

KING CONSERVATION DISTRICT REGIONAL FOOD SYSTEM GRANT PROGRAM

PRE-PROPOSAL FORM

Due April 23, 2019 by 4 PM PST at regionalfoodgrant@kingcd.org

Instructions: Complete each section of this form. The submitted form may not exceed **four (4) pages (2 double sided pages)**. This form must be submitted in a Microsoft Word format (**not a PDF**) with a **font size no less than 11**. Do not delete question numbers/questions. You may delete instructions. When you save the completed form to submit it, **please use your organization name as the file title** (e.g. IdleThymeFarm_2019_pre_proposal).

PROJECT TITLE:		
BRIEF PROJECT DESCRIPTION (200 Words or less):		
NAME OF APPLICANT ORGANIZATION/BUSINESS:		
CONTACT PERSON:		
PHONE (office):	PHONE (cell):	
E-MAIL:		
ALTERNATE CONTACT:		
PHONE (office):	PHONE (cell):	
E-MAIL:		
ORGANIZATION ADDRESS:		
WEBSITE:		
FUNDING PRIORITY (check only one): <input type="checkbox"/> Consumer Demand <input type="checkbox"/> Land Access <input type="checkbox"/> Food Safety		<input type="checkbox"/> Infrastructure <input type="checkbox"/> Business Management
GRANT REQUEST: \$	CASH AND IN-KIND MATCH: \$	TOTAL PROJECT COST: \$

NARRATIVE QUESTIONS

QUESTION 1: PROJECT PURPOSE (20 points)

Describe the problem or challenge you are seeking to overcome and your solution. Be sure to refer to the Local Food Initiative strategy or strategies in answering this question (limit to **no more than 3** strategies). Describe how the project is important and timely. Include overall goals and objectives.

QUESTION 2: PRELIMINARY WORK PLAN (20 points)

Describe your project. How will it work, what will it do, and who will do it? Identify the activities necessary to accomplish your project. Do you have a location and timeline in mind? Be sure to include outreach and performance measurement activities.

QUESTION 3: EXPECTED OUTCOMES (10 points)

What are the measures of success of your project and how will you measure them? For example, new acres in production, dollars of new farm product sales, number of new farmers or farm businesses. Describe the beneficiaries of the project and how many will be impacted.

QUESTION 4: BUDGET (10 points)

List the grant funds that you are requesting for each budget category. For in-kind or cash match, describe their planned use in the space below.

Grant Request	Year 1	Year 2	Total Grant Request
Staffing			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Total Grant Request			

Briefly explain the budget items and costs and how you estimated them. All requested items should correlate to the purpose and goals of the project. Additional budget details will be required if selected to submit a Full Proposal.

QUESTION 5: WHAT RESOURCES ARE YOU AND YOUR PARTNERS CONTRIBUTING TO THIS PROJECT? ALTERNATIVELY, DESCRIBE HOW YOUR PROJECT IS PART OF A PRODUCER OR CONSUMER NETWORK THAT IS ESSENTIAL TO EXPANDING ITS REACH AND SUCCESS. (10 points)

What investments do you and/or your partners plan to contribute to this project, and are they in-kind (e.g. volunteer time, donated use of equipment or facilities) or cash contributions (e.g. other grants or donations)? Estimate their dollar value and identify what has been secured and what is pending. In addition to match, is your project dependent of a producer or consumer network for its success? Identify the network and outline those elements that will enhance the reach and success of your project. Letters of commitment from partners will be required if selected to submit a Full Proposal.

QUESTION 6: WHAT EXPERIENCE AND CAPACITY DO YOU HAVE THAT QUALIFY YOU TO UNDERTAKE THIS PROJECT? (10 points)

Include your partners (or your network), consultants and other vendors in this answer. If you plan to hire contractors or consultants, list their qualifications as it pertains to the project.

QUESTION 7: HOW WILL YOU SHARE INFORMATION ABOUT YOUR PROJECT? (5 points)

What kind of information do you plan to share, how do you plan to share it (e.g. print materials, social media, podcasts, radio, workshops/conferences, etc.), and what audiences, if any, are you targeting? Be sure to include information sharing across your network as well as to a broader regional audience.

QUESTION 8: WHAT ARE YOUR PLANS TO KEEP THE PROJECT GOING AFTER YOU HAVE SPENT THE GRANT AWARD? (5 points)

Do you plan to keep the project going after the funding period? If yes, how will you make it sustainable over time? Do you plan to develop a strategic or business plan? If you do not plan to continue with the project, what provisions are you making to ensure that its legacy lives on in the work of others?

QUESTION 9: FUNDING PRIORITY (10 points)

Complete this section only if you checked a Funding Priority on Page 1. How does your project address the Funding Priority? Select only one (1) Funding Priority that is most directly relevant to your project.