



AGRI Urban Agriculture Community & Economic Development Grant Fiscal Year 2026 Request for Proposals

Applications due by 4 p.m. on Thursday, February 26, 2026

1/8/2025

Minnesota Department of Agriculture
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Contents

Grant Summary	3
Overview.....	3
Funding availability.....	3
Match requirement	3
Priorities	4
How to apply.....	4
Grant Eligibility	6
Eligible applicants	6
Eligible locations.....	6
Collaboration	6
Eligible projects	6
Letters of support.....	7
Eligible expenses.....	7
Ineligible expenses	8
Application Review Process.....	9
Review process	9
Pre-award risk assessment.....	9
Award notice	11
Conflicts of interest	11
Privacy notice and data classification.....	11
Requirements for Grant Recipients.....	13
Grant award agreement	13
Accountability and reporting.....	13
Monitoring.....	14
Payments	14
Contract and bidding requirements	14
Grantee website and publicity	16
Audits and record retention	16
Affirmative action and non-discrimination	16
Voter registration requirement.....	16
Grantee evaluation.....	17
Right of Cancellation	17
AGRI Background and Program Goals	17
Project Evaluation Profile	18
AGRI Agriculture Community and Economic Development Grant evaluation profile	18
Application Questions	19
Appendix A – Eligible Cities	26
Appendix B – Eligible Tribal Communities.....	28
Appendix C – Authority to Apply Letter Template	29
Appendix D – Budget Category Definitions	30

Grant Summary

Overview

The Minnesota Department of Agriculture (MDA) is now accepting applications for the Fiscal Year (FY) 2026 Agricultural Growth, Research, and Innovation (AGRI) Urban Agriculture Grant programs. Applications will be accepted until 4 p.m. Central Time (CT) on Thursday, February 26, 2026. Information about the program is available on the [Urban Agriculture Grant Program webpage](#).

New this year, we are offering two grant programs: the AGRI Urban Agriculture Youth Education grant and the AGRI Urban Agriculture Community and Economic Development grant.

The **Community and Economic Development** grant will support projects that directly support community development or increase economic vitality through urban agriculture. Projects must benefit multiple growers or community members.

The **Youth Education** grant will support projects that focus on establishing or growing agricultural-based education programs targeting youth ranging in age from early childhood through post-secondary and young adult-aged students.

This request for proposals (RFP) contains information on how to apply for the “**AGRI Urban Agriculture Community and Economic Development Grant**.”

The AGRI Urban Agriculture Grant Program was established by the Minnesota Legislature to encourage urban agriculture youth education and urban agriculture community development within the city limits of urban or peri-urban areas. The program is authorized under Minn. Stat. 41A.12 and funded through Laws of Minnesota, 2025, Regular Session, Chapter 34, Article 1, Section 2, Subdivision 3(f)(6).

Funding availability

We expect to award approximately \$1.93 million using a competitive review process through our FY26 AGRI Urban Agriculture Grant Programs. Of this amount, we expect to award approximately 50% to projects that focus on urban youth agricultural education projects, with the remaining funds going towards projects that focus on urban agriculture community development. However, the final amount awarded under each grant program, total number of awards, and the funding per award will be determined through the proposal review process.

Applicants may request between \$5,000 and \$75,000 per application.

Match requirement

Applicants must commit at least 25% of the total project cost as a cash match. The MDA will reimburse you for up to 75% of project costs. This means that for every three dollars of grant funds, you must provide one dollar as cash match. Applicants must document 100% of eligible expenses to then receive a 75% reimbursement after submission of invoices.

Matching funds can be in the form of cash, loans, other grants, or liquid capital assets dedicated to the project. State grant funds cannot be used as matching funds, but non-forgivable loans from the State may be used as a match. State funds are obtained through the budgeting process of the Minnesota Legislature or granted by a state agency. Donated and in-kind contributions cannot be counted towards the cash match requirement. Costs incurred prior to the execution of the contract are not eligible as a match.

Include the source of the match in your AGRI Urban Agriculture budget table.

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 grantmaking.

The Department of Administration Office of Grants Management [OGM] [Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) sets up the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities.

This grant program will prioritize:

- Projects that demonstrate clear connections between urban agriculture and the community.
- Projects that demonstrate new or continued community partnerships.

How to apply

Apply for the AGRI Urban Agriculture Community and Economic Development grant using our [online application system](#).

- If you're a new user, you need to create an account first.
- Once you're logged in, select "FY26 AGRI Urban Agriculture Community and Economic Development Grant," complete the required questions, and submit.

Applications are due by **4 p.m. Central Time (CT) on Thursday, February 26, 2026.**

We will not accept late applications.

- Submit early so that there is enough time to get help with the online application system. It's best practice to submit your application at least 24 hours in advance of the deadline.
- We are not responsible for any technical or logistical problems that result in a late submission. It's your responsibility to ensure we receive your application before the deadline.
- If you are applying as a school/school district, the ["Authority to Apply" letter](#) is required with your application materials.

Incomplete applications will be rejected and not be evaluated. Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as those materials will not be considered nor evaluated.

