

2019/20 URBAN FARM CONSERVATION MINI-GRANT PROGRAM APPLICATION PACKET

Grant applications are due September 9, 2019

MINI-GRANT PARTNERS

The **Alameda County Conservation Partnership**, a collaboration between the Alameda County Resource Conservation District and the Natural Resources Conservation Service, with support from **UC Cooperative Extension** announces the sixth round of our urban farm conservation mini-grant program, funded by the **Alameda County Flood Control and Water Conservation District** and the **National Association of Conservation Districts**.

PURPOSE

The urban farm conservation mini-grant program aims to enhance conservation on urban and urban-edge farms in the East Bay while improving yields and enhancing overall production. Mini-grant funds are intended to provide limited funding for farm or garden improvements that will enhance soil and water quality as well as habitat on-site, with benefits that positively impact the surrounding community and/or ecosystem. [Click here for more information about the program.](#)

WHAT TYPES OF CONSERVATION ACTIVITIES WILL BE FUNDED?

Grants will cover the following types of activities:

- **Erosion control and runoff reduction measures-** e.g., bioswale, rain garden or filter strips utilizing native, drought tolerant or other appropriate plantings, straw wattles for storm drains, mulching, cover crops, rainwater collection systems¹
- **Water quality and efficiency improvements-** e.g., compost acquisition, compost systems or compost covers, irrigation system improvements
- **Conservation and habitat plantings-** e.g., cover crops, hedgerows, bee and owl boxes, drought tolerant or native plantings
- **Informational signage-** e.g., placards explaining the purpose of a rain garden or filter strip; a sign describing various run-off/erosion mitigation practices and how this supports water quality in an adjacent creek or channel

This list is a sample and applicants should feel free to propose additional conservation activities that will benefit water, soil, or habitat resources and support production. [For additional information on conservation practices click here.](#)

¹ Rainwater collection systems are recommended only if sufficient roof surface area is available and cisterns can be safely and effectively located. [To learn more about design considerations click here.](#)

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ELIGIBILITY

Eligible applicants include urban farms, gardens and organizations with urban farming programs. The site where the project is to be implemented must be actively in production. For the first time, we are able to offer funding to urban farms throughout Alameda County, however preference will be given to project sites located within Alameda County Flood Control District Zones 2, 2A, 3A, 4, 5, 6, 9, 12 & 13, including Oakland, San Leandro, Castro Valley, San Lorenzo, Hayward, Fremont, and Newark. [For more detail on priority locations click here.](#)

Previous grant recipients may re-apply if the proposed project clearly enhances the prior project's conservation benefits and/or addresses different conservation issues and/or is being proposed for a new site.

MONITORING

Applicants agree to evaluate initial and anticipated success of conservation activities via a Final Report due June 5, 2020. Evaluations will vary based on project type, but may include estimated gallons of water saved per month, gallons of run-off averted from storm drains, pounds of fertilizer avoided through use of compost, success of native plantings, etc. Before/after photos will also be required in the final report. Applicants will be asked to describe their monitoring plan in the application.

GRANT SIZE

Funding requests are not to exceed \$3,000. The Conservation Partnership reserves the right to partially fund projects. A diverse, four-member workgroup will select projects to be funded. Typically, 3 - 8 projects are funded annually.

75% of grant funds will be made available upon completion of the contract agreement and submittal of an invoice from the grantee. The remaining 25% will be disbursed upon adequate completion of the project and submission of the Final Report. Grantees who are unable to carry out their proposed projects or demonstrate significant progress towards completion by the end of the grant period may be required to return funds.

WHAT COSTS WILL THE GRANT COVER?

Covered

- Materials and supplies for the project
- Equipment rental
- Signage
- Wages or salaries for labor (no more than 25% of total grant funds may be spent on labor)

- Consultants/technical assistance as needed (no more than 25% of total grant funds)

Not Covered

- Food/Drinks
- Farm equipment or other big-ticket items not directly related to the project (e.g., rototiller, tractor implement, computer etc.)

