

***Sustainable Food and Agriculture Funding***

***2020***

Application Packet

COMMISSIONERS OFFICE OF SUSTAINABILITY

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**Sustainable Food and Ag. Funding 2020**

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Sustainable Food and Ag. Funding Application

**Background**

In November 2016, voters approved the Sustainability Tax ballot initiative, to allocate a portion of sales and use tax revenue to fund countywide sustainability infrastructure and programs. The allocation of $305,000 has specifically been set aside for sustainability-focused initiatives that will address the priority needs of local farmers and agriculture producers. The goal of this funding opportunity is to provide Boulder County farmers, agricultural producers, the private sector and non-profit organizations means to undertake environmental sustainability priorities that benefit Boulder County agricultural lands.

This funding opportunity will support four broad local food and ag. areas:

1. On-farm regenerative agriculture and soil health practices;
2. Farmer/producer education, conferences, and workshops that focus on sustainable and regenerative agriculture demonstrations;
3. On-farm and farmer’s market infrastructure;
4. Sustainable local food and crop production.

**Eligibility Requirements and Project Criteria**

Boulder County’s Sustainable Food and Agriculture Funding 2020 is open to Boulder County farmers, local agricultural tenants, farmers markets, non-profits and private sector entities.

To be eligible for funding, projects must follow all federal, state/local land use regulations and permit requirements. Project applicants must be registered as a business, an official non-profit organization, or a governmental entity. Projects must also be based within Boulder County boundaries.

Maximum of $150,000 can be applied for and minimum is $40,000. Any infrastructure project over $75,000 must benefit multiple farmers.

**Funding Categories**

There are four categories in which applicants may apply. **If you are applying for more than one program, you must submit a separate application with each funding request.** The bulleted list below each category is an example of what could be included in that program. If your project covers multiple categories, please note in the submission application from that it does.

***Regenerative Agriculture/Soil Health***

Projects must improve existing or new farm operations in ways that facilitate some or all of the following:

* Carbon farming
* Soil health
* Non-synthetic soil amendments
* Cover crops and crop seed
* Perennials
* Compost subsidies
* Ag enterprise areas

***Education and Workshops***

* Support for sharing best practices, farm demonstrations, soil health conferences, backyard soil science efforts.

***Infrastructure***

* Farmer’s market infrastructure
* Farm infrastructure relative to sustainable operations
* Coop infrastructure
* Special equipment needed for sustainable operations
* Storage and refrigeration
* Processing equipment

***Local Food and Crop Production / Innovation Processing***

* Support for organic and or local food production
* Innovative local processing ideas
* Food hub development
* Local food systems grant financing
* Fiber (hemp, sheep, flax linen, and etc.) production

**Ineligible Uses of Funds**

Funds may **not** be used for the following purposes:

* Repayment of existing debt, or pre-existing tax liens or obligations
* Payment of organizational overhead exceeding 15% of proposed project budget
* Legal fees.
* Loan or bank fees.
* Subsidization of existing contracts.
* Funds for start-up business.
* Labor for existing programs.

**Application and Funding Calendar**

Funding application issued Jan. 6, 2020

Application Due Jan. 27, 2020

Application Evaluations Week of Jan. 27

Announcement of Awards Week of Feb. 3

Start of 2020 project funding Week of Feb. 10

Funding Available for Reimbursement Feb. 17

End of 2020 project funding and all reports due Feb. 10, 2021 or \*Feb. 10,2022

**NOTE:** Dates are subject to change. Applicants will be notified in advance of any schedule changes. \*Allows for a 2-year period to use funds due to growing cycles.

**Application Instructions and Procedures**

Applicants are advised to review the application packet in its entirety prior to preparing and submitting an application. If after reviewing the application materials you are uncertain whether a proposed project fits within the funding guidelines, please contact Tim Broderick at tbroderick@bouldercounty.org or 303-907-8360.

**Application Deadline**

**APPLICATION(S) MUST BE RECEIVED BY 11:59 P.M. MST on Jan. 27. Any application received after the deadline will not be considered.**

All submissions must be placed through the sustainable food and agriculture funding website via Boulder County.