The MDA reserves the right to reject any application that does not meet these requirements.

By applying, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

Application guidelines

- Use plain, easily understood language. Write for reviewers who have general knowledge 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 is used to score and compare the grant applications.

Timeline and deadlines

February 19, 2026, 4 p.m. CT.....Deadline to ask grant program questions.

February 26, 2026, 4 p.m. CT.....Applications due.

February 27 – April 17, 2026.....Phase one of the review process.

Week of April 20, 2026.....Phase two of the review process.

Week of May 11, 2026.....Applicants notified of award decisions.

June 1, 2026, or later.....Anticipated project start date (after the grant contract is fully signed).

Questions

For questions on the grant program or application:

- Submit your question in writing before **4 p.m. CT on Thursday, February 19, 2026.**
- Email MDA.AGRIGrants@state.mn.us with “AGRI Urban Ag Community and Economic Development Grant” in the subject line.

We will post responses to all program questions on the [Questions and Answers](#) section of the AGRI Urban Agriculture grant programs website.

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

Grant Eligibility

Eligible applicants

Applicants must:

- Be a nonprofit organization, for-profit business, a post-secondary institution, a Native American Tribal government or community, or a local governmental unit.
- Meet the requirements of the [Pre-award Risk Assessment](#).

MDA employees and their spouses, farms, or businesses principally owned or operated by them are not eligible applicants and are not eligible to receive funds from this grant program.

Eligible locations

The AGRI Urban Agriculture Community and Economic Development Grant will support projects that directly support community development or increase economic vitality through urban agriculture.

Projects must be located in or serve communities that meet one of the following criteria:

- Cities with a population over 5,000, or
- Located within the boundaries of federally recognized Tribal land and serving Tribal community members, regardless of population size.

This grant is limited to projects in communities listed in [Appendix A – Eligible Cities](#) and [Appendix B – Eligible Tribal Communities](#). Projects serving a city included in Appendix A or a tribal area included in Appendix B are eligible regardless of the physical location of the project. An example of this may include a farm located in a city with a population less than 5,000 that works with urban farmers.

Collaboration

Eligible applicants may collaborate with other organizations, but it's not required. If eligible organizations are submitting a joint application, they must determine which organization will have the grant contract agreement with the MDA and will work directly with the MDA to meet grant reporting requirements. Note that this organization may receive a 1099 from the State of Minnesota for income tax purposes.

Applicants must provide a letter(s) of support demonstrating a commitment to the collaboration from any proposed collaborative partner(s).

Eligible projects

All projects must directly support the goal of promoting urban agriculture through community or economic development within the city limits of urban or peri-urban areas as defined in the Eligible Applicants section.

Eligible projects will:

- Benefit multiple farmers and/or community members.
- Be completed in three years or less. Contracts cannot be extended beyond three years.
- Be conducted in Minnesota.

Examples of eligible projects include but are not limited to:

- Upgrading infrastructure or increasing production capacity at a community garden
- Delivering adult programming highlighting urban agricultural growing practices
- Providing stipends to community garden managers to facilitate connections with the greater community
- Hosting professional development or community workshops relating to urban agriculture, agricultural entrepreneurship, or increased market opportunities
- Developing adult curriculum and facilitating urban ag-related job training
- Providing professional development opportunities for urban farmers, such as increasing access to new markets, food safety certification, or business planning
- Hiring staff or purchasing necessary supplies and materials to support urban ag programming for adults and community members
- Translating signage or program materials to meet the needs of the community
- Providing urban farmers value-added skills training and opportunities through a community kitchen program
- Facilitating urban farming, agricultural education, or increase access to land via incubator farms
- Developing community programming focusing on processing agricultural products grown in an urban setting (All value-added products must contain at least one Minnesota-grown or -raised food ingredient (excluding water) that is grown in an urban setting.)

Letters of support

For an application to be eligible, you must include at least one letter of support. Letters of support can be written by community partners, community members who support the project and may directly benefit from the project, 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 community support for the project. For example, if the proposed project was a community garden revitalization project, it would be appropriate to include a letter of support from the city council or community group who may benefit.

Eligible expenses

Eligible expenses are costs directly related to the project. Eligible expenses include but are not limited to:

- Salary, wages, and fringe (e.g., payroll costs such as taxes and employee benefits) for staff time spent working on the project
- Transportation costs to off-site field trips
- Equipment and installations costs
- Program supplies and materials
- Construction costs incurred to make physical improvements to or construct a facility
- Contractual costs, such as hiring an outside expert to conduct ag-based lessons
- Translation costs

If the MDA accepts your proposal, the MDA will reimburse eligible costs included in the MDA-approved project budget. You must be invoiced and pay for all project materials and services between the contract start and end date listed on your grant contract agreement. Wages must be documented with a signed timesheet and verified with supporting payroll documentation. All requests for reimbursement must be submitted to the MDA no later

than sixty calendar days after the grant end date. Any expenses incurred outside of this timeframe are not eligible for reimbursement.

All expenses must be project specific. General operating costs are not eligible.

