

**Agricultural Marketing and Development Division     MDA Grants Line: 651-201-6500**

**Good Food Access Program Equipment and Physical Improvement Grant     2017 Request for Proposals**

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All proposals must be received by the Minnesota Department of Agriculture (MDA) no later than 4:00 pm CST on April 19, 2017.

Grant applications are submitted through our online system. The application is accessed through a link on the MDA Good Food Access Program (GFAP) website at [www.mda.state.mn.us/grants/grants/gfapequipmentgrant.aspx](http://www.mda.state.mn.us/grants/grants/gfapequipmentgrant.aspx).

If you cannot apply using this process, you may submit an application by email.

The MDA anticipates awarding up to \$225,000 in total through the GFAP. Of that amount, approximately \$150,000 will be invested through the GFAP Equipment and Physical Improvement Grant, and approximately \$75,000 through the GFAP Technical Assistance Grant. MDA anticipates releasing the GFAP Technical Assistance Grant Request for Proposals in late spring 2017.

Grant funds are for equipment purchases and physical improvement projects. The maximum award is \$50,000 and the minimum award is \$2,500.

For more information on the GFAP Technical Assistance Grant as it becomes available, visit [www.mda.state.mn.us/grants/grants/gfapequipmentgrant.aspx](http://www.mda.state.mn.us/grants/grants/gfapequipmentgrant.aspx)

For questions about the grant program or completing the application, please contact:

**Ashley Bress**  
**Ashley.Bress@state.mn.us** | 651-201-6648  
 Minnesota Department of Agriculture, Marketing and Development Division  
 625 Robert Street North, St Paul, MN 55155  
 MDA Grant Line: 651-201-6500

## Background and Program Goals

The Good Food Access Program (GFAP) was established to increase the availability of and access to affordable, nutritious, and culturally appropriate food, including fresh fruits and vegetables, for underserved communities in low-income and moderate-income areas. These goals will be accomplished by providing financial and technical support and supporting sustainable public-private projects to open, renovate, or expand the operations of grocery stores and small food retailers; expanding access to credit and reducing barriers to investment in underserved communities in low- and moderate-income areas; and to provide technical assistance, primarily for small food retailers with demonstrated need.

The goal of the GFAP Equipment and Physical Improvement Grant is to increase sales of affordable, nutritious, and culturally appropriate foods to underserved communities, thereby increasing consumption of such foods by residents in the identified communities. The MDA is providing competitive grants to stimulate the sales of such foods to consumers by assisting grocery stores and small food retailers in making physical improvements and purchasing equipment.

The GFAP Advisory Committee advises the Commissioner of Agriculture on managing the program, establishing program criteria, establishing project eligibility guidelines, establishing application processes and additional selection criteria, establishing annual monitoring and accountability mechanisms, facilitating leverage of additional public and private investments, and promoting the program statewide. The MDA drafted this RFP in cooperation with the GFAP Advisory Committee.

## Eligible Applicants

- For-profit and not-for-profit grocery stores and small food retailers engaged in the sale of nutritious and culturally appropriate foods, including fresh fruits and vegetables, located in an underserved community or serve primarily underserved communities in low-income and moderate-income areas. See DEFINITIONS (page X) for details.
- Multi-site proposals are encouraged. It is not imperative that a final list of sites be predetermined; however, all sites receiving benefit under this program must meet all requirements and be pre-approved by the MDA.
- Organizations may apply on behalf of and act as fiscal agents for other eligible applicants.
- All applicants must be in good standing with the State of Minnesota (no back taxes owed, no defaults on Minnesota State-backed financing for the last 7 years, acceptable performance on past MDA grants, and in compliance with current State regulations).
- Eligible organizations serving sovereign nations are eligible and encouraged to apply.

If submitting a proposal on behalf of one or more eligible organization, the applicant must:

- Provide letters of support from the eligible entities that they represent that clearly describes the benefit of the grant project to their organization.
- Clearly identify these eligible entities and focus the application on their business.

