



## Food Systems Grant Proposal Template

Please do not exceed more than 3 pages. Please use Calibri size 12 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

**Grant Period:** 03/01/2026 - 02/28/2027

**Project Narrative:**

1. Applicant / Organization Description

*Provide a brief overview of your organization's history, mission, and vision. What community do you serve, and what part(s) of Phoenix do you work in?*

[TYPE YOUR ANSWER HERE]

2. Project Description

*Write a detailed description of your project. Describe your proposed project and project activities, the intended audience, and the need within the food system that your project aims to address.*

3. Desired Project Characteristics

*Clearly describe how your project meets three or more of the desired project characteristics. Provide specific examples of how your project reflects these characteristics.*

[TYPE YOUR ANSWER HERE]

4. Intended Audience

*Clearly Identify the population or community that will benefit from the project. Who is the intended audience? How will you engage them?*

[TYPE YOUR ANSWER HERE]

5. Project Outcomes & Metrics

*How will this project benefit the community? Describe the intended outcomes of your project. What would success look like for your proposed project, and how would you measure it? How will you track progress?*

[TYPE YOUR ANSWER HERE]

6. Project Longevity



**City of Phoenix**

*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. Other Project Details**

*Please describe where your project will take place. Is your project on land owned by you or your organization? 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.*

**Project Schedule:**

*Please provide a list of project milestones and an estimate of when they will be completed within the 12-month grant period. Outline the proposed activities, the projected time needed to complete each task, and a description of the task. (If you'd like to use the table below, add rows as needed)*

<b>Project Milestone</b> <i>What will you accomplish?</i>	<b>Description</b> <i>How will you accomplish it?</i>	<b>Timeline</b> <i>Start-finish</i>
<i>EXAMPLE: We will gather feedback to inform our new mobile food distribution program.</i>	<i>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.</i>	<i>Month 1-2</i>

**Qualifications and Experience of Applicants:**

*Please briefly describe the qualifications and experience of each applicant, member of the team, or organization that will be working on this grant project. Include any lived experience, professional or volunteer work, education, and/or examples of successfully managing similar projects that focused on building a more resilient, healthy, and inclusive food system.*

*[TYPE YOUR ANSWER HERE]*

**Optional Attachments:**

*Optional attachments may include photos, maps, design specs, invoice estimates, etc. Please combine all optional attachments as one document and upload separately as a single file using the application.*