Ineligible expenses

Ineligible expenses include but are not limited to:

- Expenditures incurred before the full execution of the grant contract agreement or its start date, whichever occurs later, or those incurred after the grant contract agreement expires.
- Expenses paid for in cash.
- Gift cards or vouchers; gas cards; and other forms of pre-paid cards, vouchers, or compensation.
- General operations, overhead, and indirect costs (expenses of doing business that are not readily identified with the project) such as board costs, space rental, Wi-Fi, administrative salaries, insurance, general organizational advertising.
- Donations and in-kind contributions, including property and services, made by the applicant (regardless of the recipient).
- Public relations, entertainment, alcohol, and amusement costs.
- Taxes, except sales tax on goods and services and payroll taxes.
- Fines, penalties, and other settlement expenses resulting from failure of the applicant to follow federal, state, local, or Tribal nation laws and regulations, including parking and traffic violations.
- Fundraising.
- Lobbyists and political contributions.
- Late payment fees, finance charges, bad debts, fees for legal services, or contingency funds.
- Out of state transportation and travel expenses. Minnesota will be considered the home state for deciding whether travel is out of state. Contact us for exceptions.
- Expenses that have been or will be reimbursed under any federal, state, or local government funding or other grants (e.g., no “double dipping”).
- Land rental and purchases.

Application Review Process

Review process

Funding will be allocated through a competitive process. During the first phase of the review process, MDA staff and external reviewers will evaluate all eligible applications based on the criteria and weight in the Project Evaluation Profile.

Reviewers and staff will meet and discuss the proposals and then recommend projects for whole or partial funding to the Commissioner of Agriculture, who reviews the recommendations and makes the award decisions. Reviewers, staff, and the Commissioner may consider geographic distribution as well as the applicant's history as a state grantee, including performance on previous grants, compliance with state rules and regulations, and capacity to perform the work.

The timeline for the review process is listed in the [Timeline and Deadlines](#) section.

Pre-award risk assessment

During the second phase of the review process, applicants that have been advanced from the first phase of review will be contacted by MDA staff to submit any additional documentation required for the pre-award risk assessment.

The MDA is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants, in accordance with [MINN. STAT. 16B.981, Subd.2-5](#), [OGM Policy 08-02: Policy on Rating Criteria for Competitive Grant Review \(PDF\)](#) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees \(PDF\)](#).

All applicants' capacity to perform work related to the grant will be evaluated as part of their response to this RFP. Applicants being considered for an award may also be required to submit additional documents, such as: financial reports, descriptions of internal controls, or information about the performance on previous state grants, prior to being approved by MDA for an award. The award amount the applicant is under consideration for and the applicant type, will determine what additional documentation needs to be submitted.

Applicants being considered for an award of less than \$50,000

Applicants being considered for an award of less than \$50,000 or less must submit the following:

- Certification that you or your entity have not been suspended or debarred by the State of Minnesota or with the federal government.
- Documentation that it is in good standing with the Office of the Secretary of State and registered with the Attorney General's office, if required for your organization.

Applicants being considered for an award of \$50,000 or greater

Applicants being considered for an award of \$50,000 or greater will be required to submit additional documents for review and analysis by the MDA as part of the required pre-award risk assessment.

Nonprofit organizations must submit the following:

- A description of your in capacity to complete the project; this may include your current staffing, project partners, current budget, and previous experience performing similar work. You will also need to provide information on any grants received from the MDA or other state agency in the last five years.
- A copy of your organization's two most recent Form 990 or Form 990-EZ with the Internal Revenue Service. If your organization has not been in existence long enough or is not required to file Forms 990 or Forms 990-EZ, then they must submit the following information:
 - Proof of its tax-exempt status
 - Board-reviewed financial statements for the two most recent business years, or for new organizations, actual financial statements for the periods that are available and pro forma financial projections for at least a two-year period.
 - Documentation of its internal controls
- The two most recent certified financial audits if required to complete one under [MINN.STAT. 309.53, Subd. 3](#) (if the organization has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement).
- Certification that you or your entity have not been suspended or debarred by the State of Minnesota or with the federal government.
- Documentation that it is in good standing with the Office of the Secretary of State and registered with the Attorney General's office, if required.
- Certification that you, your board members, staff, or anyone else with authority to access grant funds have been convicted of a felony financial crime in the last ten years.

For-profit businesses must submit the following:

- A description of your in capacity to complete the project; this may include your current staffing, project partners, current budget, and previous experience performing similar work. You will also need to provide information on any grants received from the MDA or other state agency in the last five years.
- A copy of the business' two most recent years of federal and state tax returns. If the business has not been in business long enough to have a tax return, then they must submit alternative documents, including documentation of internal controls.
- Financial statements including, annual balance sheets, income statements, and statements of cashflows, for the two most recent years. If the business has not been in existence long enough, financial statements for the periods that are available, and/or pro forma financial projections for at least a two-year period can be accepted.
- Certification that you or your entity have not been suspended or debarred by the State of Minnesota or with the federal government.
- Documentation that the business is in good standing with the Office of the Secretary of State.
- Certification that the business is not under bankruptcy proceedings and disclosure of any liens on assets.
- Certification that you, your board members, staff, or anyone else with authority to access grant funds have been convicted of a felony financial crime in the last ten years.

