New York State Department of Agriculture and Markets
2025 Urban Farms & Community Gardens Grant Program
RFA 0344 Statewide Financial System Opportunity AGM-UFCG25

Project Narrative

Instructions: Please describe your project in 5 pages or fewer using the prompts below. All sections must be complete to be considered for funding. Please do not delete any text in the document. **Upload this document and letter of support as application attachments in SFS. Note: Only PDF format will be accepted.**

1. **Project Description**

    a. Provide a brief background on your organization and the community it serves.

    b. Describe the need for this project and how the proposed project activities will serve the intended beneficiaries.

    c. Clearly state the project goals and how they align with the grant program goal.

    d. This program requires at least one subaward to a community organization to support start-ups and capacity building. Please share your plans to re-grant funding.

2. **Project Team and Outside Support**

    a. Provide the names, titles, and backgrounds of the key members of your organization and their roles in the project.

    b. Describe the support for this project from the community and external partners.

c. Describe your organization's ability and capacity to manage a contract with NYS. Identify the primary contact for Department staff if the project is funded.

3. **Project Impact**

   a. Provide baseline metrics for measuring project impact and describe who will be responsible for monitoring project performance throughout the grant term.

   b. Clearly describe the project's intended short and long-term impacts.

   c. List other anticipated co-benefits of the project, including but not limited to environmental, personal development, and public health benefits.

   d. Describe how you will manage unexpected project challenges, such as delays and staffing changes.

4. **Project Sustainability**

   a. Provide a plan to sustain the project beyond the grant term to create a lasting impact on local food resiliency.