**REGIONAL FOOD SYSTEM GRANT PROGRAM**

# 2017 Regional Food System Grant Program
Full Proposal and Instructions


Full Proposals Invited: May 23, 2017

Full Proposals Due: June 22, 2017 by 4pm PST

No late submissions will be accepted.

All grant documents are available on the Regional Food System Grant web page.

King Conservation District
Regional Food System Program
1107 SW Grady Way, Suite 130
Renton, WA 98057
425-282-1958
regionalfoodgrant@kingcd.org

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## KEY INFORMATION

Full Proposals will be due on June 22, 2017 by 4pm PST to regionalfoodgrant@kingcd.org. No late submissions will be accepted.

Submit the following three (3) documents in your proposal package:

(1) The completed application in MS Word format;
(2) The completed budget in Excel format; and
(3) Incorporate application, budget, letters of commitment, and other attachments in one PDF.

Cover email must come from the person with the authority to apply for and receive a Regional Food System Grant.

Letters of commitment from project partners providing evidence of match commitment are required and will count toward your score (specifically for those project partners identified in Scope of Work, Budget, and Experience/Capacity). Insert letters at the end of your PDF of the full application package. DO NOT include as a separate file.

If you are proposing developing infrastructure at a site (e.g. fencing, produce handling/ processing facilities, irrigation, etc.) include a site plan with proposed improvements as an attachment after letters of commitment.  Other attachments are optional and likewise must be included in your PDF package. These attachments will be read at the discretion of the reviewers and could include things like background reports, estimates and calculations that further break down budget, etc. No other attachments are allowed.

Recipients will be announced October 10, 2017. The period of performance for the 2017 awards is for one or two years starting January 1, 2018.

## SCHEDULE (subject to change)

| Step 1 Pre-Proposal | Request for Pre-Proposals Released | March 24, 2017 |
|---|---|---|
| | Pre-Proposals Due | April 24, 2017 |
| Step 2 Full Proposal | Full Proposals Invited | May 23, 2017 |
| | Full Proposals Due | June 22, 2017 |
| | Review by External Panels, Advisory Committee Working Group, Advisory Committee | June 26 – September 13, 2017 |
| | Board of Supervisors | October 9, 2017 |
| Step 3 Grant Award | Announce Awards | October 10, 2017 |

## FUNDING AND DURATION

2017 funding for the Regional Food System Program includes $650,000 for competitive grants. Grant requests cannot exceed $100,000. The KCD Board of Supervisors reserves the right to adjust the amount of the award. The maximum grant period for each award is two (2) years. Projects can start once final awards have been announced, but awardees cannot seek reimbursement for expenses until agreements have been finalized and signed by all parties. Typically, projects will start January 1, 2018 and end no later than December 31, 2019.

## ELIGIBILITY REQUIREMENTS

Individual farmers, producer networks, marketing cooperatives, farmers markets, businesses, schools, special districts, nonprofit organizations, tribes, and jurisdictions within the KCD service area are eligible to apply. Applicants do not have to be located in the service area in order to be eligible. However, the project must be located in the service area.

Public benefit: Projects must benefit more than one producer or organization. The Regional Food System Program will not award grant funds for projects that provide a profit to a single organization, institution, or individual.

Service area: The KCD service area includes 34 cities and all of unincorporated King County. The cities of Enumclaw, Federal Way, Skykomish, Milton, and Pacific are not part of the Service area.

Overhead:  Indirect overhead expenses are costs incurred for a common or joint purpose benefiting more than one cost objective that cannot be identified specifically with a particular project, program, or organizational activity. Examples include rent, internet, IT services, telephone, general office supplies, and insurance. Overhead expenses are allowed as the lower of two options: an itemization of office expenses directly related to the project, or 25% of the amount of salaries plus benefits associated with grant funded project costs. Costs associated with lobbying and fundraising activities are not allowed.

Match: Matching funds are required (cash, in-kind, or both). Cash match is not required. There is no minimum matching amount. Documentation of matching funds is required.

Ongoing Projects/Sustainable Funding: If the project is a continuation of a previously funded project and is of an ongoing nature, a plan for sustainable funding will be required.  Regional Food System Program grant funds are not intended to support projects indefinitely.

Partners:  Partnerships are strongly encouraged but not required.  In the absence of partnerships, applicants must demonstrate the project's relationship to existing producer or consumer networks such as food hubs. Applicants are encouraged to actively network prior to submitting their proposal.

Local Food Initiative strategies and Funding Priorities: Projects must address the strategies, but not necessarily the recommended action items, of the King County Local Food Initiative described in Appendix A and B of the [King County Local Food Initiative.](#) Additional points will be given to projects that address KCD 2017 Funding Priorities (see information on page 10).

