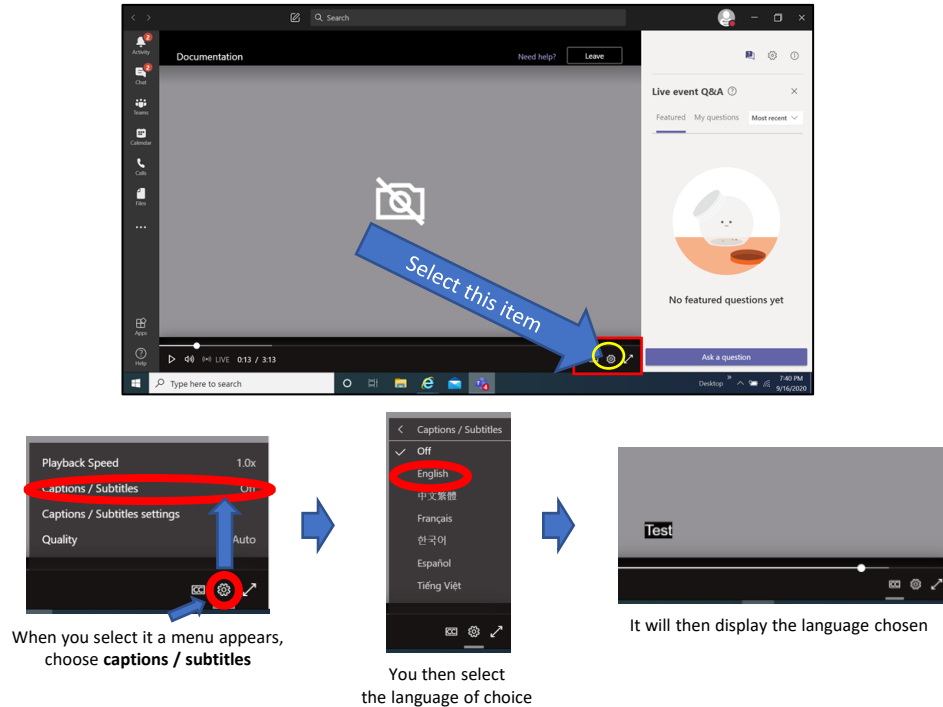


FY23 Resident and Community Food Gardening Grant Program Information Session

How you can view the multi-lingual closed captions



Disclaimer

The translations provided in this application use what is referred to as mechanical translation technology. Although this method of translation is very effective and provides a high rate of accuracy it is NOT 100% word for word accurate. Things that may affect it are the quality of the microphone used and potentially a person speaking that may have an accent.

FY23 Resident and Community Food Gardening Grant Program Information Session

May 3, 2023



Prepared by Montgomery County Office of Grants Management

Welcome!



- This meeting will be recorded and posted for future viewing on the Office of Grants Management online application portal
- The slide deck will also be posted in the same location for your reference
- Online Application Platform Home Page:
<https://mcmdgrants.smapply.org>
- Program Page:
<https://mcmdgrants.smapply.org/prog/FY23Gardening>



Information Session Agenda

- Provide an overview of the program
- Walk through the application platform
- Open up for participant questions (put your questions in the Q&A box)
- Any questions we cannot answer during the Information Session will be addressed and posted on the platform



FY23 Gardening Program Goals

- Provide funding to initiatives that will expand resident and community food production through home and community farming and gardening.
- Target Populations: individuals and households residing in Montgomery County, who have been historically and disproportionately impacted by food insecurity and poor health outcomes and disadvantaged in access to opportunities to grow their own fresh, local, and nutritious food.
- Allowable purposes for this grant: increased resident access to yard, patio, and community gardening supplies, space, and education

Proposed programs must be for a new service(s), expansion of existing services, or a combination of both. County funding cannot be used to supplant other funding for already funded services.

Office of Food System Resilience



- Resilience: The capability of individuals, communities, and the county to withstand and rapidly recover from food system disruptions, stresses, and changes.
- OFSR was created based on the recommendation of the Montgomery County COVID-19 Food Security Task Force and established by the County Council in July 2022 under [Bill 20-22](#).
- The mission of the OFSR is to develop and implement interagency budgetary, regulatory, and operational strategies to build a more equitable, efficient, resilient, and sustainable food system in Montgomery County.

OFSR Values & Priorities



OFSR Core Values & Priorities Guide OFSR priority setting, workplan development & resource allocation.

Core Values: Equity, Systems Focus, Innovation, and Data Analysis

Strategic Priorities

- Build racial equity and social justice in the local food system.
- Expand local food production (including commercial farms, urban agriculture, community production).
- Strengthen processing and distribution infrastructure.
- Guide strategic investment in food security.
- Coordinate capacity for future crises (plans, mechanisms).
- Establish food system strategies for climate change adaptation and mitigation.
- Increase economic opportunities in food systems.