Retailers receiving equipment or making physical improvements under this RFP must agree with the following conditions for a period of at least five years:

- Accept Supplemental Nutrition Assistance Program (SNAP) benefits;
- Apply to accept Special Supplemental Nutrition Assistance Program for Women, Infants, and Children (WIC) benefits, and if approved accept WIC benefits;
- Comply with all data collection and reporting requirements established by the commissioner;
- Promote the hiring, training, and retention of local or regional residents from low-income and moderate-income areas that reflect area demographics, including communities of color; and
- Except for small food retailers, as defined, allocate at least 30 percent of retail food space for the sale of affordable, nutritious, and culturally appropriate foods, including fruits and vegetables, low-fat and nonfat dairy, fortified dairy substitute beverages such as soy-based or nut-based dairy substitute beverages, whole grain-rich staple foods, meats, poultry, fish, seafood, and other proteins, consistent with nutrition standards in national guidelines described in the current United States Dietary Guidelines for Americans.

Organizations applying on behalf of eligible applicants, must receive written assurance from subawardees that they will comply with these stipulations prior to receiving equipment or physical improvements under this grant. These assurances must be sent to the MDA prior to site approval; the MDA will confirm SNAP and WIC requirements with the appropriate implementing organization.

School districts that purchase processing equipment to increase purchasing of locally produced food are not eligible for a grant under this proposal but are eligible for our AGRI Farm to School grant. Please contact Ashley Bress at **Ashley.Bress@state.mn.us** or 651-201-6648 for information about our AGRI Farm to School Grant.

Food hubs and other organizations involved in alternative methods of distribution that are interested in purchasing equipment for the non-retail portion of their operation should not apply for such equipment under this grant. Those projects are eligible for the AGRI Food Hub Grant. Please contact Ashley Bress at **Ashley.Bress@state.mn.us** or 651-201-6648 for information about our AGRI Food Hub Grant.

Individuals (farmers) or businesses, agricultural cooperatives, local government entities that are significantly focused on the processing of Minnesota agricultural commodities are encouraged to apply to AGRI Value Added Grant Program. Please contact Ann Kuzj at **Ann.Kuzj@state.mn.us** or 651.201.6028 for more information on our AGRI Value Added Grant.

Note: MDA employees and their spouses are not eligible for this grant.

## Eligible Locations

Projects must be located in census tracts designed as Food Deserts or as low- or moderate-income. Follow these steps to determine if your project is in an eligible area:

Determine the location's census tract by:

- Visiting the American FactFinder website at **<https://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t>**.
- Selecting the blue "Geographies" rectangle on the left-hand side of the page.
- Selecting the "Address" tab and enter your address after the Geographies box pops up. Press Go.
- Under "Geography Name" your census tract number will be listed.

Open the Good Food Access Eligible Areas file on the GFAP website at **[www.mda.state.mn.us/grants/grants/gfapequipmentgrant.aspx](http://www.mda.state.mn.us/grants/grants/gfapequipmentgrant.aspx)**. Use Control+F or the "Find & Select" button to search for your census tract number. If the census tract is on the file, your location is eligible based on its designation as a Food Desert or Low- or Moderate-Income area.

If you do not find your census tract number within the Eligible Areas, you may check the Ineligible Areas file to confirm that the location is not eligible for this program.

## Eligible Grant Projects and Expenses

Eligible grant projects are the purchase and installation of equipment and the costs incurred to make physical improvements. Up to 100% of the total project cost may be reimbursed with grant funds, with a maximum grant award of \$50,000 and a minimum grant award of \$2,500. Applicants may request up to 50% of the award as an advance; all other amounts will be reimbursed after the project is completed to the State's satisfaction.

All expenses must be incurred after notification of award (approximately eight weeks after the RFP closes) and must be paid for on or before September 30, 2018.

To be eligible, the project needs to be used to increase the availability of and access to affordable, nutritious, and culturally appropriate food, including fresh fruits and vegetables for underserved communities and in low- or moderate-income areas.

