

Good Food Access Program Technical Assistance Grant Fiscal Year 2023 Request for Proposals

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

Table of Contents

Grant Summary	3
Overview and funding availability.....	3
Timeline and deadlines	3
Eligibility and Requirements	3
Eligible applicants.....	3
Eligible projects	4
Eligible expenses	5
Ineligible expenses	5
Matching funds	6
How to Apply	6
How to submit questions	6
How to submit an application	6
Priorities	7
Collaboration.....	7
Application tips.....	7
Application Review Policies	7
Review process.....	7
Conflicts of interest	8
Privacy notice and data classification	8
Requirements for Grant Recipients	9
Pre-award financial review.....	9
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
GFAP Background and Program Goals	12
Definitions	13
Retailer definitions	13
Budget definitions	13
Project Evaluation Profile	15
Application Questions: GFAP Technical Assistance Grant	16

Grant Summary

Overview and funding availability

The Good Food Access Program (GFAP) Technical Assistance (TA) Grant offers funding to assist technical assistance providers in working with new or existing for-profit, not-for-profit, and cooperative self-service retail food establishments with needs-based assistance. GFAP funds are intended to increase the availability of and access to affordable, nutritious, and culturally appropriate food, including fresh fruits and vegetables, for underserved communities in low- and moderate-income areas.

The maximum request is \$50,000, and the minimum request is \$5,000. The MDA anticipates awarding approximately \$100,000 using a competitive review process. We expect that we will award approximately two to three grants, but the final number depends on the size of the awards. Grants may cover up to 75% of eligible expenses. The MDA reserves the right to not award any grants through this Request for Proposals (RFP).

Timeline and deadlines

March 9, 2023.....Questions due by 4:00 pm Central Time

March 16, 2023.....Applications due by 4:00 pm Central Time

April 28, 2023 (estimated).....Applicants notified of decisions; grant agreement negotiations begin

Eligibility and Requirements

Eligible applicants

Non-profit organizations and public agencies with capabilities to provide technical assistance to eligible grocery stores and small food retailers are invited to apply. Examples of potential technical assistance providers include but are not limited to small business development centers, regional economic development organizations, community development financial institutions, regional public health organizations, and foundations.

Tribal communities and other organizations that serve Native American Tribal communities are eligible and encouraged to apply.

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 projects

GFAP Technical Assistance Grant projects include but are not limited to sustainability-focused individualized guidance, presentations, workshops, training, printed materials, mentorship opportunities, peer-to-peer opportunities, or other guidance and resources on relevant topics such as business planning, sales projections, cash flow, succession planning, financing, fundraising, marketing, SNAP and WIC eligibility, food procurement or distribution, handling and merchandising fresh foods, food preparation demonstrations, and workforce training.

Grocers and small food retailers receiving technical assistance under this grant must be located in or serve a census tract designated as a food desert or must serve a substantial subpopulation, such as the elderly or disabled or those in a low- or moderate- income census tract who have low supermarket access. **It is not a requirement that the grocer or small food retailer be in one of these areas, however they must serve its residents.** A list of eligible areas is available at the [GFAP Eligible Areas](#) webpage.

Projects must:

- Increase the availability of and access to affordable, nutritious, and culturally appropriate food (including produce) for underserved communities in low- and moderate-income areas.
- Not start until the grant contract is signed by all parties and has reached its start date.
- Be completed in three years or less. Contracts cannot be extended beyond three years.
- Be conducted in Minnesota.

Recipients of technical assistance must agree to the following conditions:

- Accept Supplemental Nutrition Assistance Program (SNAP) 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- and moderate-income areas that reflect area demographics, including communities of color; and
- Except for small food retailers, as defined, allocate at least 30% 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.

Technical assistance providers that receive funding under this grant opportunity will be responsible for gathering and maintaining documentation pertaining to these requirements.

Eligible expenses

Eligible expenses include:

- Wages and associated fringe for time spent directly on the grant project (provide justification for the hourly rate);
- Consultant fees (provide justification for the hourly rate);
- Durable equipment or other items necessary for the project valued at less than \$1,000 each;
- Training and workshop fees for technical assistance recipients;
- Project-related travel; and
- Postage, printing, and telephone expenses related to the project.

