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| DAD-BEBD-012.docs (rev. 01/2023)) | | | | | | | | | | | |
|  | Wisconsin Department of Agriculture, Trade and Consumer Protection  Division of Agricultural Development  2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911  Phone: 608.590.7239 | | | | | | | | | | |
| WI-LFPA Community Partner Grant Application | | | | | | 93.07(2) Wis. Stats. | | | | | |
|  | | | | | | | | | | | |
| FULL LEGAL NAME OF APPLICANT/BUSINESS | | | | | | | | | |
| CONTRACT SIGNER NAME | | | | | CONTRACT SIGNER TITLE | | | | |
| STREET ADDRESS | | | | | CITY | | STATE  WI | | ZIP |
| MAILING ADDRESS (IF DIFFERENT FROM STREET ADDRESS) | | | | | CITY | | STATE  WI | | ZIP |
| PROJECT COORDINATOR | | | | | PROJECT COORDINATOR TITLE | | | | |
| BUSINESS PHONE  (   )     - | | E-MAIL | | | | | | | |
| PROJECT TITLE | | | | | | | | | |
| COUNTY OF PROJECT LOCATION | | | COUNTIES IMPACTED BY PROJECT WORK | | | | | | |
|  | | | | | | | | | |
| Grant Request: $ | | | | | | | | | | |
| Certification: I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to sign and submit this application on behalf of this organization, which is legally eligible to enter into a grant contract. | | | | | | | | | | |
| AUTHORIZED SIGNATURE (TYPED SIGNATURE IS ACCEPTABLE) | | | | TITLE | | | | DATE | |
|  | | | | | | | | | |
| Lead Applicant Category: Choose the appropriate category for the lead applicant | | | | | | | | | |
| Non-profit Organization | | | | | | | | | |
| Food Access/Hunger Relief Distribution Site | | | | | | | | | |
| Food Aggregator or Distributor | | | | | | | | | |
| Local, Regional or Tribal Government | | | | | | | | | |

Completing this form is required to apply for WI-LFPA Community Partner Grant. Personally identifiable information you provide may be used for purposes other than that for which it was collected. Wis. Stat. § 15.04(1)(m).

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| WI-LFPA Community Partner Grant Project Narrative | | |
| Project Description: The project description must include a summary of the project suitable for the public and should be limited to 500 characters. It should be a self-contained description of the project. (500 characters) | | |
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|  | | |
| Project Justification: Describe the project need or opportunity. Describe how Wisconsin producers and/or processors will be supported and undeserved communities will benefit. | | |
|  | | |
| Project Partnerships: List all supply chain partners including producers and processors, identifying which are socially disadvantaged or historically underserved; any aggregator(s) or distributor(s); and all hunger relief/food access sites where food will be distributed to underserved communities. Clearly define the role(s) of each partner. Highlight any past experience working together. | | |
|  | | |
| Expertise, Capacity & Existing Infrastructure: Describe project team (both lead applicant and other supply chain project partners including producers/processors) qualifications and experience that are relevant to this project. Include any relevant background, skills or business operations that demonstrate project readiness and relevant business operations. Highlight any existing infrastructure (trucks, storage facilities, aggregation centers, food distribution sites, etc.) and systems (price lists, invoicing, inventory, tracking, labeling, maintaining cold chain, food safety, etc.) in place that is necessary to complete the project. Highlight how producers and other project partners are set up and ready to supply to wholesale markets. | | |
|  | | |
| Producer/Processor Support: Describe how the project will support producers and processors throughout the project, including a plan for any additional needed education and technical assistance for scaling-up, meeting increased food safety standards, and achieving wholesale market readiness to successfully deliver food to underserved communities in Wisconsin. | | |
|  | | |
|  | | |
| Work Plan Describe the major steps/activities needed to complete your project, who is responsible for the step, and the timeline for each step/activity. *(add/subtract lines as necessary)* | | |
| **Project Activity** | **Who** | **Timeline** |
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|  | | |
| Measurable Outcomes & Impact: Describe the undeserved community(ies) that this project will benefit. Describe how much and what types of food will be procured and distributed and how this will be tracked. Describe how this project strengthens or expands partnerships. | | |
|  | | |
| ***Project Management:*** Describe the systems, policies and plans in place to ensure financial oversight and prevent fraud or mismanagement of project funds. Describe tracking systems to ensure producers and processors are fairly paid and that safe high quality food is timely delivered to the project’s food access distribution sites. | | |
|  | | |
| Project Evaluation: Describe your plan to document success, project achievements, challenges and next steps. Describe how you plan to gather both quantitative data and qualitative success stories, including photographs. | | |
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| Project Budget | | | | |
| Grant budgets can range from $30,000 up to $300,000. *Add or subtract budget lines as necessary.* | | | | |
| **Personnel** | | | | |
| **Name & Position** | **Salary/Hourly Rate** | **% time/# of Hrs.** | **Fringe & Fringe Rate** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Personnel subtotal | | |  | |
| **Travel** | | | | |
| **Description** | | **Miles** | **Rate** | **Total** |
|  | |  |  |  |
|  | |  |  |  |
| Travel subtotal | | |  | |
| **Equipment (under $5,000)** | | | | |
| **Description** | | **# of items** | **Cost per item** | **Total** |
|  | |  |  |  |
|  | |  |  |  |
| Equipment subtotal | | |  | |
| **Supplies** | | | | |
| **Description** | | **# of items** | **Cost per item** | **Total** |
|  | |  |  |  |
|  | |  |  |  |
| Supplies subtotal | | |  | |
| **Contractual** | | | | |
| **Contractor & description of services** | | **# of hours/units** | **Rate** | **Total** |
|  | |  |  |  |
|  | |  |  |  |
| Contractual subtotal | | |  | |
| **Food Procurement** *(must be at least 70% of the total budget)* | | | | |
| **General list of foods to be procured** | | **# of producers** | **# of processors** | **Total** |
|  | |  |  |  |
| **Other** | | | | |
| **Description** | | **# of items** | **Cost per item** | **Total** |
|  | |  |  |  |
|  | |  |  |  |
| Other subtotal | | |  | |
| **Grant Budget Total** | | |  | |

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| Budget Justification Describe every project expenses listed in the budget table above. List additional details and explanation for each expense. Explain how each expense is necessary and how it will help achieve project goals. |
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