Municipalities and political subdivisions must submit the following:

- A description of your in capacity to complete the project; this may include your current staffing, project partners, current budget, and previous experience performing similar work. You will also need to provide information on any grants received from the MDA or other state agency in the last five years.
- Certification that you or your entity have not been suspended or debarred by the State of Minnesota or with the federal government.
- Certification that you, your board members, staff, or anyone else with authority to access grant funds have been convicted of a felony financial crime in the last ten years.

If the MDA determines that the applicant has substantial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, or not award the grant.

Award notice

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 [08-01 Conflict of Interest Policy for State Grant-Making \(PDF\)](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to give 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 in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract 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 this 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 proposal responses (except for data otherwise classified by law, including trade secret information as described below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all the grant contract agreements have been fully executed).
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information) will generally 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

Grant award agreement

Each grantee must formally enter into a grant contract agreement with the MDA. The grant contract agreement will address the conditions of the award, including implementation for the project. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. Grant contract agreement templates are available for review on the [OGM Forms and FAQs webpage](#). The MDA reserves the right to adjust these templates.

Upon approval of an application and before beginning work on the grant project and incurring any grant expenses, the applicant selected for a grant award must:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the state's accounting system, or confirm that the information in SWIFT is correct.
- If required, submit other documentation and certifications within 15 calendar days of award notification.
- Read and sign a grant contract agreement within 30 calendar days of being sent to the grantee. Failure to sign the contract within 30 calendar days may result in the award being rescinded.

You cannot begin work on grant activities or incur any grant expenses until a fully executed grant contract agreement is in place and you have been notified by the State's Authorized Representative that work may start. A fully executed grant contract agreement is one that has been signed by all parties and reached its start date, whichever is later. You must comply with the conditions and of the grant contract agreement, and you will be legally responsible for assuring implementation of the grantee duties and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and reporting

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant contract agreement have been met. A final report may also be required at the completion of the project and additional information about the long-term impact may also be collected for up to three years after the grant period.

The MDA reserves the right to modify reporting requirements throughout the grant.

Failure to regularly report, respond to surveys, and promptly respond to information requests may impact the grantee's ability to secure future funding from the MDA or other state agencies.

Information submitted in any report or survey will be classified as public data. If the grantee considers any information in the report to be trade secret, the grantee may request that the trade secret information be kept confidential and must specifically label that information. The MDA will notify the grantee if a public records request is made for the information claimed as protected by the grantee.

Monitoring

The MDA monitors grantees to ensure that work is progressing within the required time frame, to collect data on outcomes, determine if financial procedures are followed accurately and appropriately, and/or verify purchases made with grant funds. The MDA performs at least one monitoring visit for all grantees with awards of \$25,000 or more before approving final payment. Other grantees may receive monitoring visits at the discretion of the MDA. Monitoring visits are typically done in-person at the project site but may also be done via phone or video conferencing and may include review and discussion of financial and program information (sometimes called “desk audits”).

The MDA will perform a financial reconciliation of at least one invoice on grants of \$25,000 or more. Financial reconciliation may be performed on additional payment requests at the discretion of the MDA. For this purpose, the grantee must provide cost documentation showing proof of purchase and payment, such as invoices, expense receipts, employee timesheets, cleared checks, bank or credit card statements, and any other supporting documents requested by the MDA.

Payments

Grant funds are disbursed on a reimbursement basis. All requests for reimbursement must correspond to the approved grant budget and tied to documented progress working on the approved project. The MDA will review each request for reimbursement against the approved grant budget, grant expenditures to-date, and the latest grant progress report before approving payment. Typically, reimbursement requests will need to include two types of proof for each expense: proof of purchase (e.g., invoices, itemized receipts, timesheets, etc.) and proof of payment (e.g., cleared checks, credit card statements, bank statements, payroll documentation, etc.). Ineligible items and their cost must be clearly delineated in the proof of purchase. The MDA will review the submitted documents, and any additional documentation requested by the grant administrator must be submitted by the grantee before the MDA provides the reimbursement. Additional details can be found in the [MDA Reimbursement Guide \(PDF\)](#). Final requests for reimbursement must be submitted to the MDA no later than 45 calendar days after the grant expiration (end) date.

Grant payments will not be made on grants with past-due progress reports or if required documentation related to the invoice or financial reconciliation is missing, unless the MDA has given the grantee a written extension.

Grant payments may be used to fulfill federal and state tax liabilities or may be withheld until the grantee has paid any tax liabilities ([MINN. STAT. 270C.65, Subd. 3](#), and other applicable laws).

Contract and bidding requirements

All grantees must follow the State’s bidding requirements when buying supplies or services based on their entity type and the size of the purchase.