Ineligible activities: No grant funds may be used to support the following activities:
- Land and easement purchases, property leases
- Easing barriers that the applicant can remove or modify as a matter of changing its own policies
- Lobbying
- Fundraising activities
- Work that KCD could perform directly or contractually as part of its scheduled work

Disqualification: The King Conservation District reserves the right to reject any Full Proposal for the following reasons:
- Late submittal
- Nonconforming Full Proposal format or combined answers exceed twelve (12) pages (6 double-sided pages), excluding the Budget Worksheet
- Missing answers or information
- Non-qualifying applicant or project
- Misrepresentation of facts
- Significant flaws such as unpermitted activity or that the project cannot be carried out in 2018-2019.

## GENERAL REQUIREMENTS

Grant Management: Award Recipients will sign a Grant Agreement with KCD and must follow all applicable state rules and regulations, including those for insurance coverage, and accounting procedures. In addition, recipients will submit detailed performance reports quarterly, annually, and at project completion; must keep thorough records; and closely monitor the project against expected outcomes.

Reimbursement of Grant Funds: Grant funds will be paid to recipients for approved expenditures on a reimbursement basis. Grant recipients must have the ability to pay project costs up-front, and may not request reimbursement more frequently than monthly.

## Full Proposal Selection Process

Full Proposals will be scored by external reviewers to evaluate their merits using the criteria set forth in the section below – Full Proposal Scoring Criteria. Individuals with expertise in food systems and priority funding areas will perform the external review. Depending on the nature

of the proposal, KCD may also seek additional technical reviewers. KCD staff, Board of Supervisors, Advisory Committee members, and contractors are not part of the external review.

External Reviewers will read through each proposal, provide a preliminarily score, and compile questions that will be submitted to applicants in order to gain increased clarity and understanding of proposed projects. In late August, reviewers will meet to discuss external review scores, comments, and applicant responses to questions which will determine which candidates will be finalists, placed on a reserve list, or eliminated.

The Regional Food System Grant Advisory Committee Working Group will meet in early September to identify recommendations for funding. Recommendations from the Working Group will be reviewed by the full Advisory Committee in mid-September and forwarded to the Board of Supervisors for final selection in early October. Awards will be announced October 10th.

Additional Considerations:
- The KCD Board is under no obligation to spend all the money in the grant fund in any given year.
- A candidate can withdraw their candidacy at any time and may choose not to accept an award.
- All eligible candidates have a right to appeal a Board decision not to fund or to fund with conditions. Appeals are limited to procedural and review protocol issues but not on the merits of the project and related content.
- All candidates are entitled to a documented debriefing in person or in writing and can request advice concerning the strengths and weaknesses of a proposal.

## Full Proposal Scoring Criteria

The following are the guidelines and criteria that will be used when scoring all applications. Make sure that the cover sheet is completed, that you've checked a Funding Priority, and that the Grant Request, Match and Total Project Costs are consistent with your Budget Spreadsheet and Narrative.

**1. PROJECT PURPOSE AND IMPACT (20 Points)**

**WHAT PROBLEM OR CHALLENGE ARE YOU SEEKING TO OVERCOME AND WHAT IS YOUR SOLUTIONS?**

- Describe the specific issue, challenge or need that the project will address.
- Include the Local Food Initiative (LFI) strategy or strategies that the project addresses (limit to no more than 3 strategies identified in your Pre-Proposal) and describe how the project addresses them (don't just list the strategy).
- Describe how the project is important and timely.

- Include overall goals, specific objectives, and expected outcomes (note the emphasis here is quantifiable outcomes, e.g. acres in production, dollars of new sales, new farm businesses).
- Describe the beneficiaries of the project and how many will be impacted.
- Describe the approach to addressing the issue, including the methods or design used to meet your objectives.
- Does the project build on a previously funded Regional Food System Grant project? If so, how do the projects differ from one another? Provide a summary (three to five sentences) of the results of the completed work, the long-term quantifiable effects of these results, and how this year's funding will supplement or build on previous funding.
- Has this or a similar project been submitted to another grant program (including other KCD grant programs)? If so, what is the status of that application? Describe how receiving both awards will not result in the funding of duplicative projects.

*Scoring Criteria: The problem or challenge is clearly defined and directly relates to an identified Local Food Initiative Strategy; the project is demonstrated to be important and timely; and the solution logically and demonstrably addresses the problem as well as helps fulfill the project's stated goals and objectives.*

**2. SCOPE OF WORK (25 Points) (Scope must not exceed three single-sided pages)**
- Identify the major tasks of the project.
- Include the activities necessary to accomplish each task of your project and who will do the work. If contractors will be used or food system stakeholders will be involved (e.g. producer or consumer networks), be sure to specify those roles and responsibilities.
- Describe the outputs and outcomes of each task, and be sure to include outreach and performance measurement activities, as appropriate. Examples are provided beginning on page 12 of these instructions. Include the estimated share of KCD Award (in dollars) for each task.
- Identify the timeline for each task (by month and year).

