



STATE OF MISSOURI
 DEPARTMENT OF AGRICULTURE
 AG BUSINESS DEVELOPMENT DIVISION

FY23 FOOD INSECURE URBAN AGRICULTURE MATCHING GRANT APPLICATION
Grant funds are provided as reimbursement only.

REQUESTED BY			
NAME OF APPLICANT			
CONTACT			AMOUNT REQUESTED
MAILING ADDRESS			
CITY	STATE	ZIP CODE	COUNTY
PHONE	EMAIL ADDRESS		

SELECTION CRITERIA FOR FOOD INSECURE URBAN AGRICULTURE MATCHING GRANT PROGRAM APPLICATIONS

Grant Size: Up to \$50,000 will be reimbursed per approved project.

Applications Due: **August 31, 2022**

Award Date: Anticipated September 2022

Project Completion: On or before **April 1, 2023**

Inspection Date: Completed by **May 1, 2023** – Projects must be complete or near completion at the time of inspection.

Purpose: To support farmers’ markets, apiary programs, and other economic development initiatives that work to reduce food insecurity in urbanized areas. To increase food production and availability within urbanized areas through the development of production infrastructure, direct distribution venues and reconstruction of product facilities. Projects must demonstrate growth of local economic communities, increase the availability of food to local residents and enhance already established areas within a community.

Reports Due:

- 1.) A detailed list of costs for supplies (equipment, materials, etc.), including zero balance statements for each, must be completed and submitted by **November 30, 2022**.
- 2.) A final reimbursement request, including any additional costs, is required with the final report by **April 1, 2023**. This final report must include the activities and project goals completed in detail.
- 3.) A follow-up report will be required one year after project is completed.

SCORING CRITERIA (100 Points Possible)

Eligibility: Projects must reside within one of the following urbanized areas, as designated by the Missouri Census Data Center: Cape Girardeau, Columbia, Jefferson City, Joplin, Kansas City, Lee’s Summit, Springfield, St. Joseph and St. Louis areas.

To determine if your project falls within one of these areas, please visit <http://mcdc.missouri.edu/applications/geocodes/?state=29> to find the list of *Missouri Urban Clusters*.

Credibility and Merit: Project principles must be able to demonstrate the capability and qualifications to deliver the desired results and implement the proposed actions. In cases where delivery is dependent upon volunteers or consumers, commitment and demand must be demonstrated. Measureable outcomes should be included. *(30 Points Possible)*

Organizations must be in good standing with the Missouri Secretary of State’s office. www.sos.mo.gov

Impact Potential: Projects must clearly define the scope, purpose and impact on food insecurity in the local urbanized area and be able to demonstrate an immediate need and lack of existing service or resource availability.

Projects should quantify the number of persons directly impacted, including: producers and/or processors, consumers, and the size of the neighborhood or community where the project will be located. *(30 Points Possible)*

Matching Funds: Projects must meet a minimum \$0.25:\$1 match. Matching funds can be cash and in-kind (including salaries). A cash match must be equal to or greater than 50% of the total match for eligibility. Only receipts within the grant period will be accepted. *(10 Points Possible)*

Timeliness: Projects must demonstrate a reasonable and feasible work plan and time for delivery. Projects will be graded on the immediacy of impact within the local urbanized food insecure area. *(10 Points Possible)*

Partner Support: Projects must show matching partner support through letters of commitment that define the kind and type of support planned. *(20 Points Possible)*

PROJECT TITLE: (20 Word Limit) 200 characters

EXECUTIVE SUMMARY: (200 Word Limit) 1,800 characters

I. PROJECT DESCRIPTION (As it directly impacts food insecure areas): (500 Word Limit) 4,000 characters

IV. LIST ANY OTHER ORGANIZATIONS PARTICIPATING IN OR PROVIDING MATCHING FUNDS TO THE PROJECT, THEIR ROLES IN THE PROJECT AND CONTACT INFORMATION:

Letters of support must be included with the application.

PROGRAM SPECIFICATIONS

- A selection committee will determine grant recipients.
- The selection committee will select recipients based upon information provided on this application.
- Anticipated award date: **September 2022.**

Completed FY23 Food Insecure Urban Agriculture Matching Grant applications should be forwarded to the following address:

Missouri Department of Agriculture – Food Insecure Urban Agriculture Matching Grants
Ag Business Development
Attn: Whitney Williams
P.O. Box 630
Jefferson City, MO 65102
Email: Grants@mda.mo.gov

Applications may be obtained by calling 866-466-8283 or by visiting our website at <https://agriculture.mo.gov/>.
Hearing impaired Missourians may contact the Department through Relay Missouri: 1-800-735-2966 (TT/TDD).

APPLICANT SIGNATURE

By signing this document, the following are understood by the applicant:

- Signing this document does not constitute an approved grant by the Missouri Department of Agriculture.
- The information provided is true and correct to the applicant’s understanding.
- Awardees **MUST** attend grant overview training provided by MDA staff.
- Grant funds are provided as **reimbursement** only. **Zero balance statements are required for reimbursement.**
- Successful applicants must complete the project phases detailed in the application and submit all zero balance statements by **November 30, 2022** and final reports by **April 1, 2023**.
- **Documentation requirements include:**
 - Final report detailing the activities and project goals completed.
 - All zero balance statements/detailed receipts.
 - Proof of matching funds, which may include zero balance statement(s) or letter(s) detailing the provided match.
 - Matching funds must equal a \$0.25:1 match to the grant funds requested for reimbursement. Matching funds can be cash match and in-kind match, however, cash match must be equal to or greater than 50% of the total match provided.
 - E-verify – Organizations who employ individuals outside of their family members should be enrolled in E-verify. This is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. Must provide MDA with the MOU issued from www.e-verify.gov.
 - Tax Clearance or Certificate of No Tax Due – Entities receiving grant funding must not owe back taxes. At the time of application, submit a Certificate of No Tax Due, provided by the Missouri Department of Revenue. To receive a Certificate of No Tax Due, submit a Form 943 to Missouri DOR. For more information, visit <https://dor.mo.gov/business/sales/notaxdue/>.
 - Prior to award reimbursement, the applicant must register as a vendor with the State of Missouri through the MissouriBUYS website. To register, visit <https://missouribuys.mo.gov/>.
- The project described in the application must be completed and ready for inspection by MDA staff no later than **April 1, 2023**.
- Reimbursements will only be completed once all required documentation has been received and a site inspection has been completed by MDA staff. Site inspections will be completed by **May 1, 2023**.
- Failure to submit the required documentation by the dates provided will result in the forfeiture of funds.
- Budget items may only be reimbursed by a single Missouri Department of Agriculture financial award.

Budget Personnel Signature

Date

Secondary Signature

Date