legal expenses directly related to organization development, land acquisition, and program development</i></b></li> <li>8. <b><i>Scholarships and student aid, training costs</i></b></li> </ol>
<p>Would we be able to apply for, 'capital expenses' such as building the entire structure or would we be limited to applying for line items related to the overall construction such as irrigation, fencing, tools, raised beds, plants &amp; seeds, tools, salaries, internship expenses, etc. This question stems from how one would view the construction - it is a building or a garden center?</p>	<p>You can include building the structure in your work plan, but you will need to list the items related to overall construction. <b>RFP0318 Sections 4F:</b> <i>Grant funds may be used for any of the following purposes directly related to completion of an eligible project, including but not limited to:</i></p> <ol style="list-style-type: none"> <li>2. <b><i>Contractual expenses, including staff training, planning, consultants</i></b></li> <li>3. <b><i>Equipment for food storage: examples include refrigerator, food storage bins, shelves</i></b></li> <li>4. <b><i>Equipment for food production and gardening: examples include costs for the rental or purchase of garden equipment and tools (wagons, tractors, rototiller, cultivator, greenhouses, etc.)</i></b></li> <li>6. <b><i>Operating expenses, including seeds, plants, pollinator plants, fencing, irrigation supplies, garden maintenance</i></b></li> </ol>

Am I safe to assume that either the entire project is funded or it is not, that is, the reviewers will not make recommendations about which parts of a proposal should be funded and which should not?	Correct. If awarded, projects will be funded in their entirety.
We are current recipients of New York Food for New York Families funding: can we still apply?	Yes. <b>RFP0318 Sections 4D:</b> “[p]rojects and expenses must be kept separate and distinct from other grant funded projects and expenses may not overlap with other grant funding, such as SNAP-Ed funding.”
We are also interested in the SNAP-Ed Community Growers and Food Box opportunities: can we still apply? We would of course keep all expenses separate for each opportunity.	Yes. <b>RFP0318 Sections 4D:</b> “[p]rojects and expenses must be kept separate and distinct from other grant funded projects and expenses may not overlap with other grant funding, such as SNAP-Ed funding.”
Is it possible for an organization to submit a 990 and other financial forms from the previous year (2021) rather than 2022?	No. Please submit the most current financial forms.
The proposed project is to start a summer program for children at the County Community Garden, where they would work in the garden, receive educational programming, and take food home. College students to supervise the children and provide the programming. Would this project be eligible for funding under the “building capacity through programming and staff” clause?	Yes.
We are considering utilizing our YouthBuild program participants to construct and maintain the garden as a community service activity. This is a federal grant program which would overlap in programming, but would not co-mingle funds or expenses. Is this allowable?	Yes, provided the project and expenses are kept separate. <b>RFP0318 Sections 4D:</b> “[p]rojects and expenses must be kept separate and distinct from other grant funded projects and expenses may not overlap with other grant funding, such as SNAP-Ed funding.”
Could you elaborate on the following? Can we assume this means that any indirect costs are not allowed? • Indirect costs – all administrative costs associated with the project need to be itemized in the budget proposal	Correct, all indirect costs are ineligible. <b>RFP0318 Sections 4F:</b> <i>Grant funds may not be used for the following:</i> • <i>Indirect costs – all administrative costs associated with the project need to be itemized in the budget proposal.</i>
We are teachers. We are at the initial stage and we are unsure who should be signing off as the Head of Organization in order to register for the school garden grant. We are also wondering if our school will receive the funds, or if the funds will be given to the district as a whole.	A high-level school administrator (e.g., principal) should sign as Head of Organization. The funds will be awarded to the school applying, not the district.
Will the match requirement of 10% be accepted in in-kind and service/labor donations as well as cash-matching? Or only cash-match?	<b>RFP0318 Section 3B:</b> <i>Matching funds may include cash, donated goods and/or services. In-kind labor is not an eligible match. The value of match must be documented by the applicant. New York State Funds may not be used as matching funds.</i>
Am I able to use potential grant money towards a greenhouse for my agriculture program?	Yes. <b>RFP0318 Sections 4F:</b> <i>Grant funds may be used for any of the following purposes directly related to completion of an eligible project, including but not limited to:</i> <b>4. Equipment for food production and gardening: examples include costs for the rental or purchase of garden equipment and tools (wagons, tractors, rototiller, cultivator, greenhouses, etc.)</b>
Can you please advise whether an organization, can submit an application on their own and also be listed in our application as a paid consultant?	As long as they are not a “co-applicant” it is allowable to be included in another application as a consultant.

