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

Questions & Answers Document
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Category	Question Received	Answer
General	Is the UFCG grant open to applicants outside of urban areas?	RFA 0344 Section Ia: The UFCG grant is open to any community garden, school garden, or farm project in the State of New York, no matter where you are located or what your size. Projects in rural, peri-urban, and urban areas are eligible.
General	Where can I find more information and the recording of the webinar?	Please visit: https://agriculture.ny.gov/rfa-0344-urban-farms-and-community-gardens-grant-program
General	What is the maximum award amount?	RFA 0344 Section Ib: The minimum grant award amount is $25,000, and the maximum award amount is $50,000.
General	Does the type of project affect the likelihood of receiving the grant award?	No, this is a non-competitive grant program. Please ensure your project aligns with the UFCG program goals. RFA 0344 Section IIIb: Qualifying projects will be awarded in the order of receipt of completed applications until the funding is exhausted.
General	Can AGM provide information to help potential applicants determine if they are located in a moderately to heavily populated area?	No. RFA 0344 Section Ia: The UFCG grant is open to any community garden, school garden, or farm project in the State of New York, no matter where you are located or what your size. Projects in rural, peri-urban, and urban areas are eligible.
Eligible Applicant	What types of organizations are eligible to apply?	RFA 0344 Section Ic: 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.
Eligible Applicant	Can for-profit organizations apply?	RFA 0344 Section Id: No, for-profit organizations can not apply.
Eligible Applicant	Is NYCHA eligible to apply?	RFA 0344 Section Ic: Yes, NYCHA is eligible to apply.

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

Eligible Applicant	Are parochial schools eligible to apply?	RFA 0344 Section Ic: Yes, as long as they are a not-for-profit.
Eligible Applicant	Are free community gardens eligible to apply?	RFA 0344 Section Ic: Yes, free community gardens are eligible to apply, as long as you meet the eligibility requirements.
Eligible Applicant	Is the YMCA eligible to apply?	RFA 0344 Section Ic: Yes, the YMCA is eligible to apply.
Eligible Applicant	Can individuals be involved in multiple projects supported by the UFCG grant program?	Yes, as long as project expenses and scopes of work are separate and distinct.
Eligible Applicant	Can a grantee without a 501(c)(3) status apply with a 501(c)(3) fiscal sponsor that doesn't have Worker's Comp or Disability Insurance policy?	Yes. The fiscal sponsor would need to secure an Exemption Certificate. Please note: The program manager will advise on required contracting paperwork should the project be awarded funding.
Eligible Applicant	Do fiscally sponsored organizations need to note somewhere in the application about this relationship?	RFA 0344 Section IVc1: Please describe the fiscal sponsorship relationship in the Project Narrative.
Eligible Applicant	Do fiscally sponsored organizations need to submit a letter from their fiscal sponsor?	RFA 0344 Section IVc2: No. However, this program does require one letter of support. The fiscal sponsor can be the organization that provides this letter.
Eligible Applicant	Can an applicant submit their own application, and also be a subcontractor on another organization's application?	RFA 0344 Section If: Yes, as long as projects and funding are separate and distinct.
Eligible Applicant	For organizations that are fiscally sponsored, who inputs the application into SFS?	RFA 0344 Section IIb: The fiscal sponsor needs to apply on behalf of the community organization. The fiscal sponsor will be responsible for securing and administering the grant funding, including the subaward, per the project eligibility guidelines.

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

Application Format	Can an applicant submit multiple applications?	RFA 0344 Section Ie: No, applicants may only submit one application.
Application Format	Can one application cover multiple projects or sites?	RFA 0344 Section Ie and If: An eligible applicant may only submit one grant application for one project. However, the project can include multiple sites or multiple project goals.
Application Format	What supporting documents are needed to complete the application?	RFA 0344 Section IV: A complete application includes being registered and pre-qualified in SFS, budget, scope of work, and required attachments (Project Narrative and Letter of Support).
Application Format	Is there a required format for the five-page narrative?	RFA 0344 Project Narrative: Applicants should follow the instructions on the Project Narrative. Documents should not exceed 5 pages using a standard 12pt font and 1-inch spacing. Please do not adjust the margins.
Application Format	Who should provide the letter of support?	RFA 0344 Section IVc2: The letter of support should come from a community partner who can validate the project's viability and impact.
Application Format	Would a superintendent of the school district be an applicable person to provide a letter of support?	RFA 0344 Section IVc2: Yes, a superintendent of the school district can provide a letter of support.
Application Format	Who do we contact if there are issues with SFS?	If you have issues with SFS, please contact them directly at: helpdesk@sfs.ny.gov
Application Format	We put in a request for our contact to be updated in SFS, and it's been pending for a few weeks. Who should we contact?	If you have issues with SFS, please contact them directly at: helpdesk@sfs.ny.gov
Application Format	What is the application process?	RFA 0344 Section II, III, and IV. For more information, please watch the informational webinar: https://agriculture.ny.gov/rfa-0344-urban-farms-and-community-gardens-grant-program

