

Food Systems Grant Proposal Template

Please do not exceed more than 5 pages. Please use Calibri size 11 font. For the narrative, you may use whatever format allows you to best convey your responses (e.g. bullet points or paragraphs). Be sure to maintain the order of questions, for a streamlined review process. Being specific and clear is more important than the length of your answer.

Organization Name:

Project Title:

Grant Funding Request (*requests must be between \$5,000 - \$20,000.00*): **\$xx,xxx.xx**

Project Start Date (No earlier than January 1, 2027):

Project End Date (Must be within 12 months):

How many months from start to finish?

Project Narrative:

1. Applicant / Organization Description

Provide a brief overview of your organization's history, mission, and vision. What major accomplishments or developments are key to understanding the work you do?

[TYPE YOUR ANSWER HERE]

2. Community Engagement / Partnerships

What community do you serve, and what part(s) of Phoenix do you work in? How have you engaged your community(ies) throughout your organization's history? In your response, you may also include any existing partnerships and the role they play in your work.

[TYPE YOUR ANSWER HERE]

3. Project Description

Describe in detail the project that the grant funds will support. Describe your proposed project and project activities, including the step-by-step procedure for who does what, where, when and how program activities happen (please note if you would like access to City of Phoenix-owned public sites such as community/recreation/senior centers to host project activities). Describe the need within the food system that your project aims to address.

[TYPE YOUR ANSWER HERE]

4. Intended Audience

Clearly identify the population or community that will benefit from the project. How will you engage them? How will this project benefit them?

[TYPE YOUR ANSWER HERE]

5. Project Outcomes & Metrics

Describe what success will look like for your proposed project. In the table below, list what you will measure, what the target goal is, a description of how you determined this goal including, how you will track the information. Include technology used.

This may include, but is not limited to:

- Numbers (ex: number of people engaged, number of meals served, etc.)
- Individual impact (ex: improved knowledge, individual or household resources gained, etc.)
- Social impact (ex: preserved culture, social connectivity, community environmental improvement, etc.)

Quantitative or Qualitative Metric	Description	Target
Example - # Garden Education Classes Hosted	Host and facilitate a series of hands-on classes twice a month that include establishing soil, garden bed construction, seed sowing and saving, composting, garden tending, and food and medicinal plant education. Rotating topics based on the growing season and community needs	24

6. Project Longevity

Please describe how your project and/or its impact might continue beyond the 12-month grant period. Will the project have a lasting impact on the community?

[TYPE YOUR ANSWER HERE]

7. Project Feasibility

If your proposed project is taking place on land not owned by your organization, please describe the partnerships and/or approvals allowing you to carry out these project activities. Will you need permits to carry out your project? Please describe which permits you'll need and your plan to obtain them prior to the project start date. Does your project include a physical improvement? A physical improvement includes building semi-permanent or permanent structures in an exterior space and/or renovations to a building. Examples of physical improvements include installing new garden beds, a greenhouse, a shed, commercial kitchen renovation and/or repairs, irrigation system installation, and more.

[TYPE YOUR ANSWER HERE]

8. Project Schedule:

Choose 3-6 high-level milestones that are specific, realistic, and actionable. Please make sure milestones align with your project narrative and budget request. Outline the proposed activities, a description of the proposed activities, and an estimate of when they will be completed within the 12-month grant period. Anticipated project start date is January 1st, 2027.

Project Milestone What will you accomplish?	Description How will you accomplish it?	Timeline Start-finish
EXAMPLE: We will gather feedback to inform our new mobile food distribution program.	We will create a survey to identify desired neighborhood pick-up sites. We will share the survey through our newsletter, school partner, and door-to-door outreach.	Month 1-2

9. Leadership Biographies:

Please provide us with a brief biography or background information of the team members and/or key leaders working directly on the project. Please include lived, work, volunteer, and/or other relevant experiences that demonstrate connections with the proposed project's communities or neighborhoods.

Name	Position/Role	Short Biography (3 – 5 sentences)