<p>Can an organization that received the grant last year be listed as a partner in our application this year? The organization would not be seeking any of the grant funds and would simply act as a hub for distributing plants grown by my team to community gardens across the city. Would their involvement count as a strike against our application?</p>	<p>As long as they are not a "co-applicant" it is allowable for a 2023 awardee to be included as a partner.</p>
<p>Would indoor gardening projects (greenhouses, hydroponics, etc.) be allowable under this grant opportunity?</p>	<p>Yes. <b>RFP0318 Sections 4F:</b> <i>Grant funds may be used for any of the following purposes directly related to completion of an eligible project, including but not limited to:</i>  <b>4. Equipment for food production and gardening: examples include costs for the rental or purchase of garden equipment and tools (wagons, tractors, rototiller, cultivator, greenhouses, etc.)</b></p>
<p>Are only urban school districts eligible to apply for this grant or are suburban and rural districts also eligible, too?</p>	<p>All schools are also eligible/encouraged to apply. <b>RFP0318, page 10.</b>  Ag &amp; Markets uses the USDA definition for urban agriculture: <a href="https://agriculture.ny.gov/community-gardens-and-urban-agriculture">https://agriculture.ny.gov/community-gardens-and-urban-agriculture</a>.  We also include a definition of community garden in the CGTF report, located here: <a href="https://agriculture.ny.gov/community-gardens-task-force">https://agriculture.ny.gov/community-gardens-task-force</a>.</p>
<p>What should we enter as the Project Site if the work will take place at more than one location?</p>	<p>You can submit multiple site addresses in the Grants Gateway.</p>
<p>Would an institution be able to create a mechanism to award funds for related projects with a competitive process internal to the institution that awards funds to support stipends and costs for multiple smaller-scale projects?</p>	<p>Yes. <b>RFP0318 Section 4D:</b> <i>Organizations are allowed to re-grant the awarded funds to other organizations or community groups to support start-ups and capacity building of urban farms, community gardens, and school gardens .</i></p>
<p>Can a organization apply to multiple opportunities from the Department of Agriculture and Markets at once ? (For example Urban Farmer Funding opportunity and specialty Crop Research opportunity)</p>	<p>Yes, <b>RFP0318 Sections 4D:</b> <i>“[p]rojects and expenses must be kept separate and distinct from other grant funded projects and expenses may not overlap with other grant funding, such as SNAP-Ed funding.”</i></p>
<p>Are WMBE required to participate after a certain budget threshold ?</p>	<p>No. There are no MWBE or SDVOB goals for this opportunity. See <b>RFP0318 Sections 10C and 10D.</b></p>
<p>Would funding for a mobile chicken coop (chicken tractor) and an initial purchase of chicks fall within the parameters of the NYS Urban Farms and Community Gardens grant?</p>	<p>Yes. <b>RFP0318 Sections 4F:</b> <i>Grant funds may be used for any of the following purposes directly related to completion of an eligible project, including but not limited to:</i>  <b>4. Equipment for food production and gardening: examples include costs for the rental or purchase of garden equipment and tools (wagons, tractors, rototiller, cultivator, greenhouses, etc.)</b></p>
<p>We are considering to have a group of subgrantees. One potential subgrantee is applying for the same opportunity but to conduct separate work on a different site from the one listed in our proposal. Do you know if this follows the opportunity’s terms and conditions? I didn’t see an explicit mention in the RFP.   Also, are there other restrictions or considerations we should keep in mind for our subgrantees?</p>	<p>As long as they are not a "co-applicant" it would be acceptable to have a subgrantee that is also an awardee, provided the projects do not overlap.</p>

<p>Could you please explain the expectations for awardees who are integrating a re-grant process? Specifically,</p> <ul style="list-style-type: none"> <li>• What forms of programmatic and financial documentation will be needed during the claims process?</li> <li>• Would an awardee of funds designated for a re-grant process need to implement an RFP process, or is it okay for our organization to designate in our application a specific recipient and purpose for these funds?</li> </ul>	<p>Re-granting would be categorized under the Contractual Services category of the awardee's contract with AGM. Payments made by the awardee must maintain the same standards of proof of payment by the sub-awardee on a reimbursement basis and be included in claims packages submitted to AGM.</p> <p>There is no specific process designated for re-granting of funds. Due to the limited time allotted in this program, designating the recipient and purpose for the funds would be acceptable.</p>
<p>In the RFP, it states that Indirect Costs are not eligible for funding, and all administrative costs must be itemized in the budget. Could you provide clarification on what this means? For example, would a percentage of office space rental payment or other such specific administrative costs need to be itemized specifically in the budget?</p>	<p>Correct, all indirect costs are ineligible. <b>RFP0318 Sections 4F:</b> <i>Grant funds may not be used for the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Indirect costs – all administrative costs associated with the project need to be itemized in the budget proposal.</i></li> </ul>