*Scoring Criteria: Scoring will be based on the clarity of the work plan, the relevance of the specific project activities to the project purpose, and how well the plan demonstrates and describes external support for the project. The timeline, resources, and activities appear adequate to obtain the expected outcomes and deliverables. Include in the scope of work how you plan to acknowledge King Conservation District as a funding source for your project (Standard Tasks). This acknowledgement can be described further in the outreach and education activities you identify in the Information Sharing section below.*

**3. BUDGET (25 Points)**
The budget includes two parts, the budget spreadsheet and the budget narrative.

**A. Budget Spreadsheet**
Complete the budget spreadsheet (Excel file) and include it with your proposal. Note: The use of another budget format will lower your score for this question.

**B. Budget Narrative**
- Provide sufficient detail about budget categories to demonstrate that costs are reasonable and adequate for the proposed work.
- Describe the purpose of expenses paid by this grant (and other cash sources) and how you estimated them (the assumptions on which an expense is based). For example, total travel costs could be the number of miles traveled times the mileage rate for each trip included in the budget.
- Identify the in-kind and cash match contributions by you and your partners (identify each separately), for what purpose, and their estimated values. **Note:** for landowners, other adults, and minors between 16 and 18 years of age, a labor rate of $20/hour is allowed. For minors less than 16 years of age, the labor rate is consistent with the Washington State minimum wage, currently $11, is allowed although 14- and 15-year old's may be paid 85% of the minimum wage ($9.35) (KCD Resolution No. 15-001 adopted June 8, 2015). This does not apply to professional time. If, for example, a web develop is helping on the project and offers to give you a discounted rate, the difference between the normal rate and the rate charged is in-kind.
- If this project has received other funding, describe how that funding is allocated to the proposed activities of this project and if the funding serves as cash match.

*Scoring Criteria: The budget request and match support the proposed project, timeline, and outcomes. The applicant provided enough information to justify cost items in each cost category and provided an understandable basis for each cost.*

**4. PROJECT EXPERIENCE AND CAPACITY (10 Points)**
- Identify your experience and capacity to carry out this project, include yourself and your partners.
- Identify who will manage the completion of project activities and what are their qualifications.
- If contracts will be used or industry stakeholders will be involved, be sure to specify those roles and responsibilities.
- Identify who will manage other grant responsibilities, including budgetary, contractual, and reporting requirements, and their qualifications.

*Scoring Criteria: Scoring will be based on how well the applicant demonstrates that it has the means and experience to carry out all phases of the project as detailed in the Scope of Work*

*and/or will attain these capabilities with the help of partners, contractors, and/or a producer or consumer network.*

**5. HOW WILL YOU SHARE INFORMATION ABOUT YOUR PROJECTS? (5 points)**
- Identify what kind of information you plan to share, and how you plan to share it (this could include, for example, peer-to-peer learning opportunities, print, social media, podcasts, web).
- If you are targeting a specific audience, name the audience and corresponding outreach efforts.

*Scoring Criteria: Scoring will be based on how well the project outlines a plan to disseminate project results through peer-to-peer learning and/or inform a wider audience about it. In either case, the applicant has selected a broad audience or has focused on a smaller audience but with more concentrated impact. Applicant has identified how KCD as a funding source will be acknowledged for the outreach and educational items identified.*

**6. SUSTAINABILITY (5 Points)**
- If you plan to continue the project after the grant funding period, identify how you will make it sustainable over time, including provisions for continued funding.
- If you are planning on developing a strategic or business plan, outline its key elements and benchmarks.
- If you don't plan to continue the project after the grant funding period, identify what provisions you are making to ensure that its legacy lives on in the work of others.
- Describe how you envision your project as part of larger endeavors to strengthen our region's food economy and resiliency, and describe the ways in which the project will contribute to this broader goal.

*Scoring Criteria: Scoring will be based on the extent to which the applicant has described the steps it will take to ensure the project's long-term sustainability (or its long-term impact) either through a fundraising plan or by making the project self-sustaining through the applicant's organization or through other entities.*

**7. FUNDING PRIORITIES (10 Points)**
- Does this project address a funding priority (described below)?
- Is addressing that priority a primary focus of the project?
- How will the project address the issue?

*Scoring Criteria: Scoring will be based on the extent to which the project demonstrates a link to the program funding priorities identified in this RFP*

## Funding Priorities and Categories

In carrying out the Regional Food System Grant Program, KCD aims to increase both local farm productivity and strengthen local food market opportunities through investing in projects that meaningfully contribute to economic viability in the local food system. The Regional Food System Grant Program places a high value on peer-to-peer learning, and how innovations in resources conservation and the regional food economy can have a broader impact both locally and in the Puget Sound region.

In preparing for the 2017 Grant Program, KCD staff met with and received input from over 50 local food system participants to identify issues that help us evaluate our program, better understand stakeholder participation in the regional food system, and inform our future direction. With the help of the Regional Food System Grant Program Working Group, the feedback we received was distilled into key priority areas for funding that address multiple stakeholder needs.