Nongovernmental entities

Grantees that are nongovernmental entities, including, businesses, nonprofits, and individuals, must use these guidelines:

- Any services and/or materials that are expected to cost \$100,000 or more must use a formal notice and bidding process.
- Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids or be awarded to a targeted vendor.
- Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or be awarded to a targeted vendor.
- The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - [Office of State Procurement – Targeted Group, Economically Disadvantaged, and Veteran-Owned Vendor List](#)
 - [Metropolitan Council Underutilized Business \(MCUB\) Program Directory](#)
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification \(CERT\) Directory](#)
- The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- Notwithstanding the above, the MDA may waive bidding process requirements when:
 - Vendors included in the response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
 - It is determined there is only one reasonably able and available source for such materials or services and that the grantee has established a fair and reasonable price.
- The grantee and any subrecipients/subcontractors must comply with prevailing wage rules, as applicable ([MINN. STAT. 177.41 through 177.50](#)).
- The grantee and any subrecipients/subcontractors must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government (see [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)) and [System for Award Management \(SAM.gov\)](#).

Political Subdivisions or Municipalities

Grantees that are political subdivisions or municipalities must use these guidelines:

- Municipalities are required to comply with the Uniform Municipal Contracting Law ([MINN. STAT. 471.345](#)).
- The grantee and any subrecipients must comply with prevailing wage rules, as applicable ([MINN. STAT. 177.41 through 177.50](#)).
- Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government (see [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#) and [System for Award Management \(SAM.gov\)](#)).
- The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

Grantee website and publicity

All grant projects must publicly credit the MDA funding in all public communications, presentations and printed materials and include that information on the grantee's website. Additionally, in accordance with [MINN. STAT. 16B.98, subd. 5 \(d\)](#), grantees with a website must clearly post on their website the names and contact information for the grantee's leadership and the employee(s) or other person(s) who directly manages and oversees the grant contract agreement on behalf of the grantee (the authorized representative).

Audits and record retention

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 Commissioner of Administration, the MDA, the State Auditor, the Attorney General, and the Legislative 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.

Grantees are responsible for the retention of documents and records relevant to their grants. Grantees should maintain a project file containing copies of all invoices, payroll records, receipts, proofs of payment, reimbursement requests, important correspondence with the MDA, progress reports, and any other documents associated with the project. Upon request by the State the grantee shall produce a legible copy of the records saved in their project file.

Affirmative action and non-discrimination

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](#).

Voter registration requirement

The grantee will provide voter registration services for its employees and for the public served by the grantee ([MINN. STAT. 201.162](#)).

Grantee evaluation

Prior to the closeout of the grant, the MDA will evaluate the performance of all grantees. The evaluation will include the purpose of the grant; the amount provided to the grantee; information about the grantee's timeliness, quality, and overall performance in meeting the terms and objectives of the grant; if the grant was terminated; and any concerns with grantees use of State funds. Evaluations of grantee performance for grant contract agreements of \$25,000 or more must be provided by the MDA to the Minnesota Department of Administration as provided under [MINN.STAT. 16B.98, subd. 12](#). Evaluations are considered public data ([MINN. STAT. 13.599](#)).

Right of Cancellation

This RFP does not obligate the MDA to award any grant(s). The State reserves the right to cancel this RFP if it is considered to be in the best interest of the program, agency, or the State of Minnesota. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this RFP. The State does not intend to award a grant contract agreement solely on the basis of any response made to this request or pay for information solicited or obtained.

AGRI Background and Program Goals

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 Program is to promote urban agriculture youth education and urban agriculture community and economic development within city limits of urban or peri-urban areas.

Project Evaluation Profile

AGRI Agriculture Community and Economic Development Grant evaluation profile

AGRI Urban Agriculture Community and Economic Development evaluation criteria	Maximum score
Project design <ul style="list-style-type: none">• Project advances urban agriculture through community development or increasing economic vitality.• Application includes objectives that are clear and concise.• Organization has a realistic plan for project evaluation that will inform future programming.	20
Project location <ul style="list-style-type: none">• Project is located in or serves a community included in Appendix A or Appendix B.• Application clearly explains how the project location meets the eligibility criteria.	10
Organizational capacity <ul style="list-style-type: none">• Application demonstrates the organization has the capacity to successfully implement and sustain the project.• Application describes applicants' ability to manage and track reporting requirements.	15
Community engagement <ul style="list-style-type: none">• Application demonstrates community engagement in and support for the project.• Project demonstrates new or continued community partnerships.• Application includes strong letter(s) of support.	15
Impact on Minnesota agriculture <ul style="list-style-type: none">• Project demonstrates clear connections between urban agriculture and the community.• Outcomes of project will advance visibility and knowledge of agriculture in Minnesota.	10
Work plan and timeline <ul style="list-style-type: none">• Work plan is thorough and realistic.• A detailed description of each step of the grant project is provided with estimated dates.	15
Budget and match <ul style="list-style-type: none">• Budget table and budget narrative are consistent.• Budget narrative clearly details all project costs.• Budget is reasonable and amounts are backed by quotes or other sources.• Budget includes the amount and source of the cash match.	15
Total	100

Application Questions

Contact information

Applicant information

- Organization name
- Organization physical address
- Organization mailing address
- Organization [or applicant] telephone
- Organization website
- Counties served
- State House District(s) your institution serves (use the [District Finder](#) if you don't know your district.)

