

Micro-Grants for Food Security Program (MGFSP)

2023 Project Narrative Form

# Project information

|  |  |
| --- | --- |
| **Project Title:** | Enter Project Name |
| **Duration of Project** | **Start Date:** | Enter Date. | **End Date:** | Enter Date. |
| **Award Amount Requested:** | Enter Amount |

|  |  |
| --- | --- |
| **Applicant: Individual Name:** |  |
| **Phone:** |  |
| **Email:** |  |

## Eligible applicant type

[ ]  Individual

## Project DESCRIPTION

In under 250 words, provide a brief description of the project’s activities and the expected outcomes.

# Expected Measurable Outcomes

## project Type

| **Main** | **Other** | **Select ONE main activity of your award; select “Other” for remaining activities.** |
| --- | --- | --- |
| [ ]  | [ ]  | Gardening* Purchasing gardening tools to grow and store food (soil, soil amendments, seeds, plants, animals, canning equipment, refrigeration, or other items)
* Composting
* Growing/Garden Towers, Greenhouses
* Expanding an area under cultivation such as a high tunnel
* Engaging in an activity that extends the growing season
* Hydroponic and aeroponic farming
* Gardening or agricultural education/training
* Creating or expanding garden/crop food markets
* Engaging in other gardening activities relating to increasing food security, including fencing to protect crop, sheds, shipping costs for gardening supplies, etc.
 |
| [ ]  | [ ]  | Livestock and Herding* Fencing for livestock, poultry, or reindeer
* Purchase of poultry, livestock
* Purchase of livestock supplies, feed, or related items to store or preserve harvest
* Livestock or agricultural education/training
* Creating or expanding livestock, poultry, egg food markets
* Engaging in other activities relating to increasing food security, including fencing to enclose livestock, shipping costs for feed or other items, chicken enclosures, etc.
 |
| [ ]  | [ ]  | Subsistence: hunting and fishing* Purchase of hunting and/or fishing supplies
* Harvesting animals caught by hunting and/or fishing
* Hunting and/or fishing education/training
* Creating or expanding hunting and/or fishing food markets
* Engaging in other activities relating to increasing food security, including shipping costs for hunting and/or fishing supplies, etc
 |
| [ ]  | [ ]  | Apiary* Purchase of bees or bee boxes
* Purchase of apiary, honey processing, or bee keeping supplies
* Apiary education/training
* Creating or expanding apiary food markets
* Engaging in other activities relating to increasing food security, including shipping costs for apiary supplies, etc.
 |
| [ ]  | [ ]  | Slaughter and processing facility * Purchase of a slaughter or processing facility
* Purchase of slaughter and processing supplies
* Education/training; shipping
* Creating or expanding food markets
* Engaging in other activities relating to increasing food security, including shipping costs for a slaughter or processing facility and/or supplies, etc.
 |
| [ ]  | [ ]  | Other: please specify here |

## Expected results

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **What do you expect to produce/end results during this grant period?**  | **Measurement:****(pound, bunches, other)** | **Expected Results** |
| Example: Garden | Fruit tree planted – no produce yetEggplantFencingGrainProduct: | TreePoundSquare footBushel10 oz bag | 5010040050100 |
| Example: Livestock | EggsMilkChicken/Cattle raisedBeef processed | DozenGallonAnimalPound | 100200505000 |
| **Gardening** |  |  |  |
| **Livestock** |  |  |  |
| **Fencing** |  | \_\_\_\_\_\_\_(Sq. ft) |  |
| **Subsistence: Hunting/Fishing** |  |  |  |
| **Apiary** |  |  |  |
| **Slaughter and processing facility** |  |  |  |
| **Other (specify)** |  |  |  |

|  |  |
| --- | --- |
| **Beneficiaries** | **Count of Individuals** |
| Total expected number of individuals being fed as a result of this project:* Family members, neighbors, friends, community members, customers, etc.
* If donated to a food bank or organization, please get their estimate on how many individuals benefitted.
 |  |

## Data Collection to Report on Outcomes and Indicators

Describe how you will measure and collect data on each of the selected results above in 1- 2 sentences.

## Create THE TIMELINE FOR THE entire PROJECT

|  |  |
| --- | --- |
| MONTH ( | ACTIONList activities to be completed during this time |
|  |  |
|  |  |
|  |  |
|  |  |

# Budget Narrative

The budget narrative must show the total cost for the project and describe how category costs listed in the budget are derived. Applicants should review the competition announcement for allowable and unallowable expenses.

**Budget Summary**

| Expense Category | Federal Funds Requested | Cost Share or Match Request |
| --- | --- | --- |
| **Personnel** |  |  |
| **Fringe Benefits** |  |  |
| **Travel** |  |  |
| **Equipment**  |  |  |
| **Supplies** |  |  |
| **Contractual** |  |  |
| **Other** |  |  |
| **Direct Costs Total** |  |  |

## Matching Funds Verification

|  |  |
| --- | --- |
| [ ]  | If the eligible state has waived the matching requirement for an individual applicant, please check this box |

## Personnel

|  |  |  |  |
| --- | --- | --- | --- |
| Name/Title  | Level of Effort *(# of hours per year)* | Base Salary  | Total Funds Requested |
|  |  |  | $ |
|  |  |  | $ |
| Personnel Subtotal: | $ |

## Fringe Benefits

|  |  |  |
| --- | --- | --- |
| Name/Title | Fringe Benefit Rate | Funds Requested |
|  |  | $ |
|  |  | $ |
| Fringe Benefits Subtotal | $ |

## Travel

Allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Trip Destination, Dates, and Justification  | Type of Expense *(airfare, car rental, hotel, meals, mileage, etc.)* | Unit of Measure *(days, nights, miles)* | # of Units | Cost per Unit | Funds Requested |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
| Travel Subtotal |  |  |  |  |  |

## Equipment (Only include items costing $5,000 per unit or more)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Item Description and Justification for Requesting Funds | Rental or Purchase | Acquire When? | Funds Requested |
| 1 |  |  |  | $ |
| Equipment Subtotal: | $ |

## Supplies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Description and Justification for Requesting Funds | Per-Unit Cost | # of Units or Pieces  | Acquire When? | Funds Requested |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
| Supplies Subtotal | $ |

## Contractual/Consultant

|  |  |  |
| --- | --- | --- |
| Name of Contractor and Justification | Hourly/Flat Rate | Funds Requested |
|  |  | $ |
|  |  | $ |
| Contractual Subtotal | $ |

## Other

|  |  |  |  |
| --- | --- | --- | --- |
| Item Description and Justification for Requesting Funds | Per-Unit Cost | Number of Units | Funds Requested |
|  |  |  | $ |
|  |  |  | $ |
| Other Subtotal |  |

## Program Income

Program income is gross income—earned by a recipient or subrecipient under a grant—directly generated by the grant-supported activity or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.

|  |  |  |
| --- | --- | --- |
| Source/Nature of Program Income | Description of how you will reinvest the program income into the project  | Funds Expected |
|  |  | $ |
|  |  | $ |
| Program Income Total | $ |