

# **AGRI Urban Agriculture Grant Fiscal Year 2023 Request for Proposals**

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# Table of Contents

<b>Grant Summary</b> .....	<b>4</b>
Overview and funding availability.....	4
Timeline and deadlines .....	4
<b>Grant Eligibility and Requirements</b> .....	<b>4</b>
Eligible applicants.....	4
Eligible locations.....	5
Eligible projects .....	5
Eligible expenses .....	5
Ineligible expenses .....	6
Matching funds .....	6
<b>Applying for the Grant</b> .....	<b>6</b>
How to submit a question .....	6
How to apply .....	7
Priorities .....	7
Collaboration.....	7
Application guidelines .....	8
<b>Application Review Policies</b> .....	<b>8</b>
Review process.....	8
Conflicts of interest .....	8
Privacy notice and data classification .....	8
<b>Requirements for Grant Recipients</b> .....	<b>10</b>
Pre-award financial review.....	10
Grant contract agreement .....	10
Accountability and reporting .....	10
Payments.....	11
Site visits and financial reconciliations.....	11
Bidding requirements.....	11
Affirmative Action and Non-Discrimination Policy .....	11
Audits of project.....	12
Voter registration requirement.....	12
<b>AGRI Background and Program Goals</b> .....	<b>12</b>
<b>Project Evaluation Profile</b> .....	<b>13</b>
<b>Application Questions</b> .....	<b>14</b>
Contact information .....	14
General eligibility .....	14
Organizational eligibility.....	14
Location eligibility .....	15
Previous Urban Agriculture Grants .....	15
Project summary .....	15
Project design.....	16
Community engagement.....	16
Environmental impact.....	16

Economic justice..... 16  
Racial and ethnic equity ..... 17  
Work plan ..... 17  
Budget ..... 17  
Letters of support..... 18  
Review RFP ..... 18  
**Appendix A – Eligible Cities..... 19**  
**Appendix B – Eligible Tribal Areas ..... 21**

# Grant Summary

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## Overview and funding availability

The Agricultural Growth, Research, and Innovation (AGRI) Urban Agriculture Grant Program is designed to promote urban youth agricultural education and urban agriculture community development within the city limits of urban or peri-urban areas. It funds projects that help non-profit organizations, for-profit businesses, schools, Native American Tribal communities, and local government entities obtain the materials and services necessary to successfully promote urban youth agricultural education and urban agriculture community development.

The Minnesota Department of Agriculture (MDA) anticipates awarding approximately \$551,000 this year. Applicants may request between \$2,500 and \$50,000 per project. There is no matching funds requirement for this grant. We expect to award 20-30 grants, but the final number depends on the size of the awards.

## Timeline and deadlines

January 5, 2023, 4:00 p.m. Central Time (CT)....Deadline to submit questions

January 12, 2023, 4:00 p.m. CT.....Applications due

March 2, 2023 (estimated).....Notification of decisions; grant agreement negotiations begin

## Grant Eligibility and Requirements

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### Eligible applicants

Non-profit organizations, for-profit businesses, schools, Native American Tribal communities, and local government entities interested in stimulating urban agricultural education or urban agriculture community development are eligible to apply for this grant.

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 serving primarily underserved communities in low-income and moderate-income areas are eligible for the [Good Food Access Program Equipment and Physical Improvement Grant](#).

### 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 seven years.
  - Acceptable performance on past MDA grants.
  - Compliant with current state regulations.

MDA employees and their spouses are not eligible to receive grants from this program.

## Eligible locations

### Projects must:

- Be located in or serve communities located in a city with a population over 5,000; **OR**
- Serve Tribal communities, regardless of population size, if project is located within the boundaries of federally recognized tribal land.

A list of eligible cities is available in [Appendix A](#). A list of eligible Tribal areas is available in [Appendix B](#).

## Eligible projects

All project expenses must directly support the goals of promoting urban youth agricultural education or urban agriculture community development within city limits or peri-urban areas as defined in the eligible locations section.

