

Mini-Grant Description 2018

The Health Care Foundation of Greater Kansas City in collaboration with Cultivate KC have a campaign to help Kansas City grow and access good food in city neighborhoods, with a strong focus on the communities with the least access and the most challenges to growing their own food.

Cultivate Kansas City is an organization that works to bring together a stronger, more sustainable local food system through Urban Agriculture by providing free technical assistance and support to urban farmers, community organizations and non-profits on how to grow and increase access to good food through community based food projects.

Our vision is a Kansas City metro where:

- People farm at home, in vacant lots, and at community sites
- Farmers are able to increase production to serve a wider community
- Growers have community based resources available that provide valuable farmer services
- Every resident has genuine access to locally grown foods through farmers' markets, on-site stands, food pantries, meal programs and other retail and free distribution sites

Through the generous funding of the Health Care Foundation of Greater Kansas City, we are also able to offer mini-grants in support of these activities.

Purpose of the mini-grants:

The purpose of the mini grants is to help get new farms started and to help existing farms expand their capacity to produce food for residents of Jackson County, MO, Kansas City, MO, and Wyandotte and Johnson counties in Kansas, particularly residents with limited access to fresh, locally grown food.

Grants are available to:

- 501c3 organizations or a project that has fiscal sponsorship of a 501c3
- Farmers selling produce
- Entrepreneurs looking to increase farmer services within a community
- Food distribution projects

In order for an urban farmer to be eligible, they must have:

- A state Retail Sales Tax License
- At least one full production season of documented sales of their farm products (can be proven through submitting a copy of the previous year's signed and submitted Federal Schedule F, or a year's worth of Kansas Retailer's Sales Tax Return ST-26 forms and/or Missouri Sales Tax Return, Form 53).

Cultivate Kansas City, Mini-Grants

If a farmer has been selling, but does not have one or either of these, please contact Katherine Kelly at katherine@cultivatekc.org. She will talk to you about what records you may have available to document your previous sales.

If you do not currently have sponsorship of a 501c3, please contact Katherine Kelly at 913-515-2426 or katherine@cultivatekc.org and we may be able to work with you to find a sponsor.

Timeline:

Mini-Grant Workshop	Location
September 18, 2017 6:00 p.m.	Gibbs Road Farm, 4223 Gibbs Road, Kansas City, KS
Deadline for application	Decision and award letters received
January 15, 2018 by 5 p.m. CST by email	February 16, 2018
Contract Signing and Collection Period	Checks Issued target date
February 17-28, 2018	March 1 st , 2018

Grant application process:

Please plan to attend the Mini-Grant Workshop on Monday, September 18 at 6:00 pm. We will go over important components of the application process, as well as have a chance to discuss project ideas. If you are unable to make it, please use the mini-grant application and excel spreadsheet budget form to apply for a grant. Download the forms to your computer from the Cultivate KC website, complete the forms, save them to your computer as the name of your project, and then attach the application, budget, and required documents and submit via e-mail to claire@cultivatekc.org by the application deadline.

Amount Available:

Up to \$20,000 will be distributed over the grant cycle. The maximum grant size is \$3,000, with the expectation that actual grant awards may range between \$500 and \$3,000, depending on the project.

Cooperative proposals with more than one farmer will be considered; the funds available will be up to \$3,000 per farmer. This is a one-time only award, so please seriously consider your plans for development.

Funds may be requested for:

- Start-up and expansion costs for urban farms, such as compost, fencing, tillage services
- Projects that represent a new product or service farms would like to offer to their costumers
- Up to 40% maybe used for paying stipends, wages, or fees. If funds are requested to pay people, you will need to address if and how those positions will continue after the grant funds are used.
- Infrastructure: In order for grant requests for structures such as small greenhouses to be considered; the grower must document that the structure will comply with applicable building codes.
- Marketing for local food distribution projects
- Projects that will increase farmer services such as: community greenhouses, composting projects, equipment rentals, and farmer co-ops

We may suggest a modification of your budget based on reviewer feedback. Projects that include funding from other sources are welcome.

Grant restrictions:

- Funds may be used only for projects/farms that raise food (vegetables, fruits, dairy, meat or other edible farm product) in Kansas City, MO, Jackson county, MO, and Wyandotte and Johnson counties in Kansas, for consumption by residents in those counties.
- Priority will be given to growers serving low-income communities and people with limited healthy food options.
- Funds will only be made available to projects that are not eligible for other urban agriculture grants or matching programs. If you are unsure of your best option, please contact Katherine at katherine@cultivatekc.org and she can help you determine the best source of funding for your
- An organization or farmer can receive only ONE grant

Grant review process:

Applications will be reviewed and awarded by a five member peer review committee that includes at least 2 growers (farmers, community or home gardeners), one individual with formal grantmaking/philanthropic experience, one person with experience as a leader and organizer in grass-roots communities, and no more than one member of the management committee of the Cultivate Kansas City team.

If you have previously applied to a Get Farming KC Mini-Grant and your proposal was not funded, you may be eligible to reapply after consultation with a Cultivate KC team member.

We strongly encourage working with a Cultivate Kansas City team member in advance of submitting the proposal. The team members' primary role in the grant making process is to help you develop the best possible project and the best possible grant application, and then to let the review committee objectively evaluate. Please keep in mind that if a grant review committee member has worked with you on your proposal or project, they will recuse themselves from discussion of your application. Please contact 913-713-9264 or claire@cultivatekc.org for technical assistance. Please give us as much advance notice as possible; Claire, our farm and food project developer is part-time!

If a grant is awarded, you will need to:

1. **Immediately upon notification of award:**
Sign a grant agreement stating that you will use the grant funds as presented in the budget. Funds must be spent within 12 months of the grant agreement signing.
2. **Between 4 and 6 months of the grant being awarded:**
Meet with a member of the Get Growing Team at your farm/garden. (We also strongly encourage that you use the Get Growing team members for additional technical assistance and support during your implementation of the funded project.)
3. **Submit a final report and pictures of the results of the grants:**

The final report is due within 14 months of the grant agreement signing. The final report will consist of:

- a. A narrative answering these questions:
 - i. Tell us how you implemented the funded project.
 - ii. Were there any significant changes to your plan?
 - iii. How did the funded project increase the supply of locally grown food available to people with limited resources and fresh food access?
 - iv. What are your future plans for use of the capital investments you purchased under the grant?
- b. A financial report of actual expenditures and any other related income.
- c. Photos of your work under this project.