Primary contact

If awarded a grant, the person who will be responsible for leading the project. This may be the same as the contract information listed above:

- Contact person name
- Contact person's title
- Contact person's telephone
- Contact person's email

Authorized representative

If awarded a grant, the person that will sign the AGRI Urban Agriculture Community and Economic Development Grant contract agreement(s) for this organization.

- Authorized representative's name
- Authorized representative's title
- Authorized representative's telephone
- Authorized representative's email

Eligibility

Confirm that the following statements. You must respond "True" to all the statements to be eligible to apply for this grant. If your project is recommended for phase two of the review process, you will need to sign a certification for these statements.

- The applicant is not suspended or debarred by the State of Minnesota or the federal government? (True or False)
- The applicant is registered and in good standing with the Minnesota of the Secretary of State (SOS) or is not required to maintain a registration with the SOS. You can verify that you are registered and in good standing by searching for your entity's name on the [SOS website](#).) (True or False)

- The applicant's current board members or staff with authority to access grant funds have not been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used. (True or False).
- The applicant does not owe the State of Minnesota any back taxes and has not defaulted on any State of Minnesota backed financing in the last seven years. (True or False)
- The applicant is compliant with current state and federal regulations, or this project will support the organization becoming compliant. (True or False)
- The applicant or primary contact is not an MDA employee, spouse of an employee, or a business owned by one of them. (True or False).
- Is your organization a for-profit business, nonprofit organization, or some other type of entity?
 - For-profit business
 - Nonprofit organization
 - Another type of entity

For-profit business eligibility

- If you selected for-profit business: the applicant is not under bankruptcy proceedings and, if required as part of the pre-award risk assessment, will disclose any lines on assets as part of the pre-award risk assessment. (True or False)

Non-profit business eligibility

- If you selected nonprofit organization: The applicant is registered and has an active status with the Minnesota Attorney General's Office or is exempt from the registration requirement. See [Minnesota Statute 309.515](#) for more information on registration exemptions. You can verify that you are registered and have an active status by searching for your entity's name on the [Attorney General's Office website](#).) (True or False)

Attestations

Attest to the following statements. You must respond "Yes" to all the statements to apply for this grant. If your project is recommended for phase two of the review process, you will need to sign a certification for these statements.

- I attest that I have the authority to apply for this grant. (Yes or No)
- I attest that all information supplied in this application is true, correct, and reliable to the best of my knowledge. (Yes or No)
- I attest and understand that the submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law. (Yes or No)
- I attest and understand that the supporting documentation for the claims and assertions made within this application is available to the Minnesota Department of Agriculture for its review. (Yes or No)

- I attest and understand that the submission of additional documents, as describe in the RFP, may be required as part of the pre-award risk assessment if my project is recommended for phase two of the review process. (Yes or No)
- The MDA is unable to reimburse for any work that is performed prior to the effective start date of the grant contract agreement. I attest that work has not started on the proposed project and we will not before the grant contract agreement is signed by all parties and reached its start date, whichever is later. (Yes or No)

Previous State of Minnesota grants

- Have you previously been awarded a grant from the State of Minnesota in the past five years? (Yes or No)
- If yes, detail the award amount(s), the duties, and the outcomes of the grant(s). (1,000 characters, including spaces)

Project summary

Grant request

- Project name (include the name of your organization in the title)
- Location(s) where project will take place
- Total grant request (minimum \$5,000, maximum of \$75,000)
- Total project costs (grant funds requested + 25% match requirement)
- Expected project start date
 - Must be after the contract is signed by you and the State of Minnesota.
 - Award notification will be in mid-May 2026, and applicants should plan on grant contract agreements being signed in June 2026.
 - You may not incur any project related expenses until after the grant contract agreement is fully executed.
- Expected project end date
 - Contracts may last a full three years from start date.
 - You will have up to 60 calendar days after your contract end date to submit expenses for reimbursement.
 - All items and services must be paid for by the end date of the contract.

Project description

- Provide a brief description of your project outlining your goals, what you plan to use your grants funds for, and the location(s) of the project. Limit your description to three to five sentences. The summary of this proposed project must be suitable for dissemination to the public. (1,200 characters, including spaces)

Project location

- Is the proposed project located in one or more of the locations listed in either Appendix A or Appendix B? (Yes or No)
- Is the proposed project serving one or more of the locations listed in either Appendix A or Appendix B? (Yes or No)
- Is the proposed project located within the boundaries of federally recognized Tribal land or serving Tribal community members (Appendix B)? (Yes or No)
- How does the project location(s) meet the eligibility requirements and the goals of the AGRI Urban Agriculture Community and Economic Development Grant? (1,000 characters, including spaces)

Project design

- Describe how the proposed project will advance urban agriculture through community development or increasing economic vitality. (2,500 characters, including spaces)

Objectives

- Describe three to five project objectives and explain how they will support the mission of the grant. (2,500 characters, including spaces)

Evaluation plan

- Describe your organization's plan to evaluate the impact of the grant project. Examples of measurable outcomes include the number of community numbers served, the number of participants trained or educated, the amount of human and organizational capacity-building facilitated, and the quantity of agricultural products produced. (2,500 characters, including spaces)

