



STATE OF MISSOURI
DEPARTMENT OF AGRICULTURE
AG BUSINESS DEVELOPMENT DIVISION

FY24 URBAN AGRICULTURE COST-SHARE GRANT PROGRAM – APPLICATION

(Due September 15, 2023)

APPLICANT INFO:			
NAME OF BUSSINESS OR INDIVIDUAL (financially responsible for project):			
PROJECT TITLE: (10 words max)			
CONTACT PERSON:		REQUESTED AMOUNT:	
MAILING ADDRESS			
CITY	STATE	ZIP CODE	COUNTY
PHYSICAL ADDRESS (if different from mailing)			
CITY	STATE	ZIP CODE	
PHONE	EMAIL ADDRESS		
GRANT DETAILS:			
<p>Purpose: To provide individuals, groups of individuals, organizations or businesses reimbursement for 75% of eligible expenses for projects that assist small agribusinesses within Missouri’s urban areas. <i>Projects must reside within an urban area as defined by the U.S. Census Bureau.</i></p> <p>Award Amount: 75% of total project expense, up to \$10,000.</p> <p>Application Deadline: September 15, 2023</p> <p>Award Date: Mid-October 2023</p> <p>Reports Due: 1.) Reimbursement Request Form due February 29, 2024. 2.) Final report due by April 30, 2024</p> <p>Inspection Deadline: May 31, 2024 – Projects must be complete or near completion at the time of inspection.</p> <p>Please review the Urban Agriculture Cost-Share Grant Program Guidelines, located on our website, for full program details including eligibility, restrictions, timeline, and project examples.</p>			
SCORING CRITERIA: (100 Points Possible)			
<p>Credibility and Merit: (30 Points Possible) Projects should meet the intent of the grant, offering a clear scope of work that addresses urban agriculture. Applicants should show previous history of related projects, with a foundation of business that will allow for the completion of the project. In cases where delivery is dependent upon volunteers or consumers, commitment and demand must be demonstrated.</p> <p>Impact Potential: (40 Points Possible) Projects must clearly define the impact to urban areas and be able to demonstrate workforce development or promote agriculture in urban areas. Projects should quantify the number of persons directly impacted including: producers, consumers and the size of the neighborhood or community the project will serve.</p> <p>Timeliness: (20 Points Possible) Projects must demonstrate a clear timeline and feasible work plan and time for completion. Projects will be evaluated on the immediacy of impact to food insecure urban areas.</p> <p>Partner Support: (10 Points Possible) Projects must show community support through a minimum of 2 letters of recommendation defining reasons the applicant should receive funding.</p>			

RELATED HISTORY:

In 500 words or less, give a brief description of previously completed projects, including execution details, support, and success metrics.

PROJECT DESCRIPTION AND IMPACT POTENTIAL:

In 500 words or less, provide a brief summary of the project and the anticipated impact potential within the urban area.

WORK PLAN: In 250 words or less, give a description of the work plan, including timeline, and specific use of grant funds.

BUDGET SUMMARY:

In the table provided, please list item(s) in each category that will be purchased to accomplish this project along with the approximate cost. See *Grant Guidelines* for examples of eligible and ineligible items.

BUDGET ITEM	COST
GARDEN & GREENHOUSE SUPPLIES (soil, fertilizer, plants, seeds, shovels, rakes, landscape fabric, mulch, fans, temp control unit, garden tables, etc.)	
CONSTRUCTION MATERIALS (lumber, concrete, plumbing, electric, greenhouse kit, etc.)	
KITCHEN EQUIPMENT/SUPPLIES (industrial kitchen equipment, processing tables, sealer, bottler, cooler/freezer, etc.)	
MISCELANIOUS ITEMS (any items that do not fit in the categories above)	
CONTRACTED WORK	
TOTAL COST:	

Budget items may only be reimbursed by a single Missouri Department of Agriculture financial award.

LETTERS OF RECOMMENDATION: Please provide at least 2 letters of recommendation with this application and list them below.

1. _____
Name Title and Organization
2. _____
Name Title and Organization

ACKNOWLEDGEMENTS:

Awarded applicants will be notified within 30 days of the grant application deadline.

Grantees will be responsible for meeting ALL of the following requirements by **April 30, 2024**:

Required Registration:

1. Grantee must be registered to do business in Missouri and be in good standing with the Secretary of State, if applicable. Visit sos.mo.gov for more information.
2. Grantee shall complete and submit Form 943 to obtain a tax clearance certificate (valid for 90 days) from the Missouri Department of Revenue for each owner and the business. For more info, visit <https://dor.mo.gov/business/sales/notaxdue/>.
3. Grantee shall provide an MOU issued from e-verify.gov as proof of enrollment in E-Verify.
4. Grantee must register as a vendor with the State of Missouri through the [MissouriBUYS](https://missouriBuys.com) web portal and be in "Approved" status.

Reimbursements will be made once ALL requirements have been met and an inspection has been completed by MDA staff.

APPLICATION SUBMISSION:

To be considered for FY24 funding, MDA must receive your application no later than **September 15, 2023 at 11:59 p.m.** Late or incomplete applications will not be considered for funding.

Application should be submitted to the following:

Missouri Department of Agriculture
ABD – Urban Ag Grant
P.O. Box 630
Jefferson City, MO 65102
Email: Grants@mda.mo.gov

By signing below, the applicant declares the information provided in this Grant Application is true and correct to the applicant's understanding. *Two different signatures are required.*

Applicant Signature Date

Applicant Signature Date