In addition, technical assistance providers may request up to 5% or \$2,500, whichever is less, of the total project costs to be used to increase institutional knowledge that is directly related to the assistance that will be provided to technical assistance recipients. For example, a technical assistance provider may provide their staff with the tools to advise clients about produce safety by contracting a workshop with recognized produce safety experts.

Expenses may not be incurred until after a grant contract has been fully executed. Successful applicants should anticipate having contracts available to them around June 2023. Grant contract agreements will expire approximately three years after the start date of the contract. Expenses may only be incurred during the grant contract period.

Ineligible expenses

Ineligible expenses include but are not limited to:

- Equipment other than those items listed specifically included in the eligible expenses section
- Expenditures incurred prior to contract execution
- Advertising, public relations, entertainment, and amusement 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 an eligible cost.
- Donations and in-kind 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
- Land rental and purchases
- Out-of-state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.

Matching funds

The applicant is required to provide a 25% match of funds awarded. Grants may cover up to 75% of eligible expenses.

Sources of the matching funds may include non-state funds (funds that were not obtained through the budgeting process of the Minnesota Legislature or granted by a state agency) in the form of cash, loans, other grants, liquid capital assets dedicated to the project, or in-kind contributions from technical assistance providers.

Matching funds may be received from technical assistance recipients (grocers and small food retailers). For example, if you provide two hours of work to the grocer and normally charge a rate of \$50 per hour, \$75 may be paid for by the grant and the remaining \$25 could be paid for by the grocer or provided in-kind by you. You will need to demonstrate how the costs were determined.

How to Apply

How to submit questions

For questions on the grant program or application:

- Submit your question in writing before **4:00 p.m. Central Time on Thursday, March 9, 2023**.
- Email MDA.AGRIGrants@state.mn.us with “GFAP TA Grant” in the subject line.

We will post responses to all program questions on the [Questions and Answers](#) section of the GFAP 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.

How to submit an application

- Apply for the GFAP TA grant using our [online application system](#).
 - We must receive your GFAP TA grant application by **4:00 p.m. Central Time on Thursday, March 16, 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.
- For help with the online application system, call 651-201-6500 or email MDA.AGRIGrants@state.mn.us for technical assistance.
 - Include “GFAP TA Grant” in the subject line.

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 or disparities.

Proposals that demonstrate experience providing technical assistance to Black, Indigenous, and Persons of Color (BIPOC) communities and commit to serving these populations will receive priority.

Collaboration

Applicants are encouraged to work in partnership with other technical assistance providers who can expand the breadth or reach of the technical assistance. Projects that demonstrate a collaborative, regional approach to technical assistance will receive priority.

A letter of support from at least one eligible grocery store or food retailer will be required to show their commitment to the implementation of the proposal.

Application tips

- Use plain, easily understood language. Write for reviewers who are generally knowledgeable but may not have a thorough or deep understanding of your organization or project.
- Answer all questions completely within the character limits specified in the grant application.
- Review the [Project Evaluation Profile](#) included in this document as it will be used to score and compare the grant applications.

Application Review Policies

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 or 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 Good Food Access 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 for data classified as 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 found in statute ([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 returns and pay delinquent state tax liabilities, if any.

Requirements for Grant Recipients

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 FY2023 GFAP Grant project 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 award document must be signed by **June 15, 2023**.

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 end on or before **December 31, 2024**. Grant contracts may not extend beyond three years from the effective date of the contract.

Accountability and reporting

Grantees will need to identify and report on measures related to increased access to affordable, nutritious, and culturally appropriate foods. Grantees will also be expected to provide high-level data on all technical assistance recipients (e.g., names, locations, and types of technical assistance received) and report on progress made towards the project’s objectives and activities. Evaluations will be sent out in November and due in December 2023, 2024, and 2025.

An example of the evaluation is available by contacting the program administrator and includes the following components:

- Names and locations of retail food businesses that received technical assistance, and the type of technical assistance that they received.
- Number of minority-owned or female-owned businesses that received technical assistance.
- Amount of dollars leveraged or matched per technical assistance recipient.
- Collaborations and how they impacted the leveraged resources.
- Other measurable economic and health outcomes, such as increases in sales and consumption of locally sourced and other fresh fruits and vegetables, the number of construction and retail jobs retained or created, or any health initiatives associated with the program.