In addition, projects must:

- Not start until the grant contract is signed by all parties and has reached its start date.
- Be completed by **March 31, 2026**.
- Be conducted in Minnesota.

## Eligible expenses

Eligible AGRI Urban Agriculture grant expenses may fall under two broad categories – equipment purchases and staff or contractor time. Applicants may apply for both equipment purchases and physical improvement costs as well as dedicated staff and contractor costs in the same proposal.

### Equipment purchases and physical improvements

Eligible grant projects include the purchase and installation of equipment and the costs incurred to make physical improvements to or construction of facility (capital expenditures). For example, a non-profit organization may apply for funding to build a greenhouse to teach urban youth horticultural lessons and skills training.

### Dedicated staff or contractor time

Applicants applying for start-up staffing costs should recognize that a plan for long-term sustainability will be critical to the success of the proposal. For example, a local economic development organization or community college may apply for funding to hire a part-time contractor to develop curriculum and facilitate job training for residents. In addition, a group may apply for funding to start an urban 4-H club or FFA chapter.

## Ineligible expenses

Ineligible expenses include but are not limited to:

- Expenditures incurred prior to contract execution
- Land rental and purchases
- Advertising, public relations, entertainment, and amusement costs
- Donated or volunteer (in-kind) services or contributions, including property and services, made by the applicant (regardless of the recipient)
- Fines, penalties, and other settlement expenses resulting from failure of the applicant to comply with Federal, State, local, or Native American tribal laws and regulations
- Indirect costs (expenses of doing business that are not readily identified with the project)
- Fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions
- Taxes, except sales tax on goods and services
- Lobbyists and political contributions
- Bad debts, late payment fees, finance charges, legal costs, or contingency funds
- Parking or traffic violations
- Out of state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.

## Matching funds

Applicants are not required to provide matching funds to the grant award. Up to 100% of the total project cost may be covered by the grant, with a minimum grant award of \$2,500 and a maximum grant award of \$50,000. However, applicants and their grant proposals will be evaluated based on their long-term sustainability, including their ability to support the project after the expiration of grant funding.

## Applying for the Grant

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### How to submit a question

For questions on the grant program or application:

- Submit your questions in writing by **4:00 p.m. Central Time on Thursday, January 5, 2023.**
- Email [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) with “AGRI Urban Ag Grant” in the subject line.

We will post responses to all questions on the [Questions and Answers](#) section of the AGRI Urban Agriculture Grant webpage.

*MDA employees are not authorized to provide advice on any applications. Applicants who solicit or receive advice from unauthorized MDA employees may be disqualified from eligibility for a grant award.*

For help with the online application system:

- Call 651-201-6500 or email [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) for technical assistance.
- Include “AGRI Urban Ag Grant” in the subject line

## How to apply

- Apply for the AGRI Urban Agriculture grant using our [online application system](#).
  - We must receive your grant application by **4:00 p.m. Central Time on Thursday, January 12, 2023**, to be considered for funding. We will not consider late applications.
- Apply early so there is enough time to get technical assistance if needed.
  - It is best practice to submit your application at least 24 hours in advance.

The MDA is not responsible for any technical or logistical problems resulting in the MDA not receiving the application on time. It is the responsibility of the applicant to ensure that submission is received by the MDA before the deadline.

## Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

[Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant is limited to communities listed in the Eligible Cities and Eligible Tribal Areas sections. The grant will also prioritize projects that demonstrate commitments to positive environmental impacts, economic justice, and serve underserved communities.

The MDA anticipates awarding at least 50% of the available funds to projects located in or serving underserved communities.

## Collaboration

Organizations may apply on behalf of and act as fiscal agents of other organizations that meet the eligible applicant criteria. If submitting a proposal on behalf of one or more eligible organizations, the applicant must:

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

## Application guidelines

- Answer all questions completely within the character limits specified in the grant application.
- Review the [Project Evaluation Profile](#) included in this document as it is used to score and compare the grant applications.

