

Micro-Grants for Food Security Program (MGFSP)

Orgranization Project Narrative Form (September 2025 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: Organization Name or Individual Name:** |  |
| **Point of Contact Name (Org):** |  |
| **Phone:** |  |
| **Email:** |  |

## Eligible applicant type

Indian tribe or tribal organization

Local or tribal government that may not levy local taxes under State or Federal law

Nonprofit organization that is engaged in increasing food security, including -

Religious Organization

Food Bank

Food Pantry

Non-profit organizations currently involved in food security. Provide documentation for verification.

Federally funded education facility, including -

Head Start program or an Early Head Start program

Public elementary school or public secondary school

Public institution of higher education

Tribal College or University

Job Training Program

## 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 activities relating to increasing food security, 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 yet  Eggplant  Fencing  Grain | Tree  Pound  Square foot  Bushel | 50  100  400  50 |
| Example: Livestock | Eggs  Milk  Chicken/Cattle raised  Beef | Dozen  Gallon  Animal  Pound | 100  200  50  5000 |
| **Gardening** |  |  |  |
| **Livestock** |  |  |  |
| **Apiary** |  |  |  |

|  |  |
| --- | --- |
| **Beneficiaries** | **Count of Individuals** |
| Total expected number of individuals being fed as a result of this project:   * Clients, participants, customers, etc. * How many individuals benefitted for donation of produce/items to a food bank. |  |

## 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 | ACTION  List 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 were calculated. Applicants should review the competition announcement for allowable and unallowable expenses.

Add cost match funds to the budget summary and include costs in each category to show how federal and cash funds are to be used.

**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 | Cost Share or Match Request |
| --- | --- | --- |
| **Personnel** |  |  |
| **Fringe Benefits** |  |  |
| **Travel** |  |  |
| **Supplies** |  |  |
| **Contractual** |  |  |
| **Other** |  |  |
| **Direct Costs Total** |  |  |

## Matching Funds Verification

|  |  |
| --- | --- |
|  | My organization has a signed match commitment letter attached. This letter can be from any supporting party, including the eligible entity, who is contributing a cash match of non-Federal resources to this project in the amount of 10 percent of the total project budget. |

## Personnel

List each person who has a substantive role in the project and the amount of the request and/ or the value of his or her match. Personnel costs should be reasonable for the services rendered.

Organizations must conform to their established written policies and consistently apply expenses to both Federal and non-Federal activities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name/Title | Level of Effort- *# of hours in project* | Amount per hour | Funds Requested | Match Value |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
| PERSONNEL SUBTOTAL: | | | $ | $ |
| Justification: | | | | |

## Fringe Benefits

Provide reasonable fringe benefit rates for each of the project’s salaried employees described in the Personnel section, if applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| Name/Title | Fringe Benefit Rate | Funds Requested | Match Value |
|  |  | $ | $ |
|  |  | $ | $ |
| FRINGE BENEFITS SUBTOTAL | | $ | $ |

## Travel

Explain the purpose for each Trip Request. In the case of air travel, applicants must use the lowest reasonable commercial airfares. 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>.

Organizations must also conform to their established travel policies and consistently apply expenses to both Federal and non-Federal activities. For those organizational applicants with no established travel policies, Federal Travel Regulations must be adhered to.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Trip Description | Type of Expense *(airfare, car rental, hotel, meals, mileage, etc.)* | Unit of Measure *(days, nights, miles)* | # of Units | Cost per Unit | Funds Requested | Match Value |
|  |  |  |  |  | $ | $ |
|  |  |  |  |  |  |  |
| TRAVEL SUBTOTAL: | | | | | $ | $ |
| Justification: | | | | |  |  |

|  |  |
| --- | --- |
|  | I confirm that my organization’s established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1474) or [48 CFR subpart 31.2](http://www.ecfr.gov/cgi-bin/text-idx?SID=3f25ca1f21583e03b13f595d0d9c518d&node=pt48.1.31&rgn=div5#sp48.1.31.31_12) as applicable. |

## Supplies

List the materials, supplies, and fabricated parts and describe how they will support the goals of the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supply Item, Description and Justification for this item | Per-Unit Cost | # of Units | Funds Requested | Match Value |
| Example: Planting trays, 24x36”, to start garden seedlings | Ex: $4 | 10 | $20 | $20 |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
| SUPPLIES SUBTOTAL | | | $ | $ |

## Contractual/Consultant

Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant. If there is more than one contractor or consultant, each must be described separately.

|  |  |  |  |
| --- | --- | --- | --- |
| Contractor Name and Justification for this expense | Hourly/Flat Rate | Funds Requested | Match Value |
|  |  | $ | $ |
|  |  | $ | $ |
| CONTRACTUAL SUBTOTAL | | $ | $ |

|  |  |
| --- | --- |
|  | I confirm that my organization followed the same policies and procedures used for procurement from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR Part 200.317 through.326](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML#sg2.1.200_1316.sg3), as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.. |

## Other

*Include any expenses not covered in any of the previous budget categories.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description and Justification for this item | Per-Unit Cost | Number of Units | Funds Requested | Match Value |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
| OTHER SUBTOTAL | | |  |  |

## Indirect Costs

Indirect costs (also known as “facilities and administrative costs”—defined at [2 CFR §200.56](http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1&rgn=div5#se2.1.200_156)) represent the expenses of doing business that are not readily identified with a particular grant, contract, or project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs.

|  |  |  |
| --- | --- | --- |
| Indirect Cost Rate Requested (%) | Funds Requested | Match Value |
|  | $ | $ |
| **Indirect 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 | | $ |