Potential projects may include, but are not limited to, retail display coolers and freezers, storage coolers and freezers, shelving, mobile food trucks, permanent infrastructure at farmers markets, architectural work, and costs associated with the installation of equipment of physical improvements. Other ideas may be proposed.

### Ineligible Expenses

- Operating costs
- Costs incurred prior to notification of award
- Training and workshop fees
- Advertising and public relations

- Bad debts - Including uncollectible accounts and other claims, related collection costs, and related legal costs
- Donated or volunteer (in-kind) services. While these may be furnished to an applicant by professional and technical personnel, consultants, and other skilled and unskilled labor, the value of these services is not reimbursable either as a direct or indirect cost
- Donations, in kind contributions, including property, and services, made by the applicant, regardless of the recipient
- Entertainment, amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, alcohol and gratuities)
- Fines, penalties and other settlement expense resulting from violations (or alleged violations) of, or failure of the applicant to comply with, Federal, State, local, or Indian tribal laws and regulations
- Fundraising including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions regardless of the purpose for which the funds will be used
- Indirect costs (expenses of doing business that are not readily identified within the project, but are necessary for the general operation of the organization and the implementation of proposal related activities)
- Investment management costs, including costs of investment counsel and staff, and similar expenses incurred to enhance income from investments
- Land and building purchases
- Lobbying - including costs of membership in organizations substantially engaged in lobbying
- Political activities

## Definitions

**Farmers' Market:** an association of three or more persons who assemble at a defined location that is open to the public for the purpose of selling directly to the consumer the products of a farm or garden occupied and cultivated by the person selling the product.

**Food Hub:** a centrally located facility with a business management structure that facilitates the aggregation, storage, processing, distribution, marketing, and sale of locally or regionally produced food products, and which may include a small-scale retail grocery operation.

**Grocery Store:** a for-profit, not-for-profit, or cooperative self-service retail establishment that sells primarily meat, fish, seafood, fruits, vegetables, dry groceries, and dairy products and may also sell household products, sundries, and other products. It includes a supermarket or large-, mid-, or small-scale retail grocery establishment and may include a mobile food market or a delivery service operation.

**Mobile Food Market:** a self-contained for-profit, not-for-profit, or cooperative retail grocery operation located in a movable new or renovated truck, bus, or other vehicle that is used to store, prepare, display, and sell primarily meat, fish, seafood, fruits, vegetables, dry groceries, and dairy products and may also be used to sell a nominal supply of cooking utensils and equipment and other household products and sundries.

**Small Food Retailer:** a small-scale retail food outlet, other than grocery store, as defined. It includes, but is not limited to, a corner store, convenience store, farmers' market, mobile food market, and a retail food outlet operated by an emergency food program or food hub.

## Review Process

Proposals submitted will be screened by the MDA staff for applicant and project eligibility. Ineligible project items will be noted for the reviewers. Proposals submitted by ineligible applicants will not be forwarded to reviewers.

Applicants not currently accepting SNAP and/or WIC will be forwarded for review; however, awards will not be made until confirmation of participation and/or application is received by the MDA.

Eligible proposals will be reviewed by a committee composed of MDA staff and external reviewers using the Evaluation Profile found on page 7. Reviewers may recommend the partial funding of a project. The review committee's recommendations are forwarded to the Commissioner of Agriculture. The review committee and Commissioner may use rural/urban and geographic diversity when making their recommendations and decisions.

The MDA anticipates awarding up to \$225,000 in response to proposals accepted under this RFP and the GFAP Technical Assistance Grant. Approximately \$75,000 will be reserved for technical assistance grants.

Applicants, both successful and unsuccessful, will be notified in writing approximately six to eight weeks following the proposal deadline. Unsuccessful applicants may receive reviewer comments upon request.

If your application is not funded, it will not be carried forward for consideration in the next round if available. You may revise and submit a new application for consideration during the next round of funding if available.

