

Micro-Grants for Food Security Program (MGFSP)

Project Narrative Form For **September 2025 INDIVIDUAL competition**

# 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:** |  |

## Project summary

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.
 |
| [ ]  | [ ]  | 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 apiary activities including shipping costs for apiary supplies, etc.
 |

## 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 yetEggplantFencingGrain | TreePoundSquare footBushel | 5010040050 |
| ***Example: Livestock*** | EggsMilkChicken/Cattle raisedBeef processed | DozenGallonAnimalPound | 100200505000 |
| **Gardening** |  |  |  |
| **Livestock** |  |  |  |
| **Apiary** |  |  |  |

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

## 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 costs are calculated. Applicants should review the competition announcement for allowable and unallowable expenses. Building a permanent structure is unallowable.

CNMI DLNR waivers the 10% cash match of non-federal funds for individual applicants in this program.

**Calculate in whole dollars only. Round to the nearest dollar for unit costs and funds requested. Example 1.01-1.49 = $1 or 1.50-1.99- $2.**

**Budget Summary**

| Expense Category | Federal Funds Requested |
| --- | --- |
| **Personnel** |  |
| **Travel** |  |
| **Supplies** |  |
| **Contractual** |  |
| **Other** |  |
| **Direct Costs Total** |  |

## Personnel

|  |  |  |  |
| --- | --- | --- | --- |
| Name and justification to be paid in this project  | How many hours for this project | Pay per hour | Total Funds Requested |
|  |  |  | $ |
|  |  |  | $ |
| Personnel 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>.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Where traveling to and Justification  | Expense Type *(airfare, car rental, hotel, meals, mileage,)* | Unit of Measure *(days, nights, miles)* | # of Units | Cost per Unit | Funds Requested |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
| Travel Subtotal |  |

## Supplies

\*Supplies to build a permanent structure are unallowable. Check the announcement for allowable costs.

|  |  |  |  |
| --- | --- | --- | --- |
| Supply Item, Description and Justification for this item  | Cost Per Piece | How many Pieces  | Funds Requested |
| Example: Planting trays, 24x36”, to start garden seedlings | Ex: $4 | 10 | $40.00 |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
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|  |  |  | $ |
|  |  |  | $ |
|  |  |  |  |
|  |  |  | $ |
|  |  |  | $ |
| SUPPLIES Subtotal | $ |

## Contractual/Consultant

|  |  |  |
| --- | --- | --- |
| Contractor Name and Justification for this expense | Hourly/Flat Rate | Funds Requested |
|  |  | $ |
|  |  | $ |
| Contractual Subtotal | $ |

## Other

|  |  |  |  |
| --- | --- | --- | --- |
| Description and Justification for this item in the project | Cost Per-Unit | How many | 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 | $ |