



2022

Regional Food System Program Grant Application Guide

King Conservation District (KCD) is pleased to announce a competitive solicitation process to award Regional Food System Program Grant funds for projects that support the economic and environmental sustainability of working agricultural lands in King County.

Release Date: June 13, 2022

Proposals Due: July 18, 2022 by 4pm PST

Late submissions will not be accepted.

All grant documents are available on the [Regional Food System Grant](#) (RFS) web page.

King Conservation District
Regional Food System Program
800 SW 39th Street, Suite 150
Renton, WA 98057
425-282-1958 (O)
425-529-4801 (C)
mary.embleton@kingcd.org

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Key Information

Proposals are due on July 18, 2022, by 4pm PST. Late submissions will not be accepted. Prior to completing your application, please review this document. This year's application must be submitted through [KCD's online grant portal](#). There is a total of \$300,000 available to award in 2022. The maximum award will be \$50,000. There is a 25% limit for overhead expenses (as a percent of staffing costs). Match is required. Recipients will be announced the week of October 10, 2022. The period of performance for the 2022 awards is for one year from the date of award.

Purpose

As part of the KCD Regional Food System Program, King Conservation District initiated a grant fund in 2015 to support projects that strengthen our local food economy. Our goals are to bridge the gap between producers and consumers, and to serve as a catalyst in making local food production both environmentally and economically sustainable.

KCD's Regional Food System Grant Program is based on goals and strategies of the King County Local Food Initiative and outreach with a diversity of regional food system participants. The program funds food system-related projects with demonstrated public benefit and a link to improving working agricultural lands in King County. The program is designed to support projects that contribute to the economic viability of local farmers, encourage new farmers, expand acreage in food production, improve food access, and increase demand for and sales of King County farm products. Proposed projects must align with the strategies of the [Local Food Initiative](#), also listed on page [12](#).

Past Grant Recipients

Year	Number of Grant Awards	Total Grant Funding
2015	9	\$663,878
2016	11	\$751,298
2017	9	\$607,406
2018	11	\$755,630
2019	9	\$600,000
2020	13	\$256,784
2021	17	\$316,352

Project information can be found [here](#).

2022 Regional Food System Grants

This year the grant program will place greater emphasis on projects that meet identified funding priorities found on page [12](#), and can demonstrate clear, measurable outcomes that will strengthen our region’s food economy and resiliency.

Schedule (*subject to change*)

Step 1	Request for Proposals Released	June 13, 2022
	Proposals Due	July 18, 2022
	Review by Advisory Committee Working Group	July 20 – August 26, 2022
Step 2	Working Group Recommendations at the Grant Subcommittee of Board of Supervisors meeting	September 26, 2022
	Board of Supervisors Meeting to Approve Recommendations	October 10, 2022
Step 3	Award Announcement	Week of October 10, 2022

A virtual grant orientation workshop will be held on June 21, 2022, from 1-2pm. A link to the workshop will be available on the [KCD RFS web page](#).

Funding and Duration

The 2022 ILA Work Plan funding for the Regional Food System Program includes \$300,000 for competitive grants. Competitive grant requests cannot exceed \$50,000. KCD’s Board of Supervisors reserves the right to adjust the amount of the award. The maximum grant period for each award is one (1) year. 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, 2023 and end no later than January 31, 2024.

Eligibility Requirements

Individual farmers, producer networks, marketing cooperatives, farmers markets, businesses, schools, special districts, nonprofit organizations, tribes, and jurisdictions within KCD’s 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: KCD's 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 grant-funded portion of the project, or 25% of salaries plus benefits associated with the grant-funded portion of the project. Costs associated with lobbying and fundraising activities are not allowed.

Match: Matching funds are required (cash, in-kind, or both). Cash match is not specifically 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. 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.

Evaluation: Applicants must clearly identify outputs and outcomes for each activity identified, and how those outputs and outcomes will be measured. In particular, what methods will be used to evaluate specific outcomes/impacts from the project (e.g. surveys, data collection and analysis, storytelling)?