Grantees may use grant funding to support evaluation costs while the grant contract is effective (typically until December 31, 2024). Costs of conducting evaluation outside of the contract period are the responsibility of the grantee. Failure to respond to an evaluation request may impact a grantee’s likelihood to receive future grants from the MDA.

The MDA reserves the right to modify reporting requirements during 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 the 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.

Payments

All 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. Upon completion of the grant project, submission and approval of a final progress report will be required to receive the final payment.

Payroll records will be required to substantiate all personnel costs. Invoices and proofs of payment will be required for all non-personnel costs. Your grant award may be no more than 75% of your total eligible costs.

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](#)).

GFAP 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 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.

Definitions

Retailer 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.

Budget definitions

Cash match: monetary contribution made by the grantee for eligible costs under this grant.

In-kind match: non-cash donated goods or services with an associated monetary value that are eligible costs under this program and support grant outcomes. Grantees should keep careful documentation to support amounts claimed as a match and how the value of the service was determined.

Personnel: names and titles of project leaders who will receive a salary from this project.

Supplies: a general list of types of supplies. Justify the purchase of electronic supplies such as phones, computers, and tablets.

Contractual services: any entities outside the organization that will be retained on a temporary basis to work the project or provide a specific service. Include contractor's name and a short description of services to be provided. Provide the flat rate fee or total hourly rate for each contract.

Travel: include anticipated destination, number of trips, purpose of trips, mode of travel, and anticipated cost per trip. Base cost on the current federal rate. Provide justification for out-of-state travel.

Communication: list type of expenses and estimated costs.

Other: eligible expenses that don't fit any of the other budget categories.

Project Evaluation Profile

GFAP Technical Assistance Grant evaluation criteria	Maximum score
Demonstrates organizational capacity to successfully implement the project	15
Shows community engagement and support for the project, such as through local, regional, or state partnerships	15
Proposed objectives and activities support program goals	15
Includes a viable plan for long-term sustainability of technical assistance recipients	10
Details how the project will contribute to the networks of technical assistance available to food retailers in Minnesota	10
Clearly explains source and amount of cash match	10
Details how technical assistance recipients will be identified	10
Demonstrates experience providing technical assistance to BIPOC communities and a commitment to these communities	5
Advances Minnesota agriculture (i.e., creates or retains markets for Minnesota grown or raised products)	5
Includes a strong letter of support from at least one retailer who will receive technical assistance under this grant	5
Total	100

Application Questions: GFAP Technical Assistance Grant

Contact information

Applicant information

- Name of primary contact
- Name of organization
- Mailing address of organization
- Telephone of organization
- Email of organization

Authorized representative

If awarded a grant, the person that will sign the grant contract agreement for this organization.

- Name
- Title
- Telephone
- Email

Eligibility

Confirm that the following statements apply to your organization.

- I have the authority to apply for this grant based on my relationship with the applicant organization. (Yes/No)
- The 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/No)
- The organization is in Minnesota or authorized to conduct business in Minnesota. (Yes/No)

The MDA is unable to reimburse for any work that is performed prior to the start date of the contract. Has work started on your proposed project or will work start before the grant contract agreement is signed by all parties? (Yes/No)

Is anyone involved who will receive grant funds an MDA employee or spouse of an MDA employee? (Yes/No)

How did you hear about the Good Food Access Program (GFAP)? Check all that apply:

- MDA website
- Word of mouth
- Notification from another organization (list organization name)
- Trade show (list which trade show)
- I have previously applied
- Press release
- Email notification
- Other

Previous grants

Have you received a previous GFAP grant? (Yes/No)

If yes, briefly describe your previous grant project or projects, including the dates and amounts awarded. *(1,000 characters, including spaces)*

Project summary

- Describe 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)*
- Grant amount requested
- Applicant match
- Total project costs
- Estimated start date (project cannot start until a grant contract agreement is fully executed)
- County or counties served by proposal

Business or organization overview

Describe the capacity of your business or organization to implement the project. Include information such as years of experience providing technical assistance, experience in the food retail environment or working with underserved populations, other experience with food retail businesses, track record of working with communities of color, community partners, organization's strengths, and any other information to demonstrate your organization's ability to execute the project. *(2,400 characters, including spaces)*