## Application Review Policies

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### Review process

A review committee, composed of MDA staff and external reviewers, evaluates all eligible applications based on the criteria in the Project Evaluation Profile. Reviewers may recommend whole or partial funding of a project. The Commissioner of Agriculture reviews the committee recommendations and is responsible for award decisions. The review committee and Commissioner may use rural/urban, geographic distribution, services to special populations, applicant's history as a state grantee, and capacity to perform the work when making their decisions. The MDA will notify applicants, both successful and unsuccessful, in writing. Applicants may request a summary of reviewer comments.

### Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers ([MINN. STAT.16B.98](#) and [Conflict of Interest Policy for State Grant-Making, 2022 \(Word\)](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the MDA due to competing duties or loyalties.
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

### Privacy notice and data classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under the AGRI Program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the Minnesota Data Practices Act as private or nonpublic, although some or all of the data will generally become public at various points of the



application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the Office of the Attorney General.

Per Minnesota's statute on grants ([MINN. STAT. 13.599](#)):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in application responses (except trade secret information, see below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information, see below) will be public data after the evaluation process is completed.

Procedure for claiming protection of trade secrets: Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e. the data must be about the applicant) and otherwise meet the legal definition ([MINN. STAT. 13.37, subd. 1\[b\]](#)). In order for an applicant to assert trade secret protection for data submitted as part of this application: the applicant must: 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique, or process that the applicant believes to be trade secret information; 2) describe what efforts the applicant takes to maintain the secrecy of the data; and 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons. Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN STAT 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returned and pay delinquent state tax liabilities, if any.

# Requirements for Grant Recipients

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## Pre-award financial review

All non-governmental organizations (NGOs) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher. All for-profit organizations (including individuals and farms) and the University of Minnesota are excluded from this requirement.

To comply with [Policy 08-06: Financial Review of Nongovernmental Organizations \(PDF\)](#), you may be asked to submit one of the following documents:

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit, should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

## Grant contract agreement

Grant contract agreement templates are available for review on the [Office of Grants Management Forms and FAQs](#) webpage.

Upon approval of an application and prior to beginning work on the grant project(s) 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, and submit other required documentation within 30 days of award notification.
- If a non-profit organization receiving an award over \$25,000, submit a copy of the organization's most recent audited financial statement.
- Sign a grant contract agreement indicating their intention to complete the proposed tasks. The agreement also authorizes the MDA to monitor the progress of the project. The grant contract document must be signed within 30 days of being sent to the grantee.

Eligible expenses may only be incurred after the contract has been signed by all parties (contract effective date).

Applicants should anticipate that grant contracts will have an end date of March 31, 2026. Grant contracts may not extend beyond three years from the effective date of the contract.

## Accountability and reporting

Grantees must submit written progress reports at least annually until all grant funds have been expended and all the terms of the grant contract agreement have been met. Grant payments will be withheld on grants with past due progress reports without a written extension. Grantees may also be

required to respond to requests for follow-up information for three years beyond the term of the grant agreement. Failure to respond to these in a timely manner may impact your ability to secure future funding from the MDA.

The MDA reserves the right to modify reporting requirements during the project. Information submitted in any report or survey will be a public record.

## Payments

Grantees can request up to 50% of their award funds up-front. **You must indicate in the Budget section of the application if you are requesting advance funds.** Advance funds must be reconciled within one year of the start of the grant contract. Additional payments will not be made until advanced payments have been accounted for. The MDA reserves the right to not honor requests for initial advanced payments, including if an organization has an existing open grant with the MDA. Note that any cash advance that violates the terms of the grant agreement or does not adequately support the approved project will need to be repaid.

All other grant funds are dispersed on a reimbursement basis. Grantee requests for reimbursement must correspond to the approved grant budget.

To receive grant payments, grantees must provide 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.

## Site visits and financial reconciliations

The grant agreement allows the MDA to monitor the progress of the project. The MDA will perform a monitoring visit for all grantees with awards of \$25,000 or more before a final payment is approved. Other grantees may receive monitoring visits at the discretion of the MDA.