Gardening Grant History



First launched as a pandemic response initiative in 2020

- Invested in 12 Resident & Community Gardening Programs
- Funded by Montgomery County & Food for Montgomery

FY23 Base Budget Funding

- Doubled with investment from Dept of Environmental Protection

Alignment with OFSR & DEP Priorities

- Increase resident food security & nutritious food access
- Expand local food production of culturally diverse foods
- Provide food education opportunity
- Address impacts of climate change & protect natural resources
- Improve emotional and physical well-being of residents
- Build community around food



Key Program Details

Total Funding Available:	\$50,000
Award Range:	\$15,000 Maximum
Performance Period:	Up to one year (12 months), applicants may propose a shorter performance period
Where to Apply:	https://mcmdgrants.smapply.org/prog/FY23Gardening
Application Opening:	Wednesday April 26, 2023 at 12:00 PM
Application Deadline:	Wednesday May 24, 2023 at 9:00 AM



Eligibility (1 of 2)

- The organization may be a Federal 501(c)(3) tax-exempt status organization or provide evidence of fiscal agent relationship with a 501(c)(3) organization;
- The organization's principal place of business must be located in Montgomery County; if a national or regional organization, it must have a location in Montgomery County through which it provides related services. Any services or activities taking place outside of Montgomery County must be exclusively benefiting Montgomery County residents;



Eligibility (2 of 2)

- The organization must be currently registered and in good standing with the Maryland State Department of Assessments and Taxation ([SDAT](#));
- All services and programming to receive funds must be provided in Montgomery County; and
- Current Montgomery County contract or grant award winners must be current on all reporting obligations for other awards and those reports must reflect substantial progress towards the goals of their grant agreement(s)

Award Priorities (1 of 2)



Priority for funding will focus on projects that:

- Establish new or renewed small-space food production locations, including:
 - Private land, such as those owned by community based organizations, faith-based institutions, and educational institutions;
 - Underutilized, unused, vacant, or abandoned lots in neighborhoods and municipal centers;
 - Unused and abandoned plots in community gardens; and
 - Other creative opportunities for land access or growing spaces, such as (but not limited to) vertical gardening and rooftop gardening.
- Increase access to culturally appropriate foods in Montgomery County;
- Provide gardening and nutrition education resources, and engage community residents directly in food production;

Award Priorities (2 of 2)



Priority for funding will focus on projects that:

- Demonstrate partnerships, including with the business community, for in-kind or discounted supply purchases to increase the cost efficiency of programming; and
- Provide planting materials, containers, seeds, seedlings, gardening supplies and/or education to residents to enable them to grow their own produce in yards and/or on patios.

OGM seeks proposals from organizations that:

- Exhibit cultural proficiency;
- Are inclusive of the LGBTQIA+ community members;
- Use a racial equity lens in providing services.



Required Metrics

KPI's/metrics: As part of the Performance Plan, provide an outline of the metrics to be collected, targets for each metric, and the data collection method for each metric.

To be considered for funding proposals MUST include targets for the following metrics and a plan to track them:

- How many individuals will be directly impacted by this funding?
 - Total number of people who will garden through this gardening program.
 - Total number of people who will receive food as a result of this gardening program.



Submission Guidelines

- Submissions must come through the County's SM Apply online application portal at <https://mcmdgrants.smapply.org>
- All applications must be fully submitted online by **Wednesday May 24, 2023 at 9:00 AM.**
- Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.



Application Materials

- **Program Summary:** Organization contact info and (8 data fields)
- **Program Narrative:** Series of narrative questions detailing the proposed program (4 page max)
- **Program Budget:** Details of the implementation costs of the proposed program (no set budget format)
- **Budget Narrative/Justification:** Brief explanation of the Program, including impact of reduced funding (1 page max)
- **Program Work Plan/Timeline:** The proposed program implementation schedule (1 page max)
- **Performance Plan:** Outline of metrics to be collected, targets for each metric, and the data collection method for each metric as well as any qualitative evaluation methods (1 page max)

Program Narrative (1 of 3)



- Describe how you will use this grant to expand home and community gardening in Montgomery County as an effective way of sustainably increasing the food supply.
- How does or how will your organization increase the availability of culturally diverse foods through this program?
- Outline the educational, technical assistance, and resident and community supports provided throughout the program period, including the relevant experience of the support provider(s).
- What is the language capacity that you have to ensure appropriate outreach and engagement with your community? What languages do you and your team (if applicable) speak?

Program Narrative (2 of 3)



- Explain the specific need that will be filled or supported with this funding.
- Describe the communities that will be impacted as well as how individuals within these communities will benefit from this funding, including a description of how this program will increase food access for residents.
- What are the long-term plans and prospects of continuing this program beyond the grant period?
- What are the anticipated types and amounts of product that will be grown as a direct result of receiving this funding? Include types of Crops and Estimated Quantities, if possible.