## **Grantee Responsibilities and Record Keeping**

### **Grant Award Agreement and Payment**

Upon approval of an application and prior to beginning work on the GFAP Equipment and Physical Improvement Grant and receiving reimbursements, the applicant is required to do the following:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the State's accounting system.
- Complete a Revenue 185 form that allows the MDA to check for state tax status.
- If the award is \$25,000 or more, submit a financial statement such as an internal balance sheet, a recent certified financial audit, or an IRS Form 990.
- Sign a Grant Award Agreement indicating their intention to complete the proposed tasks. The agreement also authorizes the MDA to monitor the progress of the project.

Grant Award Agreements must be signed by the applicant's Authorized Representative and returned to the MDA within 60 days of receipt. Failure to submit the signed agreement may result in loss of the grant award.

To receive grant payments, grantees must provide a progress report, proof that grant project work has been done by submitting details of each purchase on receipts or invoices, and proof that the vendors have been paid. Upon completion of the grant project, submission and approval of a final progress report will be required to receive the final payment. The MDA will also perform monitoring visits of all grantees with awards of at least \$25,000 before a final payment is approved; other grantees may receive monitoring visits at the discretion of the MDA. Follow-up surveys are required to help us determine the long-term impacts of the grant.

### **Reporting Requirements**

Follow-up surveys are needed to help us determine the long-term impacts of the grant program and to comply with statutory requirements. Grantees are required to complete periodic follow-up surveys for up to five years after they have received their award.

At minimum, surveys will include questions about leveraged funding, amounts of sales via the Supplemental Nutrition Assistance Program (SNAP) and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), retail square footage, sales of fresh fruits and vegetables, and job creation. Dollar amounts of sales via the Supplemental Nutrition Assistance Program (SNAP) and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) may be requested directly from implementing agencies.

The MDA reserves the right to modify reporting requirements during the course of the project. Information submitted in any report is a public record. If the grant recipient considers any information in the report to be trade-secret protected, the grant recipient may request that trade-secret information be kept confidential and must specifically label that information. The MDA shall notify the grant recipient if a public records request is made for the information claimed as protected by the grant recipient.

## **Data Collection**

The data collected from this proposal will only be used in support of the 2017 GFAP Equipment and Physical Improvement Grant unless you provide consent to use the data for other GFAP related activities. You are not required to provide the MDA with the data requested in this grant proposal application; however, failure to do so will result in the MDA's inability to process your 2017 GFAP Equipment and Physical Improvement Grant proposal.

While the proposals are being received and reviewed, only people with a need to access your data in support of your 2017 GFAP Equipment and Physical Improvement Grant proposal will have the authority to access the data you provide here unless you give the MDA informed consent to release the data, a court orders the release of the data, or a legislative auditor requests to review the data.

After all the proposals have been reviewed and the grantees determined, all the information in the proposal will become public data unless otherwise protected by law.

## **Proposal Instructions**

### **Assistance and Support**

Applicants may submit questions regarding the RFP to Ashley Bress using the contact information below. Responses to all questions will be posted in the GFAP website at [www.mda.state.mn.us/grants/grants/gfapequipmentgrant.aspx](http://www.mda.state.mn.us/grants/grants/gfapequipmentgrant.aspx).

Some members of the Good Food Access Program Advisory Committee have offered to provide assistance to applicants. A list of these members and their expertise is available on the GFAP website.

Sample applications may be posted on the GFAP website.

### **Submission Procedures**

All proposals must be received by the MDA no later than 4:00 pm CST on April 19, 2017.

Grant applications are submitted through our online system. The application is accessed through a link on GFAP website at [www.mda.state.mn.us/grants/grants/gfapequipmentgrant.aspx](http://www.mda.state.mn.us/grants/grants/gfapequipmentgrant.aspx).