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

Application Format	With funding being allocated on a first come, first serve basis, are funds still available?	RFA 0344 Section IIIb: Yes, funding is still available for this grant.
Application Format	Would an applicant benefit from providing more than one letter of support?	No. This is a non-competitive grant program. A complete application only requires one letter of support.
Subaward	Is there a percentage of the budget or minimum/maximum requirement for the subaward?	There is no set monetary requirement for the subaward.
Subaward	What is a subaward? What is the purpose of a subaward?	A subaward is the direct donation of monetary value (cash, equipment, supplies, or staff labor) to an external community organization to support their work. Regranting through subawards maximizes the impact of the Urban Farms and Community Gardens grant funding across local food systems.
Subaward	What are examples of a subaward?	Examples of subawards may include, but are not limited to: 1. Providing an urban farm with a cash award or supplies (soil, lumber, small garden tools), 2. Saving or purchasing seed packets to distribute to school gardens, 3. Contracting with an outside organization to support the start-up costs of a new community garden.
Subaward	What is the definition of a community partner?	For the purposes of this grant application, a community partner is one whose organizational goals align with the UFCG grant program.
Subaward	Can subawards from different grants be given to the same organization?	Yes, as long as project expenses are separate and distinct.
Subaward	Can an applicant list another grant applicant as their subaward recipient?	Yes, as long as project expenses are separate and distinct.

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

Subaward	Can the subaward go towards multiple projects, school gardens, community organizations?	Yes, the subaward can be divided among multiple projects, school gardens, and community organizations. Please describe your subaward plans in the Project Narrative.
Subaward	Does the subaward have to be monetary or can it be in-kind donations (workshops, labor, time, food for community fridges)?	The subaward must be a direct donation of monetary value (cash, equipment, supplies, or staff labor). The sharing of expertise, including educational workshops, is encouraged, but does not qualify as a subaward. Food is not an eligible expense.
Subaward	Are not-for-profit organizations exempt from subawarding to other community groups?	RFA 0344 Section If: No, all eligible projects must have a subaward component.
Subaward	Can we provide a subaward to a working group of local residents who are not yet a 501(c)(3)?	Yes.
Subaward	What documents are required for tracking subaward funds?	RFA 0344 Section Vd: The applicant should keep a record of subawards through invoices, receipts, bank statements, etc. If awarded funding, the Program Manager can advise on the required documentation for submitting requests for reimbursement.
Subaward	If an organization is located in a rural area with limited community partner options or schools, is there another option for the subaward?	RFA 0344 Section If: No, all eligible projects must have a subaward component.
Subaward	Is a subaward required?	RFA 0344 Section If: Yes, a subaward is required.

Subaward	Qualifications of who could receive a subaward?	The subaward should be made to a community organization whose organizational goals align with the UFCG grant program.
Subaward	Does hiring contractors count as a subaward?	Yes, a contractor can be a subawardee if their services are being used to support the goals of an *external* community organization.
Subaward	Can a subaward be given to an individual?	Yes, an individual, such as a contractor, can be a subawardee if their services are being used to support the goals of an *external* community organization.
Subaward	Can a subaward be given to individuals working in the urban agriculture community in the form of mini-grants?	Subawards must directly support current or future projects related to the goals of the UFCG grant program. Subawards cannot be given as awards for previous work completed.
Subaward	Can the subaward be given to a public school?	Yes, the subaward can be given to a public school as long as it aligns with the goals of the UFCG grant program.
Subaward	Can the subaward be put towards starting a new group within the same organization?	No, the subaward must be distributed to an external organization. All projects and expenses must be kept separate and distinct.
Subaward	Does the subaward have to go towards another local farm or garden?	Yes, the subaward must be made to an *external* community partner.
Subaward	Does the subaward have to be a partner agency?	No, the subaward recipient does not have to be a formal partner.
Subaward	Can subawards be given to small businesses or for-profit organizations?	Yes, if the business supports the goals of the UFCG grant program and is providing equipment, supplies, or labor to an external community organization.
Subaward	Are there letters of support or other documentation that should be attached to identify subgrantees?	No. Please describe your plans to re-grant in the Project Narrative.