Organizational capacity

- Provide a summary of your organization (2,000 characters, including spaces). This summary should stand alone to describe:
 - The mission and goals of your organization.
 - The services and products provided by your organization.
 - The years of experience and years at project location(s).
 - Your organization's experience in urban agriculture, community engagement, and/or economic development.
 - The ownership and leadership structure of your organization.
- Describe your history of performing the work that that would be funded by the grant or similar work. Describe how your current and past staffing, current and past budget, project team, relationships with partners/collaborators, etc. will contribute to your capacity to carry out the proposed activities and effectively complete your project. (1,200 characters, including spaces)
- Describe how your organization will sustain the project after you've used up the requested grant funds. (1,200 characters, including spaces)
- Describe how your organization will manage and track reporting and reimbursement requirements. (1,200 characters, including spaces)
- If you are requesting funds for personnel costs, describe how your organization tracks these expenses and ensures that they are billed to the appropriate cost center. (1,200 characters, including spaces)

Community engagement

- Describe how your organization will work with community members or partners to leverage resources and increase the quality or quantity of services provided. You must upload at least one letter of support from a community partner or supporter of the project in the Letters of Support section. (1,200 characters, including spaces)

Impact on Minnesota agriculture

- Describe how your project will connect the community to urban agriculture. (1,200 characters, including spaces)
- Describe how your project will advance the visibility and knowledge of agriculture in Minnesota. (1,200 characters, including spaces)
- Describe both the short- and long-term impacts that your project may have and how you anticipate the community engaging with agriculture once the project has ended. (1,200 characters, including spaces)

Work plan and timeline

Complete the following table. You should include the steps you will take to complete your project. For example, you might include target dates for requesting quotes, ordering equipment, hiring staff, and full launch of the project. Don't plan to begin any work before the anticipated start date of projects (June 2026).

Example:

Timeframe	Description of task or action item	Person responsible
<i>June 2026</i>	<i>Order fruit trees for community orchard</i>	<i>Garden Coordinator</i>
<i>July – August 2026</i>	<i>Plant and maintain orchard</i>	<i>Contractor</i>

Optional: If there is not enough space in the table provided in the application, you may upload a work plan as an Excel or Word file in the same format as above.

Work plan narrative

Provide any additional information about the project's timeline or work plan. (1,200 characters, including spaces, optional)

Budget

Complete the budget table template using the following categories. The budget table is an overview of how grant funds will be spent and should reflect the total grant funds requested. You may add lines as needed and are not required to use every category. The categories are as follows:

- Personnel – salaries and wages
- Personnel – fringe benefits
- Travel
- Equipment and installation
- Supplies and materials
- Construction
- Contractual
- Other

You may bundle line items when possible. For example, if you plan to purchase six varieties of fruit trees for a community orchard project, you can bundle the expense to show the total cost versus the cost of each individual tree.

A detailed description of each budget category is included [Appendix D: Budget Category Definitions](#).

Download the FY26 AGRI Urban Ag Budget Table template from the [Urban Agriculture Grant Program webpage](#) and use it as a guide for your proposed project budget. Submit your budget table as an Excel file (file size limit: 2 MB). Please do not submit your budget as a PDF file.

Budget narrative

Justify how the expenses outlined in your budget table will enable you to successfully complete your project.

Personnel justification

For each person listed, describe the activities they will complete and approximately when they will occur. In addition, describe your accounting systems and explain how your personnel costs will be tracked. This question combines both the salaries and wages category and the fringe benefits category from the budget table. (2,000 characters, including spaces)

Travel justification

For each trip listed, describe the purpose of each trip and how it will achieve the objectives and outcomes of the project. Include approximate date(s) of travel for each trip. (2,000 characters, including spaces)

- By checking this box, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with the [Commissioner's Plan](#) as applicable.

Equipment justification

For each equipment item listed in your budget table, describe how it will be used to accomplish the project's objectives and outcomes(s). (2,000 characters, including spaces).

Supplies and materials justification

Describe the purpose of the supplies and materials listed in your budget table and how they are necessary for the completion of the project's objective(s) and outcome(s). (2,000 characters, including spaces)

Construction justification

Describe the purpose of the construction listed in your budget table and how it is necessary for the completion of the project's objective(s) and outcome(s). (2,000 characters, including spaces)

Contractual/consultant justification

For each contractual line item listed in your budget table, describe how it is necessary to your project and how it will be used to achieve the objectives and outcomes of the project. You must also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include an estimated timeline for when the contractual work will be performed. (2,000 characters, including spaces).

Other justification

Describe the purpose of each item listed in your budget table and how it is necessary for the completion of the project's objective(s) and outcome(s). For meals, the costs must be reasonable, and a justification must be included to show that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. (2,000 characters, including spaces).

Other funds

Are any portions of your project being paid for by another grant or other restricted funding? (Yes or No)

- If yes, what are your total project costs?
- If yes, explain the other source of funds and what parts of the project are being paid by that funding. (1,000 characters, including spaces).