The MDA will perform a financial reconciliation of at least one invoice on grants greater than or equal to \$50,000; financial reconciliation may be performed on additional payment requests at the discretion of the MDA. For this purpose, the grantee must provide expense receipts, employee timesheets, invoices, and any other supporting documents requested by the state.

## Bidding requirements

All funded applicants will be required to abide by the state's bidding requirements for larger purchases. See a detailed list of the state's [bidding requirements](#) for details.

## Affirmative Action and Non-Discrimination Policy

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified ([MINN. STAT. 363A.02](#)). The

grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship ([Minnesota Rules, part 5000.3500](#)).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the [Minnesota Human Rights Act](#).

## Audits of project

The grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate ([MINN. STAT. 16B.98, subd. 8](#)). This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## Voter registration requirement

The grantee will provide voter registration services for its employees ([MINN. STAT. 201.162](#)).

## AGRI Background and Program Goals

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The Agricultural Growth, Research, and Innovation Program (AGRI) was established to advance Minnesota's agricultural and renewable energy industries ([MINN. STAT. 41A.12](#)). AGRI has made significant economic impacts by increasing productivity, improving efficiency, and assisting the development of agricultural products. The primary goal of the AGRI Urban Agriculture Grant is to promote urban youth agricultural education and urban agriculture community development within city limits of urban or peri-urban areas.

# Project Evaluation Profile

AGRI Urban Agriculture Evaluation Criteria	Maximum Score
Advances urban youth agricultural education or urban agriculture community development.	20
Project Design <ul style="list-style-type: none"> <li>• Demonstrates the capacity to successfully implement and sustain the project</li> <li>• Includes objectives that are clear and concise</li> <li>• Plan for project evaluation is realistic and will inform future programming</li> </ul>	15
Community Engagement <ul style="list-style-type: none"> <li>• Demonstrates community engagement in and support for the project</li> <li>• Demonstrates new or continued community partnerships</li> <li>• Includes strong letter(s) of support</li> </ul>	15
Environmental Impact <ul style="list-style-type: none"> <li>• Demonstrates a commitment to positive environmental impact such as:               <ul style="list-style-type: none"> <li>○ Promotion of organic and sustainable agriculture</li> <li>○ Promotion of clean water, healthy soils, carbon sequestration, and pollinator habitat</li> <li>○ Reduction of waste or more efficient use of energy, water, nutrients, or other inputs</li> </ul> </li> </ul>	5
Economic Justice <ul style="list-style-type: none"> <li>• Demonstrates a commitment to economic justice, such as through:               <ul style="list-style-type: none"> <li>○ Creation of living-wage jobs</li> <li>○ Provision of entrepreneurial education and skills training</li> <li>○ Protection of land tenure</li> <li>○ Expansion of urban lands for agricultural use</li> <li>○ Reducing or eliminating health disparities related to food access</li> </ul> </li> </ul>	5
Racial and Ethnic Equity <ul style="list-style-type: none"> <li>• Project is located in or meaningfully serves underserved communities</li> <li>• Demonstrates organization’s experience working with or plans to work with underserved communities</li> <li>• Describes how grant funded activities will benefit underserved communities</li> </ul>	20
Work Plan <ul style="list-style-type: none"> <li>• Work plan is thorough and realistic</li> <li>• A detailed description of each step of the grant project including estimated dates is provided</li> <li>• All required deliverables will be started after notification of the award and completed by <b>March 31, 2026</b></li> </ul>	10
Budget <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 is cost effective and appropriate amounts are backed by quotes or other sources</li> </ul>	10
<b>Total Points Possible</b>	<b>100</b>

# Application Questions

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## Contact information

### Applicant information

- Applicant name
- Organization name
- Organization mailing address
- Applicant telephone
- Applicant email

### Authorized representative

If awarded a grant, the person that will sign the AGRI Urban Agriculture Grant contract agreement for this organization:

- Name
- Title
- Email
- Telephone

## General eligibility

Confirm that the following statements apply to your organization:

- I attest that my organization is in good standing with the State of Minnesota. (No back taxes owed, no defaults on Minnesota State backed financing for the past seven years, in compliance with current state regulations, and acceptable performance on past MDA grants.) (Yes)
- I attest that the organization is authorized to conduct business in Minnesota. (Yes)
- I attest that I have the authority to apply on behalf of the organization and no other application is being submitted from this organization. (Yes)
- I attest that my spouse and I are not employees of the MDA. (Yes)
- I attest that I have not been convicted for a of criminal offense, such as theft, embezzlement, and forgery, related to a state grant agreement. (Yes)
- The MDA is unable to reimburse for any work that is performed prior to the start date of the grant contract agreement (expected in early spring). Do you acknowledge this statement? (Yes)

## Organizational eligibility

Please answer each of the following questions. You must respond “Yes” to at least one of the following two questions to be eligible to apply for this grant.

- Applicant is a Minnesota for-profit business, non-profit organization, school or school district serving preschool or K-12 students, local government entity, or Native American Tribal community. (Yes/No)
- Applicant is applying on behalf of a Minnesota for-profit business, non-profit organization, school or school district serving preschool or K-12 students, local government entity, or Native American Tribal community. (Yes/No)

## Location eligibility

Is the proposed project location listed on either Appendix A or Appendix B? (Yes/No)

If yes, please answer each of the following eligibility questions.

- The proposed project is located in or serves a city with a population over 5,000. (Yes/No)
- The proposed project serves Tribal communities and is located within the boundaries of federally recognized Tribal land. (Yes/No)

## Previous Urban Agriculture Grants

Have you received a previous AGRI Urban Agriculture Grant? (Yes/No)

If yes, briefly describe your previous grant project(s), including date(s) and amount(s) awarded. *1,000 characters, including spaces*

## Project summary

### Grant request

- Project name
- Location(s) where project will take place
- Total grant request
  - Total project cost:
  - Grant amount requested:
  - Matching funds provided (if any):
- Expected project start date:
  - Must be after the contract is signed by you and the State of Minnesota.
  - Award notification is expected in early March. Contracts are estimated to be signed in late March.

### Project description

Provide 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*

## Project design

### Organization overview

Describe the capacity of the organization(s) to implement the project. Include information such as the mission and goals of your organization, services or products provided by your organization, years of experience, years at location(s), other experience in urban agriculture, community engagement, and youth education, and leadership structure. *2,500 characters, including spaces*

### Organizational capacity

Describe in detail your organization's capacity to sustain the project after the requested grant funds have been depleted. *1,200 characters, including spaces*

### Project outcomes

Describe how the proposed project will specifically advance urban youth agricultural education or urban agriculture community development. *2,500 characters, including spaces*

### Evaluation plan

Describe the organization's plan to evaluate and adapt to project outcomes. Examples of measurable outcomes could include the number of jobs created, wages generated, the number of people trained or educated, the amount of human and organizational capacity-building facilitated, and the quantity of agricultural products produced. *2,500 characters, including spaces*

## Community engagement

Describe how the organization will work with established or new community partnerships to leverage resources and increase the quality or quantity of services provided. Letters of support from community partners are strongly encouraged and may be included in the Letters of Support section. *1,200 characters, including spaces*

## Environmental impact

Describe how the proposed project will have a positive environmental impact. Include information relating to topics such as the promotion of clean water, healthy soils, carbon sequestration, and pollinator habitat, reduction of waste or more efficient use of energy, water, nutrients, or other inputs, the promotion of organic and sustainable agriculture, and any other relevant information you wish to provide regarding your proposal's positive environmental impact. *1,200 characters, including spaces*

## Economic justice

Describe how the proposed project will demonstrate a commitment to economic justice. Include information relating to topics such as job creation, reduction or elimination of health disparities related to food access, protection of land tenure, available entrepreneurial education and skills training, expansion of urban lands for agricultural use, and any other relevant information you wish to provide regarding your proposal's commitment to economic justice. *1,200 characters, including spaces*



## Racial and ethnic equity

Provide a summary of how your organization addresses racial and ethnic equity within the communities that you work with. Include your organization’s experience serving these communities (or how you plan to serve these communities), and how your organization’s staff and board reflect these communities (such as providing board and staff racial and ethnic demographics) or how you plan to increase representation from these communities. *2,500 characters, including spaces*

Describe how the grant funded activities will benefit underserved communities. *1,200 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, ordering equipment, hiring contractors, and full launch of the project. You may add additional lines or pages as necessary.