If you cannot apply using this process, you may submit an application by email. The MDA is not responsible for problems resulting in the MDA not receiving a proposal on time. It is the responsibility of the responder to ensure that any email submittals are received by the MDA before the deadline.

Answer all questions completely within the specified character or page limits. Use 12 point font, single spaces, within one inch page margins.

### **Contact Information**

All proposals will receive confirmation of receipt via email within one week. If you have questions concerning the proposal process, please email **Ashley Bress** (See page 1 for contact information).

**Marketing and Development Division** MDA Grants Line: 651-201-6500

**Evaluation Profile** *for Good Food Access Program Equipment and Physical Improvement Grant*

<b>Criteria</b>	<b>Maximum Score</b>
Demonstrates a viable plan for long-term sustainability, including the ability to increase the availability of and access to affordable, nutritious, and culturally appropriate food, including fresh fruits and vegetables, for underserved communities in low-income and moderate-income areas	20
Demonstrates the capacity to successfully implement the project	15
Demonstrates community engagement in and support for the project	10
Demonstrates commitment to participate in state and local initiatives to educate consumers on nutrition and promote healthy eating and healthy weight	5
Demonstrates that the project will have positive economic and health impacts on underserved communities, including creation and retention of jobs for local or regional residents from low-income and moderate-income areas that reflect the area demographics, including communities of color	10
Demonstrates that the project requires an investment of public support to move forward, build capacity, create community impact, or be competitive	10
<p>Work Plan</p> <ul style="list-style-type: none"> <li>• Work plan is thorough and realistic.</li> <li>• All required deliverables will be started after notification of the award and completed by September 30, 2018.</li> <li>• A detailed description of each step of the grant project including estimated dates is provided.</li> </ul>	10
<p>Budget and Cash Match</p> <ul style="list-style-type: none"> <li>• Budget table and budget narrative are consistent.</li> <li>• Budget narrative clearly details all project costs.</li> <li>• Budget narrative clearly explains source and amount of applicant's funds (cash match).</li> <li>• Budget is cost effective and appropriate amounts are backed by quotes or other sources.</li> </ul>	15
Demonstrates commitment to increasing sales from Minnesota agricultural producers	5

**Marketing and Development Division** MDA Grants Line: 651-201-6500**GFAP Equipment and Physical Improvement Grant Proposal** (p. 1 of 6)**Applicant Information**

Name of Applicant and Contact Person \_\_\_\_\_

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email \_\_\_\_\_

State House District(s) Served by Project \_\_\_\_\_

(This information can be found at [www.leg.state.mn.us/leg/districtfinder.aspx](http://www.leg.state.mn.us/leg/districtfinder.aspx).)

Does your business have a parent company? Yes No

**If yes**, please identify the company name and address.

Name of Business \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Eligibility****Please answer each of the following questions. You must respond "Yes" to at least one of the first two questions to be eligible to apply for this grant.**

1. Applicant is a Minnesota grocery store or small food retailer engaged in the sale of nutritious and culturally appropriate foods. Yes No
2. Applicant is applying on behalf of one more eligible applicants. Yes No
3. I have the authority to apply for this grant based on my relationship with the Applicant Organization. Yes No
4. I agree that no work has started on the proposed project nor will start until notified of award. Yes No
5. I am in good standing with the State of Minnesota (no back taxes owed, no defaults on Minnesota State backed financing for the last seven years, in compliance with current State regulations, and acceptable performance on past MDA grants). Yes No



**Marketing and Development Division** MDA Grants Line: 651-201-6500**GFAP Equipment and Physical Improvement Grant Proposal** (p. 2 of 6)

Do you agree to comply with the following conditions for a period of at least five years? If applying on behalf of eligible applicants, you must agree to make these requirements of each eligible applicant before a subaward is made.