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](#). (See page [12](#) for a list of LFI strategies eligible for funding under the Regional Food System Grant).

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
- Ongoing program activities (There should be no expectation of continued funding support for projects previously awarded funding from the Regional Food System Program)
- Lobbying

- Fundraising activities
- Work that KCD could perform directly or contractually as part of its scheduled work.

Disqualification: King Conservation District reserves the right to reject any Proposal for the following reasons:

- Late submittal
- Nonconforming Proposal format or combined answers exceed four (4) pages (2 double-sided pages)
- 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 2023.

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, 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.

Proposal Selection Process

At least two levels of review will be conducted during the Proposal evaluation process:

- An **administrative eligibility review** by KCD staff to determine if the applicant was responsive to the requirements of the Request for Proposals, and to assess risk factors such as poor grant performance, unclear scope of work or outcomes, budget questions, and/or other technical issues raised in the initial review. Please note: applicants with an existing Regional Food System Program grant project who are not consistently meeting the requirements of their current grant may be excluded from review.
- An **external review** to evaluate the merits of each proposal using the criteria set forth in the section below – Proposal Scoring Criteria. Individuals with expertise in food systems and priority funding areas will perform the external review. As a proposal applicant, you will choose which Funding Priority your project best fits.

- Proposal scores and comments will be incorporated into a final ranking of projects by the Advisory Committee Working Group. Rankings will be presented to the Grant Subcommittee for review and comment. The Grant Subcommittee will forward its recommendations to the Board of Supervisors for final determination and awards. Applicants will have the opportunity to receive evaluation feedback about their proposals.

Application Questions

The following are the questions contained in the application located in KCD's online grant portal. Word document or pdf applications sent by email or post mail will not be accepted. Access the online application by clicking here. If you need assistance filling out the application, please contact us.

There are several areas where you will need to upload supporting documents such as the budget table, work plan table and letters. Only one file can be uploaded per upload button.

Required uploads:

- Budget table
- Work Plan table

Optional uploads (project dependent):

- Fiscal sponsor confirmation letter
- Landowner permission confirmation letter

Applications are due Monday, July 18, 2022 by 4pm.

For questions contact Jessica Saavedra Jessica.Saavedra@kingcd.org, 425-773-9065 and Mary Embleton, Mary.Embleton@kingcd.org, 425-529-4801.

Organization Status*

If the organization implementing the project is not an established 501(c)3 nonprofit organization, they must have a fiscal sponsor to help manage the grant reimbursements. Please provide a letter of fiscal sponsor confirmation with your application. Click here for the letter template. After you have your letter, upload it below.

Is the applicant organization/business:

Choices

A fiscal sponsor for a group implementing the project?

A group implementing the project directly?

A group in need of a fiscal sponsor?

Upload Your Fiscal Sponsor Confirmation Letter

For groups that have a fiscal sponsor, please upload the letter of fiscal sponsor confirmation below. Groups that are an established 501(c)3 nonprofit organization do not need to upload this letter.

File Size Limit: 5 MB

Have you received a Regional Food System Grant before?*

Choices: Yes, No, I don't know

Project Name*

Name of Project.

Character Limit: 100

Brief Project Description*

Please provide a brief description of your project.

Character Limit: 1000

Project location*

Please provide the address for the location where your project will take place. If your project will take place in multiple locations indicate that here.

Character Limit: 250

Upload Your Landowner Permission Confirmation Letter

If applicable, upload your letter of landowner permission.

File Size Limit: 5 MB

King County Council District #*

Click here to find the council district where your project will take place. If your project resides in more than one district, type multiple numbers in this space.

Character Limit: 250

State Legislative District #*

Click here to find the state legislative district(s) where your project is taking place. If your project resides in more than one district, type multiple numbers below.

Character Limit: 250

KCD Regional Food System Grant Funding Priorities*

Please click only one of the funding priorities below that your project will address

Choices

Consumer Demand

Land Access

Food Safety Infrastructure Business Management

Project Purpose (25 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 one strategy). Describe how the project is important and timely. Include overall goals and objectives.