Listed below are the 2017 funding priorities. Projects that do not address one of the priorities are still eligible for funding, as long as they meet all other program requirements.

2017 Funding Priorities (in no ranking order)
- Infrastructure
- Consumer Demand
- Land Access
- Food Safety
- Business Management

**Infrastructure**
In this funding category, projects will be considered that remove barriers for farmers in food production and improve local food processing, distribution, and marketing infrastructure in King County to increase aggregated food distribution. This could include, for example, produce processing, commercial kitchens and other value-added processing facilities, cold storage, or equipment sharing/loan programs.

**Consumer Demand**
In this funding category, projects will be considered that create awareness of King County produced foods via marketing and education to consumers, increase technical assistance for selling and sourcing locally, and support emerging markets for selling locally-produced food. This could include, for example, eat local promotions, farmer-buyer trade meetings, improving access to markets, farmer market promotions, retail readiness and market assistance to schools, restaurants, institutions, and other food retailers, and supporting emerging markets for local farm products.

**Land Access**

Projects will be considered that address removing barriers for farmers in food production by increasing access to farmland for lease, purchase, or other land tenure models, and farm transition planning as a means of keeping agricultural land in production. This could include models and resources for leasing land, purchasing land, developing/expanding farm incubators, providing services that directly link farmers looking for land with farmland owners, or forums for realtors that focus on agriculturally zoned lands and other rural lands suitable for agriculture.

**Food Safety**

Projects will be considered that address voluntary and required food safety training, education, and technical assistance for producers and value-added food processors. This could include training, education, technical assistance, and cost share projects for farmers and processers with respect to the requirements of Good Agricultural Practices (GAPs), Good Handling Practices (GHP), Group GAP, Hazard Analysis Critical Control Point (HACCP), and the Food Safety Modernization Act.

**Business Management**

Projects will be considered that provide education, resources, technical assistance, and/or mentoring to farm owners/operators and people interested in farming with the purpose of helping them meet their business and personal goals.  This could include business planning, how to find farmland, finding and managing labor, record keeping, insuring crops and other risk management tools, finding capital, accessing markets, and retirement planning.

## Questions and Assistance

KCD staff are available to provide applicants with an understanding of the grant selection process and requirements; however, to ensure that all applicants receive equal treatment, KCD staff cannot provide assistance with individual proposals.  Should you have any questions about the process or requirements, please call Mary Embleton at 425-282-1985, or email regionalfoodgrant@kingcd.org.

## Terms and Definitions

**SCOPE OF WORK**

This is a key question that describes how you envision carrying out your project. A logic model is one tool that can be useful to help you visualize how you will achieve your goals. An example logic model is included beginning on page 18 of these instructions.

Key terms used to describe your work plan:

> **Task**: A grouping of related activities that typically occurs in the same block of time and/or are interdependent. Purchasing plants and planting them are interdependent activities. Planting plants and conducting a farm tour may be part of the same project but they are not interdependent and logically belong in separate tasks.
>
> **Activity:** The actions that carry out the project (buying plants and planting them, developing a workshop and running the workshop, recruiting young farmers and training them, are examples of activities). It is important to provide clear information, including:
> - Who will carry out the activity and who will participate?
> - What is the nature of the activity?
> - How will it be carried out and how can you describe it in numerical terms?
> - Where will it be carried out and how big of an area or volume will it cover?
> - When will it be carried out and how frequently?
>
> **Outputs:** Tangible products issuing from the activity, such as a new warehouse, a workshop curriculum, enrolling people in a program or having a certain number complete the program, five acres newly in farm production, a website.
>
> **Outcomes:** The difference made by outputs, their effectiveness.  This could include specific changes in program participants' behavior, knowledge, skills, status, and level of function.  For instance, if the goal of a program is to train future farmers, the outcome should be that many program graduates are farming successfully.
>
> Some outcomes can only be measured in the short-term (1 – 3 years) while long-term outcomes (4 – 6 years) are less tangible.  Therefore, it is best to focus on those short-term outcomes you can actually measure more immediately. Note that in some cases, this may occur beyond the funding period of your grant. You may include long-term outcomes, well beyond the grant period, if their attainment is self-evident. For example, a short-term outcome might be the establishment of a farmer cooperative or collective where capital costs are distributed among several farmers, which both increases their productivity and decreases their capital investments. A related mid-term outcome might be that within 6 years, local farming subsidies (such as this grant) result in an ever-

increasing return on investment. This will lead to the long-term outcome of a strong, self-sustaining, and resilient food economy.

**Performance Measures**: How you measure outcomes. A quantifiable target of an organization's work and the results of that work. Performance measures are based on data and tell a story about whether an organization, project or activity is achieving its objectives and if progress is being made toward attaining organizational or project goals. Furthermore, the way to measure its attainment is reliable and accurate.