Match requirement

A 25% cash match is required for Urban Ag grants. Your budget must show the amount you are requesting in grant funds and the amount you are using to fulfill the 25% match requirement. For example, if you are requesting \$10,000 in grant funds, your total budget will show \$12,500 in anticipated total costs. Your award amount will be determined based off the total amount requested in your budget table.

- Describe your sources for the cash match (financing, other grants, private investment, personal investment, organization funds, etc.). Other state grants cannot be used to provide the cash match. (1,000 characters, including spaces).

Letters of support

Letters of support are required for all applications. Letters of support can be written by community partners, supporters of the project, 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. For example, if the proposed project was an urban FFA chapter, it would be appropriate to include a letter of support from the 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.

Authority to apply

- Are you a school, school district, or post-secondary institution? (Yes or No)
- If yes, you must upload a signed "Authority to Apply Letter" based on the template in [Appendix C](#) of the RFP. The letter must be on the letterhead of the organization applying for the grant. All information listed on the template must be included. The signer must be an individual with authority to sign contracts on behalf of the school district (e.g., superintendent or school business officer).
 - Authority to Apply Letter, File Size Limit: 2 MB.

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
Eagan	Dakota
East Bethel	Anoka

City	County
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
Marshall	Lyon
Medina	Hennepin
Mendota Heights	Dakota
Minneapolis	Hennepin

City	County
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
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

City	County
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 Communities

Anishinaabe Reservations
Bois Forte Reservation
Fond du Lac Reservation
Grand Portage Reservation
Leech Lake Reservation
Mille Lacs Reservation
Red Lake Reservation
White Earth Reservation

Dakota Communities
Lower Sioux Indian Community
Prairie Island Indian Community
Shakopee Mdewakanton Sioux Community
Upper Sioux Community

Appendix C – Authority to Apply Letter Template

If you are a school/school district applying for the Fiscal Year (FY) 2026 AGRI Urban Agriculture grant program, you must upload a signed “Authority to Apply Letter” based on this template. Note:

- The letter must be on the letterhead of the organization applying for the grant.
 - All information must be included.
 - The signer must be an individual with authority to sign contracts on behalf of the school district (e.g., superintendent or school business officer).
-

Date: [MM/DD/YYYY]

To: Minnesota Department of Agriculture, Ag Marketing and Development Division

From: [Name of official with authority to sign]

[Name of applicant] has the authority to apply for the Fiscal Year 2026 AGRI Urban Agriculture grant program on behalf of [name of school district].

The following individuals have been identified as the primary points of contact for any resulting grant contract agreement:

Identified Official with Authority (IOwA) to Sign

Name of identified official with authority to sign:

Title:

Phone number:

Email:

Primary Program Contact Information

Name of program contact:

Phone number:

Email:

Business Manager Contact Information

Name of business manager:

Title:

Phone number:

Email:

Signature and Date of the Identified Official with Authority to Sign

Signature:

Name:

Date:

Appendix D – Budget Category Definitions

Personnel – salaries and wages

Personnel expenses are salaries and/or wages for the number of hours or proportion of time an employee devotes to the grant-supported project or program. Under the formally established policies of the organization, salaries and wages must be consistently applied, reasonable for the services rendered, and supported with adequate documentation, such as timesheets or payroll reports.

Personnel – fringe benefits

Fringe benefits rates include workers compensation costs, insurance benefits, retirement contributions, etc. Include the percentages for each of the employees listed in the personnel budget and total grant funds requested for each employee's fringe costs.

Travel

Travel costs include expenses related to grant-specific trips and may include rental or mileage fees.

Travel expenses are limited to those allowed by formal organizational policy and may not exceed the amounts allowed in Chapter 15 of the current [Commissioner's Plan](#), published by the Commissioner of Minnesota Management and Budget.

Equipment

Equipment costs include purchase or rental of general or special-purpose equipment. Equipment is defined as tangible, nonexpendable, personal property having a useful life of more than one year.

Supplies and materials

Supplies and materials are items essential to the performance of the grant project.

Construction

Construction costs include both direct and indirect costs. Direct (hard) costs may include materials, supplies, labor for on-site work like framing, roofing, plumbing, and electrical. Indirect (overhead) costs may include design fees, permits, professional services, or project inspection fees.

Contractual/consultant

Contractual/consultant services are those performed by an individual or organization other than the applicant that is in a particular profession or with a special skill. These services are paid for through a subcontract.

- Compensation for contractor or consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Note that we do not allow indirect costs for contractors and consultants.

- **Any subcontract must be a written agreement between the grantee and the third party.** The contract must, as appropriate, state the activities to be performed; the time schedule; the policies and requirements that apply to the contractor; the maximum amount of money for which the grantee may become liable to the third party under the agreement; and the cost principles to be used in determining allowable costs in the case of cost-type contracts.

Other

Other costs may include meetings; communications; translation expense; advertisements; publication costs; data collection; and participant support costs, including stipends to participants that complete a project survey or take part in a focus group. Meeting meals cannot be associated with entertainment nor included in a per diem travel cost.