**Proposal Cover Sheet**

**A Mini-Grant Initiative of the “Advancing Urban Agriculture and Sustainable Food Systems in Virginia” Project**

* **Project Title:**
* **Total Amount Requested ($5,000-$15,000):**
* **Name of Applicant (e.g., Organization, Farm Business, Trible Entity, or Individual):**
* **501(c)(3) Status, if applicable (yes or no):**
* **Applicant Lead (Name and Title):**
* **Project Contact, if different from Applicant Lead (list one person as primary contact):**
  + **Name:**
  + **Address:**
  + **Phone:**
  + **E-mail:**
  + **Website (if applicable):**
* **Which of the following ethnicity (ies) are explicitly accounted for in the Applicant(s) Urban Population (regarding USDA Socially Disadvantaged Farmer status):**

☐ American Indians or Alaskan Natives

☐ Asian American

☐ Blacks or African Americans

☐ Native Hawaiians or other Pacific Islanders

☐ Hispanics

❑ White

❑ Prefer not to say

* **Which of the following gender(s) are** **explicitly accounted for in the Applicant(s) Urban Population (regarding USDA Socially Disadvantaged Farmer status):**

❑ Male

❑ Female

❑ Non-binary

❑ Short answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Prefer not to say

* **Which USDA historically underserved groups (other than Socially Disadvantaged Farmers) are explicitly accounted for in the Applicant(s) Urban Population:**

❑ Beginning Farmers

❑ Military Veteran Farmers

❑ Limited Resource Farmers

❑ Prefer not to say

**Summary (300 word maximum):**

*In 300 words or less, provide a very brief description of the project. A Project Summary includes the following: 1) clearly state the purpose, 2) aims, 3) audience, 4) location, and 5) overall approach with activities of the project*. Also include the name of the individual applicant or applicant organization. If awarded a grant, the identified applicant will establish an agreement or contractual relationship with the USDA Urban Agriculture

**Proposal Narrative Template (3-page maximum)**

**By addressing each of these sections in your proposal, you'll provide a comprehensive overview of your project and its potential impact on urban agriculture in Virginia. Please see pages 7-8 for more details pertaining to these sections and overall review criteria.**

1. **Statement of goal(s) and supporting objectives:**
2. **Demonstrated need for the proposed project:**
3. **Urban farmer audience and community in Virginia:**
4. **How will the project enhance existing urban agriculture activity in Virginia?**
5. **Alignment with the goals of the “Advancing Urban Agriculture and Sustainable Food Systems in Virginia” Initiative:**
6. **Description of the approach to be used:**
7. **Description of expected outcomes:**
8. **Statement of how progress will be monitored:**

**Proposal Budget**

**A Mini-Grant Initiative of the “Advancing Urban Agriculture and Sustainable Food Systems in Virginia” Project**

***Total expenses must be a minimum of $5000 and cannot exceed $15,000.***

|  |  |  |
| --- | --- | --- |
| **Category** | **Year Request** | **Total Request** |
| **Salaries and Wages** | **Year 1** | **Total** |
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| **Total** |  |  |
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| **Fringe Benefits** |  |  |
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| **Total** |  |  |
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| **Materials and Supplies**  **(“equipment” under $5000 to be include here)** |  |  |
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| **Travel** |  |  |
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| **Other Direct Costs** |  |  |
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|  |  |  |
| **Total** |  |  |

**Note: Include a separate budget justification document that describes each budget category across entire period of performance.**