

# 2019 Urban Farm Conservation Technical Assistance & Mini-Grant Program

## Application Packet

**Grant applications are due July 12, 2019**

San Mateo Resource Conservation District (RCD) is offering assistance to urban farms (including community and school gardens) in San Mateo County, intended to support improvements that will enhance soil, conserve water and build conservation as well as habitat, both on-site and in the surrounding community. RCD will help awardees to develop a conservation plan and help move the project towards implementation. The funding for this program is through the National Association of Conservation Districts.

### **ELIGIBLE PRACTICES**

Grants may cover the following types of activities:

- **Conservation and habitat plantings:** e.g. cover crops, hedgerows, windrows, pollinator gardens, bee and owl boxes, drought tolerant or native plantings
- **Soil health building activities:** e.g. compost acquisition, compost systems, vermiculture systems, cover crops, mulching
- **Water conservation (quantity and quality) activities:** bioswale, filter strips utilizing native, drought tolerant or other appropriate plantings, straw wattles for storm drains, mulching, cover crops

All awardees that receive funding must include informational signage explaining the purpose of conservation practice. The RCD will cover the cost of the signage separate from funds for implementation.

Only direct costs are eligible for reimbursement, if grantee receives funding.

### **ELIGIBILITY**

Eligible applicants include urban farms, including community and school gardens. The site must be actively in production and must be in an urban area of San Mateo County. Special consideration will be given to farms serving low-income communities.

### **SCORING CRITERIA**

Proposals will be reviewed and scored by a panel of staff from San Mateo RCD, UC Cooperative Extension and San Mateo County Office of Sustainability. Scoring of proposals will take into account eligibility, need, community engagement, population served, and potential conservation practices to be incorporated into farm management.

### **AWARD**

The technical assistance provided by the RCD to help with design and implementation is provided by the RCD at no cost to the applicant. The RCD may fund or partially fund implementation of conservation practices depending on the practice, cost, and available resources of the urban farm.

### **AWARDEE REQUIREMENTS**

Awardees who receive funding must implement their conservation practices by January 31, 2020, allow the RCD to conduct a post-implementation site visit to verify that the practice was implemented, and submit short final report and budget (templates will be provided).

### **WHAT COSTS WILL THE GRANT COVER?**

#### Covered

- Materials and supplies for the project
- Equipment rentals
- Wages or salaries for labor (no more than 50% of total grant funds may be spent on labor)

#### Not Covered

- Farm equipment or supplies not directly related to the project (e.g., rototiller, tractor implement, computer etc.)

### **IMPORTANT DEADLINES**

- Proposals due: **July 12, 2019 – 5pm**
- Applicants notified: **July 26, 2019**
- Projects that receive funding must be completed with a final report due: **January 31, 2020 – form will be provided**
  - Final grant payment will be disbursed within 30 days of receipt of a final invoice.

Funds will be reimbursed after submission of invoice/s with attached receipts. For those applicants that do not have the ability to cover the up-front costs, the RCD may be available to make purchases of supplies and materials in lieu of a reimbursement.

Grantees who are unable to carry out their proposed projects by the end of the grant period may be required to return funds.

## Urban Farm Conservation Mini-Grant Application

**Application Due July 12, 2019 – 5pm**

Please complete the following application. Information must be typed below or cut and pasted into the form. Use additional pages as needed. Be brief but provide enough information about your project so we have a clear picture of what you hope to accomplish and how you plan to do so. Please contact Adria Arko at [adria@sanmateoRCD.org](mailto:adria@sanmateoRCD.org) or 650-712-7765x105 with any questions. Incomplete applications will not be considered.

**Project Title:**

**Organization/Farm Name:**

**Website (if any):**

**Property Owner:**

**Fiscal sponsor (if applicable):**

**Project Manager:**

**Address:**

**Email:**

**Phone:**

**Best way to reach you: Phone  Email**

1. In a few sentences, describe the history of the urban farm, including what is grown and the markets.
2. Describe the location of the urban farm, including address or nearest intersection and estimated square footage or acreage at that site. A map of the location is encouraged and can be attached at the end of the application (snapshot from google maps with the site highlighted is fine).
3. Please describe the nature of your access to the farm/garden site on which the project will occur including the term of permitted use (ie. 1-yr lease, 5-year lease, permanent access etc.).
4. Please describe the specific conservation activities that you may want to implement with support from this grant.
5. Do you have permission of the landowner to carry out the conservation activities described above? Yes  No
6. How will these practices be implemented? Please describe the staff/volunteers/contractors necessary to successfully plan and carry out the work and provide a timeline for completion.

*Projects that do not demonstrate significant progress towards completion by the end of the grant cycle may be required to return funds.*

7. Do you plan to engage the public/volunteers during the implementation of this project?  
Yes  No  If yes, please describe the type of engagement and estimate number/type of volunteers.
  
8. How do you plan to share your information about your conservation activities with program participants, staff, volunteers or the general public (ie. public events, signage, trainings etc.)?
  
9. Please describe the community that the urban farm supports.
  
10. Have you received funding through the Office of Sustainability for composting or other support for your farm or garden? Yes  No

If yes, please describe project:

Applicants selected for funding will sign an agreement with the RCD including a Liability Release Waiver form.

**Applicant Signature** – Please print and sign below. Copies should be scanned and emailed to Adria Arko at [adria@sanmateoRCD.org](mailto:adria@sanmateoRCD.org) by **July 12, 2019 at 5pm.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date