Program Narrative (3 of 3)



- Tell us about community organizations and public and private agencies that you currently partner with or plan to partner with in Montgomery County through this program.
- Note: if you intend to sub-grant any portion of the grant funds to partner organizations, those amounts must be noted in your project expenses and Letters of Commitment from those organizations must accompany this application.



Performance Plan

This section must include the Key Performance Indicators (KPIs), metrics, and/or milestones. Provide an outline of:

- metrics to be collected;
- targets for each metric;
- the data collection method for each metric;
- and any qualitative evaluation methods.

This program requires that proposals track the following metrics:

- Total number of people who will garden through this gardening program.
- Total number of people who will receive food as a result of this gardening program.



Document Uploads

- Most recent IRS 990 Form
- IRS tax-exempt determination letter for nonprofit organizations
- Proof of Maryland SDAT Registration and Good Standing (print screen of organization's SDAT registration page is ideal)
- Current Board list with name, affiliation, and contact information
- Collaborative partner materials, if applicable
- Stories of Success: Please share relevant success stories from recent years (2020-2022) and include newsletters, media articles, etc., as applicable.
- Program Related Materials (optional)
- Other Supporting Materials (optional)

Ethics Questions



- **Does your organization employ current employees or contractors of the Montgomery County Government?** This applies for employees that are paid by your organization but are also paid by Montgomery County Government.
- **Does your organization's Board of Directors include current employees or contractors of the Montgomery County Government?** This applies to volunteer board of director positions.
- **If you answered yes to either question, please describe the employee(s) role and function as it applies to your organization.** Answering “yes” to either question does not exclude your organization from being eligible to apply.
- Montgomery College, Montgomery County Public Schools, and WorkSource Montgomery do not count as Montgomery County Government employees for the purpose of this Grant Program.
- If you are unsure if a position applies please contact the Office of Grants Management for clarification.



Other Preparations

- **Register and create a profile on the online application platform** for each team member who will be working on your application.
- **Verify that your organization is registered with the Maryland State Department of Assessment and Taxation (SDAT).** Click [here](#) to go to the SDAT Business Express site to confirm. Even if your organization is registered in another jurisdiction, you must be registered with SDAT for Montgomery County to finalize an award with your organization.
- **If your organization is not in Good Standing with SDAT, take the necessary steps to get back into Good Standing.** SDAT will advise what steps are required. Montgomery County cannot finalize an award with you or organization if you are not in Good Standing. Your application for a grant could be disqualified if you are not in Good Standing.
- **Register with the Montgomery County Central Vendor Registration System (CVRS)** by clicking [here](#). If you or your organization receives an award from the County then you will need to be registered with CVRS to receive payments.



Review Process

- OGM will convene a review panel made up of qualified neutral, qualified individuals in Montgomery County Government selected for their experiences in the grant program's subject area, grants administration, or project management.
- The panel members will review and score applicant proposals based on the criteria and priorities established in the Grant Program Details Document.
- Final decisions will be made based on the scores and other factors such as applicants past performance on previous County awards.

Scoring – 100 Possible Points



- A. **Soundness of the Proposal** (20 points) – How strong is the proposed strategy?
- B. **Program Goals, Objectives and Services** (20 points) – How well does the proposal achieve the grant program's goals?
- C. **Program Evaluation** (10 points) – Is the program's evaluation plan inline with requirements and realistic to implement?
- D. **Organizational Capability and Relevant Experience** (20 points) – Does the organization have the ability to implement the submitted proposal and its stated goals?
- E. **Sound Fiscal Management and Budget** (10 points) – Is the proposed budget realistic and can the organization manage it?
- F. **Community Outreach** (20 points) – How well can the organization reach the proposal's targeted community?

Award Notification



- Award notification letters are expected to be released roughly one month after the application deadline via email.
- For successful applicants, the award agreement will contain funding restrictions; programmatic, administrative, and policy requirements; reporting documents including total budget along with the amount of grant funding for the program; and payment terms.

General Recommendations



- Be direct and clear in your proposal on *how* your program will achieve the grant program's goals and priorities.
- Ensure that all the pieces of your application present a consistent strategy/approach in your proposal.
- Consider this program's Priorities and Scoring Criteria/Weight when developing your proposal.
- Feel free to use graphics, charts, tables, maps, project workflows, and other non-narrative tools to clarify or enhance your proposal.
- Develop, coordinate, and finalize your application offline and then upload all materials into the application.
- Uploads in pdf format are preferred (except the Program Budget, MS Excel please) but other formats are also welcome.
- Start now on getting your legal house in order, if needed.



Further Questions?

Ali Hoy

Outgoing Grants Program Manager

Office of Grants Management

240-773-3384

Ali.Hoy@montgomerycountymd.gov

<https://mcmdgrants.smapply.org>