For the purpose of the full proposal, describe the method employed to evaluate the performance of your project and state the indicators of success.  It can be as straightforward as a record of new farm product sales, acres in production or more complex like designing a survey.

Some performances are difficult to quantify or require methods that would go beyond the scope of your project. In addition, attempts at quantification may sometimes lack relevance. If your short-term outcomes are not quantifiable, seek an objective way to demonstrate success.  For example: An applicant wishes to secure refrigerated space for farmers. The goals are that refrigeration will result in less spoilage and increase productivity. Because past records are unreliable, the project's impact relies on anecdotal information. For instance, five farmers have increased their crop acreage, or two now grow crops that would have a short shelf life without refrigeration. Good before-and-after documentation that shows successful outcomes will make up for lack of data.

**EXAMPLES OF OUTCOMES AND PERFORMANCE MEASURES**

| ACTIVITY | OUTCOME | PERFORMANCE MEASURE |
| --- | --- | --- |
| NABC staff will provide outreach, recruitment, and technical assistance for adding King County farmers as members of the food hub. | Ten or more King County farms will join the food hub. | 1) Number of farmers registered on food hub; 2) Total food hub sales ($) of King County product (reported by seller). |
| Work with the City of Seattle and Human Links Foundation to increase access of fresh local food to underserved communities. | Increased amount of local food in pre-school and day care meal programs to increase access to food for underserved communities. | 1) Total number of sites purchasing from food hub 2) Total Farm-to-Table sales ($). |
| Purchase and install 8x10 walk-in cooler. | Save energy and money by eliminating necessity for multiple separate refrigeration spaces. | Members will be surveyed to determine rate of energy use and cost prior to membership. After two months of active cooperative membership, members will be surveyed again to determine energy |

| | | |
|---|---|---|
| | | use and cost. The amount of energy required by walk-in storage must be less than individual members' total combined use of cooling facilities. |
| Evaluate economic impact of EBT sales and Fresh Bucks participation for farmers markets. | Sales data and regular evaluation results allow farmers markets to use economic impacts of SNAP/Fresh Bucks on markets and vendors to strengthen farmers market support. | Monthly reports (during farmers market season) track EBT and Fresh Bucks, including year-to-year comparison where applicable. Periodic analysis of SNAP shoppers (e.g. frequency, repeat shoppers, behavior change, etc. data). |
| As per an engineer's specifications, repair an existing cistern already on site in order to collect rainwater for irrigation. | Seven farm businesses at the Experience Farming Project (EFP) will be able to produce more crop varieties as a result of access to increased irrigation. | We will collect data from EFP participants about the number and types of crops they are currently able to produce and compare that information to participant crop data after irrigation systems have been improved. We will collect both qualitative information (anecdotes and observations on crop production from EFP participants) and quantitative information. |
| Snoqualmie Valley Preservation Alliance to work with new Water Improvement District (WID) commissioners to identify and implement early action projects, such as seasonal water right transfers and tile replacement projects. | Increased food production capacity due to WID's ability to address water supply and drainage needs. | At least thirty ag community members attend one or more visioning workshops; implement at least three seasonal water right transfers for the 2016 growing season. |

**BUDGET**
Below are the categories allowable under this grant program.

- Staffing: Salaries/wages for individuals employed by your organization. Individuals not employed by your organization should be included under "Contractual." You may include fringe benefits for each project participant in the staff category.

- Project Equipment: Purchase of real property that supports the goals of the Regional Food System Grant Program and Local Food Initiative. This could include, for example:

shared farm production equipment (new or renovated) (e.g. pickup truck, utility tractor, tractor implements, rotovator, equipment storage or other shared structures, food storage (e.g. cold storage, walk in freezer); food transportation vehicles (e.g. trucks, refrigerated trucks): equipment for value-added production (e.g. freezing, canning, dehydrating or otherwise processing food); equipment that allows schools or other institutions to utilize more local farm products (refrigeration, salad bar, blender, walk-in freezer, mechanical slicers/choppers, etc.).

- Project Supplies: Software, field supplies, office supplies directly related to the project, workshop or training supplies, small non-equipment tools (hand tools, hand carts, wheel barrows, plant stock, etc.).

- Contractual: Services to be provided under a contract.

- Travel: Ground transportation, lodging, meals, mileage, and air transportation. Travel rates may not exceed the reimbursement rates allowed by Washington State and the Federal Government. For these rates, please visit www.ofm.wa.gov/policy/10.90a.pdf. Travel costs for contractors should be included under "Contractual."

- Office Expenses/Overhead: As defined on page 4 of these instructions, indirect overhead expenses are costs incurred for a common or joint purpose benefiting more than one cost objective that cannot be identified specifically with a particular project, program, or organizational activity. Overhead expenses are allowed as the lower of two options: an itemization of office expenses directly related to the project, or 25% of salaries plus benefits associated with the project. Costs associated with lobbying and fundraising activities are not allowed.  They will be deducted as a factor of this percentage based on information in the most recent federal tax filing.