Timeframe	Description of Task or Action Item	Responsible Party
<i>Example: June 2023</i>	<i>Order greenhouse</i>	<i>Garden Coordinator</i>

You can download the table from Google Drive by clicking “File” and selecting “Download As.” *File Size Limit: 2 MB*

## Consultants and subcontractors

If you will hire consultants or subcontractors, please describe their qualifications. *2,000 characters, including spaces*

## Budget

The budget table is an overview of how grant funds will be spent. Complete the following table. You may add additional lines or pages as necessary. The budget table will be included in your grant contract.

Item	Quantity	Cost per Unit	Total Amount	Source of Estimate
<i>Example: Tomato Seed Packets</i>	<i>15</i>	<i>\$4.00</i>	<i>\$60.00</i>	<i>Johnny’s Seed Co.</i>

You can download the table from Google Drive by clicking “File” and selecting “Download As.” *File Size Limit: 2 MB*

## 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 increase urban agricultural production capacity, including the ability to enhance community education and increase youth involvement in urban agriculture.
- Explain sources of funds for any ongoing maintenance of equipment.
- Describe the necessity for grant funding to complete this project.

Are you requesting advance funds? (Yes/No)

If yes, how much?

Grantees can request up to 50% of their award funds up-front. Advance funds must be reconciled within one year of the start of the grant contract. Additional payments will not be made until advanced payments have been accounted for. The MDA reserves the right to not honor requests for initial advanced payments. Note that any cash advance that violates the terms of the grant agreement or does not adequately support the approved project will need to be repaid. If you would like to request advance funds, please justify your need for upfront funding. *500 characters, including spaces*

## Costs and investments

Describe your organization's investments (monetary or non-monetary) into this 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 amount and source of the funding. *2,500 characters, including spaces*

## Letters of support

Letters of support are required for all applications. Letters of support can be written by community partners, financial or business contacts showing financial sustainability, or financial institutions or other organizations that will be used for external funding, etc. The letters will help demonstrate support for your project and may boost your application's evaluation score. For example, if the proposed project was an urban FFA chapter it would be appropriate to include a letter of support from the appropriate school board.

Letter of Support 1, *File Size Limit: 2 MB*

Letter of Support 2, *File Size Limit: 2 MB*

Letter of Support 3, *File Size Limit: 2 MB*

## Review RFP

Please review the Request for Proposals (RFP) in its entirety before submitting your application. Details on eligibility and program requirements are on pages 4-6 and the Project Evaluation Profile is on page 13.

## Appendix A – Eligible Cities

City	County
Albert Lea	Freeborn
Albertville	Wright
Alexandria	Douglas
Andover	Anoka
Anoka	Anoka
Apple Valley	Dakota
Arden Hills	Ramsey
Austin	Mower
Baldwin (township)	Sherburne
Baxter	Crow Wing
Becker (township)	Sherburne
Belle Plaine	Scott
Bemidji	Beltrami
Big Lake	Sherburne
Big Lake (township)	Sherburne
Blaine	Anoka
Bloomington	Hennepin
Brainerd	Crow Wing
Brooklyn Center	Hennepin
Brooklyn Park	Hennepin
Buffalo	Wright
Burnsville	Dakota
Byron	Olmsted
Cambridge	Isanti
Carver	Carver
Champlin	Hennepin
Chanhassen	Carver
Chaska	Carver
Chisago City	Chisago
Circle Pines	Anoka
Cloquet	Carlton
Columbia Heights	Anoka
Coon Rapids	Anoka
Corcoran	Hennepin
Cottage Grove	Washington
Credit River (township)	Scott
Crookston	Polk
Crystal	Hennepin
Dayton	Hennepin
Delano	Wright
Detroit Lakes	Becker
Duluth	St. Louis