**General Conditions**

All materials submitted will become the property of Boulder County and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The county reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the application, to accept or reject any or all applications received, to grant full or partial funding of any request, and/or to cancel all or part of this solicitation at any time prior to awarding funds.

For inquiries or clarification concerning this program, contact Tim Broderick at 303-907-8360 or email at tbroderick@bouldercounty.org. Funds are awarded on a competitive basis, and no requests will be considered outside the standardized application and review process. There is *no appeal process* for applications not accepted for funding.

**Application Evaluation Process**

Applications will be reviewed and evaluated by a select application review committee made up of county Sustainability staff, a representative from Parks & Open Space and select invited experts. To eliminate any potential conflict of interest, we will ask any review committee members that are applicants or involved in a particular project considered for funding to recuse him or herself during the evaluation process.

During the review process, staff may contact the applicant for additional information or clarification. However, an expression of interest by staff should not be construed as an indication of forthcoming funding approval. Applicants are advised to make their submittal as clear as possible.

The advisory committee will make their recommendations to the Board of County Commissioners, who will make final decisions about award approvals. Awards will be announced in late January or early February 2020 following BOCC approval.

**Application Evaluation Criteria**

All submitted applications which follow the Sustainable Food and Agriculture requirements will be evaluated according to the following criteria:

* **Impact** – The extent of contribution to implementation of sustainable food and agriculture in Boulder County and the extent of changes in farm practices; transferability of the program/project to other farmers. For example, awareness, policy impact, skills gained, interest developed, and etc.
* **Outputs** - Objectives clearly stated, specific, realistic and measurable; project monitoring and evaluation strategies are thoughtfully planned. For example, GHG reduced, crops yielded, cattle raised, poundage of compost produced, farmers educated, etc.
* **Organizational Capacity** - Applicants are qualified to implement project and achieve stated objectives.
* **Financial Viability** - Applicants demonstrate sound fiscal management: project budget is realistic and cost effective.
* **Additional Evaluation Factors** - Assessment of applications may also include consideration of such issues as geographic distribution of services, demographic diversity, degree of collaborative effort, community support and public education potential.
* **In-kind or Matching Funds** – Applications especially for equipment and infrastructure that include in-kind or matching funds are strongly encouraged.

**Application Content & Organization** (Applicant's Check List)

A complete application must include all the following forms and supporting documents to be eligible for consideration.

* Form A: *Applicant Information + Project Information*
* Form B: *Project / Program Summary & Narrative, 1 single sided page maximum*
* Form C: *Project / Program Budget*

Additional documents supporting the project can be included such as:

* List of key project personnel
* Proof of federal non-profit status (if applying as a non-profit) or proof of incorporation in Colorado (if applying as a corporation)
* Letter of stakeholder support

**Funding Awards**

All applicants will be notified of the results of the review process. For successful applicants, funds will be available for expenditure only after a service contract between Boulder County and the applicant is signed and executed. Funds must be expended during the grant period of 10 months or 2-year period depend on need. Boulder County will not be liable for any project costs incurred prior to the legal execution of the contract, unless mutually agreed upon in writing. Unused funds are not available for other uses under this agreement.

Boulder County reserves the right to revoke any funding award for which a contract is not executed, due to delays on the part of the applicant, within two (2) months of the award. **Funded programs/projects must be initiated within three (3) months of execution of the contract, or funds may be withdrawn, unless specific written approval is granted for delays due to extenuating circumstances.**

**Reports, Monitoring, & Payment Schedule**

Boulder County reserves the right to monitor funded projects and to receive timely and pertinent information on status and progress. A mid-term progress report and a final report will be required from awardees. A presentation to the commissioners and screening committee after one year of funding. A schedule for report submittals, reimbursement requests, and presentations will be established in consultation with county staff. Failure to submit a final written report shall invalidate the applicant for further funding requests for three years.

**NOTE: Funds will be provided on a reimbursable basis** **based on proper documentation of receipts and invoices billed specifically to the individual or organization that is listed within the signed contract.** **Funds will be available for reimbursement starting in TBD 2020.** Funds must be used in accordance with the final budget upon which the application was based.

All publicity or promotional materials concerning the project must recognize boulder county funding including news releases, feature stories, public service announcements, brochures, and product literature produced during the term of this Agreement.