- Other: conferences and meetings (e.g. facility or equipment rental); communications (e.g. postage, on-line survey fees); speaker/trainer fees; publication costs (e.g. printing brochures, reports, etc.).

**MATCH**
- Cash Match: Cash contributed to the project. This could include equipment purchased for project activities, personnel hired to help with the project who will not be hired if the project is not funded, paying for project outreach or printed materials, contributions or donations to the project. If you are contributing funds or seeking other funds, be sure to mention this and tell us the status of your request. Include cash match in the budget worksheet.

- In-kind Match:  Contributions of goods or services, other than cash, which if not donated would have to be purchased with project funds.  This could include volunteer time of partner organizations or others, donated equipment or facility use, supplies.

Depreciation is not a valid in-kind match.  Do not include in-kind match in the budget spreadsheet. Do include a detailed description in the budget narrative.

Here are some examples of how to determine a cash or in-kind match:

- A donor gives $30,000 to your organization for operating costs. The donation is assigned to your unrestricted funds: IN-KIND –Why?  The funds are re-assignable and would be spent regardless of the project, even though they also benefit the project. You are applying a portion of the sales proceeds from this project to running this project: CASH – Why?  You are reinvesting cash generated from the project back into the project.

- Another donor contributes $10,000 with no stipulations for its use.  Your board of directors decides to allocate $5,000 to your project for 2017: CASH –Why? Your board made an exclusive allocation that cannot be used for other purposes and would show in a balance sheet as project revenue.

- Your partners will contribute 100 hours of time worth $6,700 in salary and benefits helping you carry out your project: IN-KIND –Why? No money is changing hands.
- Your partner will sub-contract you to carry out joint activities related to your project: CASH Why? It appears that you have mutually beneficial programs and cash is actually changing hands.

- You receive a grant of $50,000 for a program that includes this project as a scope of work element for which you plan to allocate $10,000 as part of your functional budget for this grant: CASH –Why? The project is specifically identified and budgeted and you received funds from a third party.

- A professional you hire donates half of his fee to this project: CASH and IN-KIND –Why? If you used a project-specific allocation to pay his or her fees, then half the fee requires a cash transaction and the other half sees no money changing hands.

**EXAMPLE OF A BUDGET SPREADSHEET**
Note that unless corrected, the budget spreadsheet becomes and exhibit in an agreement between the recipient and KCD.

If your project includes extensive project supplies or other items too lengthy for the budget worksheet (e.g. estimates and calculations that further break down the budget), you can include that breakdown as a PDF and include it with your proposal submission.
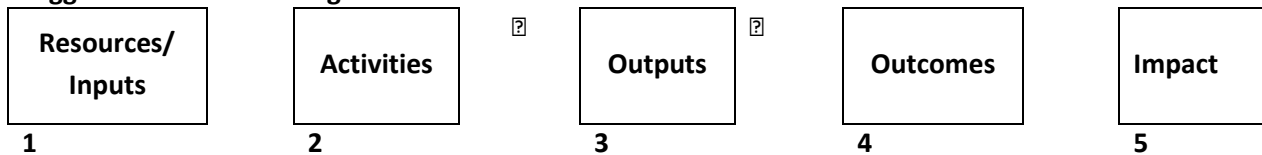
| Applicant: | Central Farming Cooperative | | Project Title: | Permaculture Project | | | |
|---|---|---|---|---|---|---|---|
| BUDGET ITEM | COST BASIS | | | UNIT DESCRIPTION (HRS, ETC) | AMOUNT | GRANT PORTION | CASH MATCH |
| **STAFFING** | | | | | | | |
| ITEM | SALARY | BENEFITS | UNITS | | | | |
| Director | $50.00 | $14.00 | 520 | Supervise project operations and contracted commercial services. 10 hours/week, 12 months (43.3 hrs/mo), benefits = 28% | $33,280.00 | $16,640.00 | $16,640.00 |
| Bookkeeper | $27.00 | | 12 | Project record keeping and billing, 1 hour per month for 12 months | $324.00 | $324.00 | |
| | | | | Subtotal | $33,604.00 | $16,964.00 | $16,640.00 |
| **PROJECT EQUIPMENT** | | | | | | | |
| | UNIT COST | UNITS | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | Subtotal | | | |
| **PROJECT SUPPLIES** | | | | | | | |
| | UNIT COST | UNITS | | | | | |
| Hand tools | $4,200.00 | | 1 | See attached breakdown (PDF purchase estimate) | $4,200.00 | $4,200.00 | |
| Organic soil amendments at cost basis for each | $1,188.00 | | 1 | 5 tons bulk fertilizer @ $182/ton and 10 80-pound bags @$18.40 plus tax @$.086 | $1,188.08 | $1,188.08 | |
| Watering system upgrade | $567.00 | | 1 | See attached breakdown (PDF purchase estimate) | $567.00 | $567.00 | |
| | | | | Subtotal | $5,955.08 | $5,955.08 | |
| **CONTRACTUAL** | | | | | | | |
| Trainer | $50.00 | | 50 | 5 work sessions, 10 hours each with prep, delivery, and evaluation | $2,500.00 | $2,500.00 | |
| Translator | $35.00 | | 20 | 5 work sessions, 4 hours each, 2 translators (2 hours each) | $700.00 | $700.00 | |
| | | | | Subtotal | $3,200.00 | $3,200.00 | |
| **TRAVEL / TRANSPORTATION** | | | | | | | |
| MODE | MILEAGE RATE OR OTHER | MILES OR OTHER | | | | | |
| Car | $0.54 | 780 | | 30 trips from office to farm @ 26 miles per RT | $421.20 | | $421.20 |
| Farm Truck | $50.00 | 9 | | Daily rate | $450.00 | $450.00 | |
| | | | | Subtotal | $871.20 | $450.00 | $421.20 |
| **OFFICE EXPENSES (Broken down unless requesting a blanket OH rate)** | | | | | | | |
| **OPTION A: ITEMIZED** | | | | | | | |
| ITEM | UNIT COST | UNITS | | | | | |
| | | | | | | | |
| | | | | | | | |
| **OPTION B: OVERHEAD** | | | | Portion charged to grant cannot exceed 25% for the total of salaries and benefits | $8,401.00 | $5,200.00 | $3,201.00 |
| | | | | Subtotal | $8,401.00 | $5,200.00 | $3,201.00 |
| **OTHER** | | | | | | | |
| Inspection fee | $347.00 | | 1 | County inspection for plumbing and electrical work | $347.00 | | $347.00 |
| | | | | Subtotal | $347.00 | $0.00 | $347.00 |
| | | | | | | | |
| | | | | **PROJECT TOTAL** | **$52,378.28** | **$31,769.08** | **$20,609.20** |