- Accept Supplemental Nutrition Assistance Program (SNAP) benefits    Yes            No
- Apply to accept Special Supplemental Nutrition Assistance Program for Women, Infants, and Children (WIC) benefits, and if approved accept WIC benefits    Yes            No
- Comply with all data collection and reporting requirements established by the commissioner    Yes            No
- Promote the hiring, training, and retention of local or regional residents from low-income and moderate-income areas that reflect area demographics, including communities of color    Yes            No
- Except for small food retailers, as defined, allocate at least 30 percent of retail food space for the sale of affordable, nutritious, and culturally appropriate foods, including fruits and vegetables, low-fat and nonfat dairy, fortified dairy substitute beverages such as soy-based or nut-based dairy substitute beverages, whole grain-rich staple foods, meats, poultry, fish, seafood, and other proteins, consistent with nutrition standards in national guidelines described in the current United States Dietary Guidelines for Americans    Yes            No            Not Applicable

How did you hear about the Good Food Access Program? Please check all that apply:

MDA website

Word of mouth

Notification from another organization *(Please list organization name)* \_\_\_\_\_

Tradeshow *(Please list which tradeshow)* \_\_\_\_\_

I have previously applied

Press release

Email notification

Other \_\_\_\_\_

Project Start Date \_\_\_\_\_

Project End Date \_\_\_\_\_

Project Name \_\_\_\_\_

May the MDA share your contact information and a summary of your proposal with program partners and technical assistance providers if your proposal is not funded? Funded proposals are automatically considered public information. If there are any parts of your proposal that you would not like shared, you must indicate the specific content that is a trade secret.    Yes            No

**Marketing and Development Division** MDA Grants Line: 651-201-6500**GFAP Equipment and Physical Improvement Grant Proposal** (p. 3 of 6)**Overview of Applicant**

(If applying on behalf of one business, complete the questions below; if applying on behalf of multiple businesses or locations, complete the table.)

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Census Tract \_\_\_\_\_

(See page X for help in determining the census tract.)

Most recently completed fiscal year's gross revenue was:

The retailer(s) was not in business

&lt;\$50,000

\$50,000 – \$750,000

&gt;\$750,000

**Type of Entity**Select the option that best describes your business. See **Definitions** (page 4) for more information.

Grocery Store

Corner Store

Convenience Store

Farmers' Market

Mobile Food Market

Retail Food Outlet operated by an Emergency Food Program or Food Hub

Other "small food retailer" (Please specify) \_\_\_\_\_

**Eligibility Option**

Select the option that best describes where the business is located. Each location where equipment is installed or physical improvements are made must be in a food desert or in a low- or moderate-income area with a substantial subpopulation that has low supermarket access. (Refer to "Eligible Locations" section for details on determining if the project is located in a Food Desert or Other Low-income or Moderate-income Area.)

Food Desert

Other Low-income or Moderate-income Area (not a food desert)

*If you selected Other Low-income or Moderate-income Area, please explain how the project will target residents with limited access. (1,200 characters, including spaces)*

**Current Square Footage of Food Retail Space** \_\_\_\_\_**Estimated Square Footage of Food Retail Space after Project Completion** \_\_\_\_\_

If applying on behalf of multiple store/market locations, please download the table, complete, and upload to your application. You may attach an additional page if necessary. Complete **Appendix** (page 14) if applying on behalf of multiple retailers.

**Marketing and Development Division** MDA Grants Line: 651-201-6500

**GFAP Equipment and Physical Improvement Grant Proposal (p. 4 of 6)**

**Proposal Summary**

Include a description of the project and goals to be accomplished. The summary of this proposed project must be suitable for dissemination to the public. *(1,200 characters, including spaces)*

Total Project Costs \_\_\_\_\_ Grant Amount Requested \_\_\_\_\_

**Business/Organization Overview**

Describe the business(es)/organization(s) capacity to implement the project. Include information such as years of experience in retail, years at the location(s), other experience in the food business, community support, organizational strengths, and any other information to demonstrate your organization’s ability to execute your project. *(2,400 characters, including spaces)*

Describe the business(es)/organization(s) current capabilities to provide nutritious, affordable, culturally appropriate foods to consumers. *(2,400 characters, including spaces)*

**Investments**

Describe your organization’s investments (monetary or non-monetary) into the project. If working with partners on the project, you may also include information about their investments (monetary or non-monetary). If contributing a cash match to the project, indicate the source of the funding. *(2,400 characters, including spaces)*

**Work Plan**

Complete the following table. You should include the steps that you will take to successfully complete your project. For example, you might include target dates for requesting quotes, installing and testing equipment, and full launch of the equipment. Not all areas will apply to all projects. You may add additional lines or pages as necessary.