City	County
Eagan	Dakota
East Bethel	Anoka
East Grand Forks	Polk
Eden Prairie	Hennepin
Edina	Hennepin
Elk River	Sherburne
Fairmont	Martin
Falcon Heights	Ramsey
Faribault	Rice
Farmington	Dakota
Fergus Falls	Otter Tail
Forest Lake	Washington
Fridley	Anoka
Glencoe	McLeod
Golden Valley	Hennepin
Grand Rapids	Itasca
Ham Lake	Anoka
Hastings	Dakota
Hermantown	St. Louis
Hibbing	St. Louis
Hopkins	Hennepin
Hugo	Washington
Hutchinson	McLeod
International Falls	Koochiching
Inver Grove Heights	Dakota
Isanti	Isanti
Jordan	Scott
Kasson	Dodge
La Crescent	Houston
Lake City	Goodhue, Wabasha
Lake Elmo	Washington
Lakeville	Dakota
Lino Lakes	Anoka
Linwood (township)	Anoka
Litchfield	Meeker
Little Canada	Ramsey
Little Falls	Morrison
Livonia (township)	Sherburne
Mahtomedi	Washington
Mankato	Blue Earth
Maple Grove	Hennepin
Maplewood	Ramsey

City	County
Marshall	Lyon
Medina	Hennepin
Mendota Heights	Dakota
Minneapolis	Hennepin
Minnetonka	Hennepin
Minnetrista	Hennepin
Montevideo	Chippewa
Monticello	Wright
Moorhead	Clay
Morris	Stevens
Mound	Hennepin
Mounds View	Ramsey
New Brighton	Ramsey
New Hope	Hennepin
New Prague	Le Sueur, Scott
New Ulm	Brown
North Branch	Chisago
North Mankato	Nicollet
North Oaks	Ramsey
North St. Paul	Ramsey
Northfield	Rice
Oak Grove	Anoka
Oakdale	Washington
Orono	Hennepin
Otsego	Wright
Owatonna	Steele
Plymouth	Hennepin
Prior Lake	Scott
Ramsey	Anoka
Red Wing	Goodhue
Redwood Falls	Redwood
Richfield	Hennepin
Robbinsdale	Hennepin
Rochester	Olmsted
Rogers	Hennepin
Rosemount	Dakota
Roseville	Ramsey
Sartell	Stearns

City	County
Sauk Rapids	Benton
Savage	Scott
Shakopee	Scott
Shoreview	Ramsey
Shorewood	Hennepin
South St. Paul	Dakota
Spring Lake Park	Anoka
St. Anthony	Hennepin
St. Cloud	Benton, Sherburne, Stearns
St. Francis	Anoka
St. Joseph	Stearns
St. Louis Park	Hennepin
St. Michael	Wright
St. Paul	Ramsey
St. Paul Park	Washington
St. Peter	Nicollet
Stewartville	Olmsted
Stillwater	Washington
Thief River Falls	Pennington
Thomson (township)	Carlton
Vadnais Heights	Ramsey
Victoria	Carver
Virginia	St. Louis
Waconia	Carver
Waite Park	Stearns
Waseca	Waseca
West St. Paul	Dakota
White Bear Lake	Ramsey
White Bear (township)	Ramsey
Willmar	Kandiyohi
Winona	Winona
Woodbury	Washington
Worthington	Nobles
Wyoming	Chisago
Zimmerman	Sherburne

# Appendix B – Eligible Tribal Areas

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Anishinaabe Reservations	Dakota Communities
Bois Forte Reservation	Lower Sioux Indian Community
Fond du Lac Reservation	Prairie Island Indian Community
Grand Portage Reservation	Shakopee Mdewakanton Sioux Community
Leech Lake Reservation	Upper Sioux Community
Mille Lacs Reservation	
Red Lake Reservation	
White Earth Reservation	