An example of a detailed breakdown of costs that could be submitted as a PDF is presented for the Project Supplies budget, hand tools.

| 2017 KCD RFS Full Proposal Budget Detail | | | |
|---|---|---|---|
| Attachment of Itemized Purchase Estimate | | | |
| Applicant: Central Farming Cooperative | | | |
| Project: Permaculture Project | | | |
| **PROJECT SUPPLIES** | | | |
| | UNIT COST | UNITS | TOTAL COST |
| **Hand Tools** | | | |
| Tool box | $35.00 | 2 | $70.00 |
| Jig saw | $80.00 | 1 | $80.00 |
| Power drill | $125.00 | 1 | $125.00 |
| Miter saw | $350.00 | 1 | $350.00 |
| Tool storage and work bench | $400.00 | 1 | $400.00 |
| Generator | $2,800.00 | 1 | $2,800.00 |
| Spading fork | $40.00 | 5 | $200.00 |
| Shovel | $35.00 | 5 | $175.00 |
| | | TOTAL: | **$4,200.00** |

## Example Logic Model

**Kellogg Foundation Basic Logic Model**

| Resources/ Inputs | Activities | ⬚ | Outputs | ⬚ | Outcomes | Impact |
|---|---|---|---|---|---|---|
| **1** | **2** | | **3** | | **4** | **5** |

**YOUR PLANNED WORK** describes what resources you think you need to implement your program and what you intend to do.

1. **Resources** include the human, financial, organizational, and community resources a program has available to direct toward doing the work. Sometimes this component is referred to as Inputs.

2. **Program Activities** are what the program does with the resources. Activities are the processes, tools, events, technology, and actions that are an intentional part of the program implementation. These interventions are used to bring about the intended program changes or results.

**YOUR INTENDED RESULTS** include all of the program's desired results (outputs, outcomes, and impact).

3. **Outputs** are the direct products of program activities and may include types, levels and targets of services to be delivered by the program. [In a TIG project, your outputs are statements of

your "process" objectives, the measures used to show that you have completed the activities you have identified as necessary to achieve your goals.]

4. **Outcomes** are the specific changes in program participants' behavior, knowledge, skills, status and level of functioning. Short-term outcomes should be attainable within 1-3 years, while longer-term outcomes should be achievable within a 4-6 year timeframe. The logical progression from short-term to long-term outcomes should be reflected in impact occurring within about 7-10 years. [The short-term and medium-term outcomes are your project objectives – in the TIG Evaluation Framework, they are often included as bullets below your broad project goal.]