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IMPORTANT DEADLINES

- Proposals due: **September 9, 2019 – 5pm**
- Applicants notified, contracts and invoice templates sent out: **September 27, 2019**
 - Grant funds will be disbursed within 30 days of receipt of a signed contract & invoice
- Final report, including photos, due: **June 5, 2020 – *form will be provided***
 - Final grant payment will be disbursed within 30 days of receipt of a final invoice

ADDITIONAL CONSIDERATIONS

- 2019/20 Priorities:
 - Farm sites near, adjacent to or containing a storm drain, creek, channel, or body of water to which farm run-off is likely to flow during a significant storm event
 - Farm sites located in, producing food for, or providing educational opportunities for underserved communities²
- Efforts by the implementing organization/entity to outreach to the public about the benefits of the newly implemented conservation activities are encouraged
- Re-submission of prior unsuccessful applications will be given extra consideration provided reviewer feedback is reflected in the revised application

² As defined by [CalEnviroScreen](#) and the [USDA Food Access Research Atlas](#)

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URBAN FARM CONSERVATION MINI-GRANT APPLICATION**

Due September 9, 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 plan to accomplish and how you plan to do so. Incomplete applications will not be considered.

Project Title:

Organization/Farm Name:

Website:

Property Owner:

Fiscal sponsor (if applicable):

Project Director:

Email:

Address:

Phone:

Best way to reach you: Phone Email

1. In a few sentences, describe the mission of the applicant urban farm or organization. How is produce from the farm or garden used?
2. Describe the location where conservation activity will take place. Include 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 (i.e., 1-yr lease, 5-year lease, permanent access, etc.).

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11. How do you plan to share your information about your conservation activities with program participants, staff, volunteers or the general public (i.e., public events, signage, trainings, etc.)?

12. Is your farm/garden within 50' of a storm drain? Yes No

Is your farm/garden within 250' of a creek, channel or other waterbody? Yes No

Is there potential for run-off from your farm/garden into a storm drain or waterway during a large storm? Yes No

13. Is your farm located within an underserved community? Yes No

Does your farm supply produce or other goods to underserved communities? Yes No

Does your farm provide educational opportunities to underserved communities? Yes No

14. The Alameda County Conservation Partnership has limited funding to support additional technical assistance for this project as well as any other production or conservation-related concerns you may have. Are you interested in additional assistance? Yes No If so, please list the nature of the assistance.

Project Budget:

In the worksheet on the next page, show the breakdown of estimated project costs for:

- Labor (not more than 25% of project budget), materials, supplies, services, rental costs to be paid for with grant funds. An additional 25% of funds may be used for outside consultants/technical assistance providers to assist in completion of the project as needed.
- Match can include volunteer (unpaid) labor, donated materials, supplies, services, rental costs, or refreshments (provided during implementation events). Match is not required, however, if it demonstrates collaboration with other organizations you may want to list it.
- Grant monies cannot be used to purchase food, ongoing crop production materials, or farm equipment not directly related to the grant-funded project.

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EXAMPLE BUDGET -

<i>EXAMPLE</i>	<i>Grant Funds</i>	<i>Grant Funds</i>	<i>Optional Match</i>
Description	Materials, services, etc. purchased with grant funds	Paid labor and staff time (estimated hrs and total cost)	Donated materials, services, or labor
<i>Native plants and seeds</i>	<i>\$500.00</i>		
<i>Volunteers at planting event</i>			<i>4 hours x 6 volunteers at \$15/hr (\$360)</i>
<i>Project managers time to oversee implementation</i>		<i>12 hrs at \$35/hr (\$420)</i>	<i>8 hrs (\$240)</i>
Subtotals	\$500	\$420	\$360
TOTAL REQUESTED GRANT FUNDS	\$920		

BUDGET WORKSHEET:

	Grant Funds	Grant Funds	Optional Match
Description	Materials, services, etc. purchased with grant funds	Paid labor and staff time (estimated hrs and total cost)	Donated materials, services, or labor
Subtotals			
TOTAL REQUESTED GRANT FUNDS			

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Applicant Signature – Please print then sign below. Copies should be scanned and emailed to Allison Rodacker allison.rodacker@acrcd.org by **5pm, September 9, 2019.**

Signature of Applicant

Date

Applicants will be notified of award status by September 27, 2019. Applicants selected for funding will be required to sign an agreement with the Conservation Partnership including a Liability Release Waiver form.

Program Contact:

If you have any questions regarding the mini-grant program, please contact Allison Rodacker:

allison.rodacker@acrcd.org

925-453-3862

Alameda County Resource Conservation District

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