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. (See 2022 Grant Application Guide for a list of LFI strategies eligible for funding under the Regional Food System Grant).

Character Limit: 3000

How Does Your Project Address Diversity, Equity, Inclusion, And Social Justice? (15 points)*

King Conservation District is committed to principles of diversity, equity, inclusion, and social justice throughout our organization and in the programming and technical assistance we provide.

Describe how your project will address diversity, equity, inclusion and social justice considerations. How will communities be involved in this project?

Describe the beneficiaries of the project, how many will be impacted, and how they will be impacted?

Character Limit: 3000

Work Plan Narrative and Table (25 points)*

The following text areas are for you to expand on the elements listed in the work plan table. In the text area below, describe your project. How it will 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.

Download the work plan table by clicking [here](#). Fill out the table, save your file and upload it by clicking on the upload button below.

Character Limit: 3000 | File Size Limit: 5 MB

Expected Outcomes and Measurable Results (10 points)*

The following text areas are for you to expand on the elements listed in the work plan table. What are the measures of success for 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, how many will be impacted and how they will be impacted.

Character Limit: 3000

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, workshop/conferences, etc.), and what audiences if any, are you targeting? Include plans for sharing information across your network as well as the broader regional audience.

KCD requests that all grantees acknowledge KCD as a funding source. How will you incorporate this acknowledgement into your project?

Character Limit: 3000

Project Timeline*

What is the anticipated timeline for your project? Enter the projected start and end dates below. This timeline should match the timeline in the work plan.

Character Limit: 250

Grant Amount Requested*

Grant requests cannot exceed \$50,000.

Character Limit: 20

Cash and In-kind Match*

Documentation of matching funds (both cash and in-kind) is required to apply for this grant. Match can include donated services, labor, equipment and supplies that are provided to the project from the date a grant is awarded until the project completion date. More information on cash and in-kind match can be found in this document.

Character Limit: 20

Total Project Cost*

Please input your project's total cost. This should match the budget table uploaded below.

Character Limit: 20

Upload Your Budget Table and Fill Out Budget Narrative (20 points)*

The budget includes two parts, the budget table and 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.
- 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.

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 resource conservation and the regional food economy can have a broader impact both locally and in the Puget Sound region.

Listed below are the 2022 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.

2022 Funding Priorities (in no ranking order)

- Consumer Demand
- Land Access
- Food Safety
- Infrastructure
- Business Management

Please select the **one** category that best fits your project.

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 processors 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.

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.

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.

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. It is highly recommended that you select judiciously as few strategies as possible (no more than three) 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.

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).*

Diversity, Equity, Inclusion, and Social Justice Principles

Regional Food System grant applicants should be prepared to implement their project in line with the principles of diversity, equity, inclusion, and social justice. The following definitions are from the Ford Foundation and USDA:

- Diversity is the representation of all our varied identities and differences (race, ethnicity, gender, disability, sexual orientation, gender identity, national origin, tribe, caste, socio-economic status, thinking and communication styles, etc.), collectively and as individuals.
- Equity seeks to ensure fair treatment, equality of opportunity, and fairness in access to information and resources for all.
- Inclusion builds a culture of belonging by actively inviting the contribution and participation of all people.
- Social justice is the equal access to wealth, opportunities, and privileges within a society.

- Socially disadvantaged group is a group whose members have been subjected to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities.
- Socially disadvantaged Farmer or Rancher is a farmer or rancher who has been subjected to racial or ethnic prejudices because of their identity as a member of a group without regard to their individual qualities. *Those groups include African Americans, American Indians or Alaskan natives, Hispanics, and Asians or Pacific Islanders.*

For additional resources and examples of KCD funded projects, please contact us.

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 425-529-4801 (C), or email Mary.Embleton@kingcd.org; Jessica Saavedra at 425-773-9065 (C), or email Jessica.Saavedra@kingcd.org. Inquiries about the grant process will be compiled in a “Frequently Asked Questions” document and published to the KCD RFS grant website.