Timeframe	Description of Task/Action Item	Responsible Party
<b>Example:</b> February 2017	Order Cooler	Store Owner

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**GFAP Equipment and Physical Improvement Grant Proposal** (p. 5 of 6)

**Budget Table**

Complete the following table. You may add additional lines or pages as necessary.

Item	Quantity	Cost Per Unit	Total Amount	Source of Estimate

**Budget Narrative**

Respond to the following prompts. (3,000 characters, including spaces)

- Detail how the funds will be used and justify each expense listed in the Budget Table.
- Explain how the expenses outlined in the Budget Table will enable you to offer and sell more nutritious, affordable, and culturally appropriate foods.
- Explain sources of funds for any ongoing maintenance of equipment.
- Describe the necessity for grant funding to complete this project.
- The MDA normally does not provide cash advances for grant projects. However, you may request up to 50% of the total grant award as an advance. If you would like to do so, please justify your need for upfront funding. Note that any cash advance that violates the terms of the grant agreement or not adequately used to support the approved project, will need to be repaid.

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**GFAP Equipment and Physical Improvement Grant Proposal** (p. 6 of 6)

**Expected Outcomes**

Complete the following table. We recommend that you review sales records.

If the retailer(s) was not in business prior to the grant project, you may enter zeroes in the first column.

Sales of...	Actual Measure in Most Recently Completed Fiscal Year	Estimated Measure in 1st Fiscal Year after Completion of Grant Project	Estimated Measure in 2nd Fiscal Year after Completion of Grant Project
Fresh Fruits	\$	\$	\$
Canned/Frozen Fruits	\$	\$	\$
Fresh Vegetables	\$	\$	\$
Canned/Frozen Vegetables	\$	\$	\$
Grains/Flour	\$	\$	\$
Meat/Poultry	\$	\$	\$
Seafood	\$	\$	\$
Plant-based protein items such as beans, seeds, and nuts	\$	\$	\$
Eggs	\$	\$	\$
Fluid Milk	\$	\$	\$
Other Dairy	\$	\$	\$
Other Products	\$	\$	\$

How will the proposed project lead to continued increased sales of Minnesota grown or raised foods?  
(2,400 characters, including spaces)

**Letters of Support**

Letters of support are not required for most applications but are strongly recommended. The letters will help you demonstrate support for your project and may boost your application’s evaluation score.

- Community-based organizations or units of local government engaged in healthy eating activities
- Local producers and/or distributors of foods sold
- Financial institution or other organization that will be used for the balance of the funding
- Applications submitted on behalf of one or more other organizations must include at least one letter from an intended subawardee.



625 Robert Street North, St. Paul, MN 55155-2538  
 www.mda.state.mn.us

**Marketing and Development Division** MDA Grants Line: 651-201-6500  
**GFAP Equipment and Physical Improvement Grant Proposal – Appendix**

**Overview of Multiple Subawardees**

Business Name	Address City, Zip	Census Tract	Type of Upgrade	Type of Retailer	Type of Eligible Area	Current Square Footage of Food Retail Space	Estimated Square Footage of Food Retail Space after Project Completion	Most Recently Completed Fiscal Year's Gross Revenue	If located in a low-income or moderate-income area, briefly explain how the project will target individuals with low access.
<b>Example:</b> Dave's Market	625 Robert St N St Paul; 55155	428	Cooler	Farmers' Market	Food Desert	2000	2030		