Key project partners

List the organizations and collaborators that will be involved in carrying out this project. Include a description of the relevant experience each will bring and what they will contribute. *(2,400 characters, including spaces)*

Geographic area

Describe the areas that you anticipate providing service through this grant opportunity. At minimum, list the Minnesota counties where the service will be provided. You may be more specific (e.g., Ramsey County with a focus on the Frogtown neighborhood of St. Paul). *(2,400 characters, including spaces)*

Project proposal

Content

Describe the content of technical assistance that your organization will be able to provide through this grant opportunity. *(5,000 characters, including spaces)*

Identification of retailers

Explain the process that will guide your organization in identifying and selecting grocers and small food retailers to receive technical assistance. See the [eligible projects](#) section in the Request for Proposals (RFP) for details on eligible retailers. In addition, explain how newer, less-established retailers will be included in your plan. *(2,400 characters, including spaces)*

Approximately how many retailers do you anticipate serving through this grant-funded project?

Delivery methods

Describe the methods by which your organization will deliver technical assistance (e.g., one-on-one in-person sessions, webinars, or large group presentations). Applicants should use methods that promote the ability for diverse and remote populations to actively engage. *(5,000 characters, including spaces)*

Increased capacity

Explain how grant funding will enable your organization to provide free or reduced cost technical assistance to grocers and small food retailers beyond your current capacity. *(2,400 characters, including spaces)*

Objectives, activities, and timeline

Clearly state your project objectives; use statements that specifically describe the number of retailers that you expect to target, what you hope to accomplish, deadlines for accomplishing each activity, and responsible parties. Your project timeline should start no earlier than June 1, 2023. *(10,000 characters, including spaces)*

Example

Objective 1: *By December 31, 2023, develop succession plans with at least six small food retailers who anticipate retirement in the next three to seven years.*

- *Activity: In partnership with the MN Grocers Association, identify grocers in target geography that are expecting to retire.*
- *Who: Sarah Johnson, Business Transition Specialist (by August 2023)*

Budget

Budget table

Complete the following table to outline the expected costs of your project. See the [budget definitions](#) section of the RFP for detailed descriptions. Payroll records will be required to substantiate all personnel costs. Invoices and proofs of payment will be required for all non-personnel costs. Your grant award may be no more than 75% of your total eligible costs. You may add additional lines or pages as necessary. The online application will have a table for you to download and re-attach to your application.

Category	Total costs
Personnel: Salaries	
Personnel: Fringe benefits	
Supplies	
Contracted services	
Travel	
Communications	
Other	
Total request	

Budget narrative

Respond to the following prompts. *(6,000 characters, including spaces)*

- Detail how the funds will be used and justify each expense listed in the budget table. Categories are explained in the budget definitions section of the RFP.
- Explain how the expenses outlined in the budget table connect to the project's results.
- Explain how you arrived at the budget estimates.
- Detail the source or sources of current or pending cash match.

Evaluation and learning

Evaluation plan

Do you agree to report on the following measures related to increased access to affordable, nutritious, and culturally appropriate foods (evaluations due December 2023, 2024, and 2025)? (Yes/No)

- Names and locations of retail food businesses that received technical assistance, and the type of technical assistance that they received.
- Number of minority-owned or female-owned businesses that received technical assistance.
- Amount of dollars leveraged or matched per technical assistance recipient.
- Collaborations and how they impacted the leveraged resources.
- Other measurable economic and health outcomes, such as increases in sales and consumption of locally sourced and other fresh fruits and vegetables, the number of construction and retail jobs retained or created, and any health initiatives associated with the program.
- Overall sales of affordable, nutritious, and culturally appropriate foods (including fresh fruits and vegetables and locally sourced products).
- Progress made on each of the objectives identified in the objectives and activities listed in your application.

Organizational learning

Describe what you anticipate learning about the retail food sector through this project and how you would share this information with partner organizations to grow retail food technical assistance capacity in Minnesota. *(Limit: 2,400 characters, including spaces)*

Letters of support

You must include at least one letter of support from an eligible grocery or small food retailer who would receive technical assistance if you are awarded a grant. You may also include letters of support from key partners such as national, regional, and community partners that affirm your ability to successfully implement the project or that validate their partnership in the delivery of technical assistance.