5. I**mpact** is the fundamental intended or unintended change occurring in organizations, communities or systems as a result of program activities within 7-10 years. In the current model of WKKF grantmaking and evaluation, impact often occurs after the conclusion of project funding. [The desired impact is your project's goals].

| Resources/ Inputs | Activities | Outputs | Outcomes | Impact |
|---|---|---|---|---|
| *In order to accomplish desired activities, we need the following resources:* | *In order to address the identified problem and reach desired outcomes, we will need to carry out the following activities* | *By accomplishing the stated activities, we will produce the following outputs:* | *Accomplishing these activities will lead to the following changes in the short term (1-3 years) and in the longer term (4-6 years):* | *Accomplishing these activities will lead to the following changes in the long term (perhaps 7-10 years):* |
| | | | | |

For more information visit: www.lri.lsc.gov/pdf/other/TIG_Conf._Materials/EMcKay_Logic_Model_Intro_LSC.pdf

## King County Local Food Initiative Strategies

The Regional Food System Grant Program carries out, in part, the King County Local Food Initiative (LFI). For more information, go to the King County website here.

The strategies listed below are taken from *APPENDIX A: Food Economy Targets, Strategies, and Action Items* on Page 39 and *APPENDIX B: Healthy Food Access Action Items* on Page 61. **Do note that not all strategies are eligible for funding.** For instance, no food waste strategies are included. You are highly recommended to select judiciously as few strategies as possible since selecting too many may appear to dilute the effectiveness of your project which will affect your score.

In *Appendix A* and *B*, each strategy is carried out by a number of proposed *Action Items*. Your project is not required to carry them out. This will be entirely your choice and it will not affect your score.

For related action items refer to the Local Food Report starting on Page 42:
http://your.kingcounty.gov/dnrp/local-food/documents/2015-KC-Local-Food-Report.pdf

APPENDIX A: FOOD ECONOMY TARGETS, STRATEGIES, AND ACTION ITEMS

TARGET 1

☐ Strategy 1.1: Decrease start-up and expansion costs and remove barriers for farmers in food production (land, equipment, related infrastructure, taxes, insurance, capital investment).

☐ Strategy 1.2: Improve drainage to bring more land into production.

☐ Strategy 1.3: Improve availability and efficiency of irrigation water: save what we have, share what we have, and if possible, find more.

☐ Strategy 1.4: Preserve farmland for food production, building on the recommendations of the King County Farms and Food Roundtable.

☐ Strategy 1.5: Improve farmland productivity.

☐ Strategy 1.6: Enhance recruiting, training, and technical assistance programs for new farmers, with consideration of diverse cultural and language needs.

TARGET 2

☐ Strategy 2.1: Create awareness of King County locally-produced foods via marketing and education to consumers.

☐ Strategy 2.2: Increase technical assistance for selling and sourcing locally. Farmers/Producers: retail-readiness and market assistance Restaurants, Institutions, and Grocery Retailers: how to source locally and implement sustainable practices

☐ Strategy 2.3: Improve the local food processing, distribution, and marketing infrastructure in King County to accommodate and increase aggregated food distribution.

☐ Strategy 2.4: Support emerging markets for selling locally-produced foods.


APPENDIX B: HEALTHY FOOD ACCESS ACTION ITEMS

☐ Strategy 1: Increase the number of healthy food procurement policies in King County institutions (schools, child care, hospitals), with emphasis on institutions serving priority populations, in order to increase fruit and vegetable consumption at these institutions. *(Must generate demand for King County agricultural products)*

☐ Strategy 3: Increase the number of King County farmers markets with nutrition incentive programs for Supplemental Nutrition Assistance Program (SNAP) recipients, with emphasis in South King County.

☐ Strategy 4: Increase policies, practices, and incentives in local jurisdictions that promote access to healthy eating among priority populations. *(Must generate demand for King County agricultural products)*

☐ Strategy 5: Increase the amount of fruits, vegetables, and other healthy food options available in food banks and meal programs. *(Must generate demand for King County agricultural products)*

☐ Strategy 9: Identify and implement strategies with the retail sector to promote and incent fruit and vegetable purchases by priority populations. *(Must generate demand for King County agricultural products)*

☐ Strategy 10: Coordinate with the health care sector to implement innovative programs, practices, and policies to increase fruit and vegetable consumption by priority populations. *(Must generate demand for King County agricultural products)*

☐ Strategy 11: Increase the number of healthy food procurement policies in large gathering places (community centers, worksites, recreation/cultural settings), with an emphasis on places in low income communities. *(Must generate demand for King County agricultural products)*

☐ Strategy 12: Engage and build capacity in communities to continue to learn and address barriers to increasing fruit and vegetable consumption and food security. *(Must be part of a broader education/outreach/marketing campaign to get priority populations to buy more local)*

☐ Strategy 13: Increase access to direct market outlets among priority communities including local Community Supported Agriculture programs (CSA), farmers markets, farm stands, mobile markets.

☐ Strategy 16: Create a freebate program to correct for market distortions and externalities. *(Must show a link where local producers directly or indirectly benefit).*

☐ Strategy 17: Implement educational activities and outreach in high need communities to empower communities to eat more fruits and vegetables. *(Must show a link where local producers directly or indirectly benefit).*