Subaward	Must the subawardee specifically be engaged in growing food?	No, but the work of the subawardee should align with the goals of the UFCG grant program.
Subaward	Can the subawardee share a portion of the lead applicant's land to expand the subawardee's capacity?	Yes. Please describe your plans to re-grant in the Project Narrative.
Eligible Expenses	Can the grant be used towards cannabis education, culinary, health, and wellness?	RFA 0344 1h: No, the grant funding cannot be used towards cannabis farming or educational programming.
Eligible Expenses	Is there a preferred balance for the use of funds into different categories, or is it okay to primarily fund one category?	RFA 0344 Section IVa: There is no preferred budget organization. Please design the budget to best meet the project goals. It is allowable to fund only one category, e.g., salary.
Eligible Expenses	Can the grant funding be used towards Renewable Energy and storage units?	RFA 0344 1a: Grant funding must *directly* support the goals of the grant program, which is to support food production, food safety, and food distribution. Applicants should justify the need for purchases in the budget narrative.
Eligible Expenses	Can the grant funding be used towards both contract work and educational programming?	RFA 0344 Ih: Yes, if contractual work and educational programming are both part of the grant contract and goals, then funding can be used towards both types of projects.
Eligible Expenses	Does a school tower garden count as a school garden?	RFA 0344 Ia: Yes, a school tower garden counts as a school garden, as long as the project establishes or expands a community garden, school garden, or urban farm, as per the program goals.
Eligible Expenses	Can the grant fund the purchase of plants, create walking paths, and build a sound barrier from the highway to create a food forest?	RFA 0344 1a: Grant funding must *directly* support the goals of the grant program, which is to support food production, food safety, and food distribution. Applicants should justify the need for purchases in the budget narrative.

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

Eligible Expenses	Can the grant be used towards pathway reconstruction, new fencing, topsoil, fabric, and gravel installation?	RFA 0344 1a: Grant funding must *directly* support the goals of the grant program, which is to support food production, food safety, and food distribution. Applicants should justify the need for purchases in the budget narrative.
Eligible Expenses	Can the grant be used towards new planters and sidewalk repair where a farmers' market and community fridge are located?	RFA 0344 1a: Grant funding must *directly* support the goals of the grant program, which is to support food production, food safety, and food distribution. Applicants should justify the need for purchases in the budget narrative. Sidewalk repairs are not an eligible expense.
Eligible Expenses	Can the fund be used towards creating a memory garden?	RFA 0344 1a: Grant funding must *directly* support the goals of the grant program, which is to support food production, food safety, and food distribution. Applicants should justify the need for purchases in the budget narrative.
Eligible Expenses	Can the grant funding be used towards trainings and a culminating celebration/recognition, complete with purchasing food and commemorative items?	RFA 0344 1a: Grant funding must *directly* support the goals of the grant program, which is to support food production, food safety, and food distribution. Applicants should justify the need for purchases in the budget narrative. Food and commemorative items are not eligible expenses.
Eligible Expenses	Are indoor farming and/or Hydroponics projects eligible?	RFA 0344 1a: Yes, indoor farming projects and hydroponics are eligible project expenses as long as they *directly* support the goals of the grant program, which is to support food production, food safety, and food distribution.
Eligible Expenses	Would the costs (equipment, labor, and supplies) for clearing of land and rehabilitation of soils from a historic fallow farm for creating farmland to establish urban agriculture for community benefits (as outlined in grant) be eligible?	RFA 0344 1a: Yes. Grant funding must *directly* support the goals of the grant program, which is to support food production, food safety, and food distribution. Applicants should justify the need for purchases in the budget narrative.

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

Eligible Expenses	If previous UFCG funds were used towards a specific community garden site, can the new award be used for a different project in the same garden?	Yes, as long as the project expenses and scopes of work are separate and distinct.
Eligible Expenses	Can UFCG funding be used for staff salaries to support a summer internship program where another municipal government funds the internships?	Yes, as long as the project expenses and scopes of work are separate and distinct.
Eligible Expenses	Does a community garden have to be publicly accessible? Would a garden inside a supportive housing building count as a ”community garden” if it is only available to the tenants of that building?	A garden that supports a particular population is an eligible project. Please describe this community and its needs in the Project Narrative.
Award Details	What does the reimbursement report look like?	RFA 0344 Vd: A reimbursement report template will be provided by the Department to generate the reports. The Program Manager will provide the template, and it will include such items as invoices, a list of itemized expenses, and backup documentation.
Award Details	How often are reimbursement requests expected?	RFA 0344 Vd: Reimbursement requests are quarterly.
Award Details	Can the awardee request reimbursement on an ongoing basis during the grant term, or does one need to wait for the completion of the project?	RFA 0344 Vd: Reimbursement requests are quarterly.

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

Award Details	Can changes be made to a contract budget if project needs change?	The Program Manager will advise on contract amendments should the project be awarded. Changes may require additional approvals and must remain within the eligibility limits of the RFA.
Award Details	Is it okay to complete a project in a 12-month span?	RFA 0344 1g: Projects can be completed in a 12-month period, as long as the scope of work is complete, and all contract objectives are met.
Other	Is there a specific MWBE goal that must be met? IF so, what is the goal amount? Is MWBE reporting required? Must applicants submit MWBE utilization forms and/or plans with their applications?	There are no MWBE goals associated with this grant program.
Other	Is there a specific SDVOB goal that must be met? If so, what is the goal amount? Is SDVOB reporting required of awardees? Must applicants submit SDVOD utilization forms and/or plans with their applications?	There are no SDVOB goals associated with this grant program.