Master Gardener Growing Together
Mini Grant Guidelines 2017

Mini grants are available to Iowa State University Extension & Outreach county offices in partnership with active Master Gardeners. The county-wide mini grants will provide funds for one or multiple local Master Gardener projects aimed at increasing access to fresh fruits and vegetables for families experiencing poverty in Iowa.

**Due Date:** Applications are due by January 6, 2017 via the online form
**Application Form:** [https://iastate.qualtrics.com/SE/?SID=SV_7QYsDm1ubKmYovj](https://iastate.qualtrics.com/SE/?SID=SV_7QYsDm1ubKmYovj)
**Timeline:** The timeline for this grant is February 8th through September 22, 2017
**Amount:** Grants up to $5,000 are available
**Applicant:** ISU Extension & Outreach county office in partnership with active Master Gardeners. Multiple counties may partner together for one application. Applications are limited to one per county. Multiple county projects may be reflected in a single application.

Activities
The purpose of this funding is to enable Master Gardeners in Iowa to engage in projects which increase the availability of healthy foods to families with low-income. Each county-wide proposal should propose multiple projects utilizing two strategies with recommended activities and evaluation described here:

- **Grow Strategy:** Start, convert or maintain a donation garden which provides produce to a food pantry, food bank or free meal service. Evaluate the project by tracking pounds of food donated and tracking recipient sites.
- **Connect Strategy:** Serve as a conduit to connect growers and service agencies (food banks, pantries and meal programs). This can take the form of events to formulate mutually beneficial strategies or activities that physically connect growers and service agencies through facilitated food rescue efforts. Evaluate the project by documenting the results of the meeting, describing partners engaged and tracking food rescued or donated.

Program Beneficiaries
All funded projects must demonstrate that the end beneficiaries of the projects will be families with low-income. This is a requirement of the federal funding which supports these mini grants. The project description provided in the application must communicate how the work will benefit families with low-income.
For this project, families with low-income will be defined as families who make use of emergency food services such as food banks, food pantries or free meal programs.

**Eligible Applicants**

Eligible applicants are ISU Extension & Outreach county offices in partnership with active Master Gardeners. Project partners must also include at least one representative from a recipient agency (for example, staff representing local food bank, food pantry, or free meal program).

Diverse coalitions are encouraged and will be favored in application scoring. Supporting coalition members can include:

- Local food system partner
- Regional ISU specialist(s)
- Food pantry or free meal program participant
- Local farmers or gardeners
- Area Agency on Aging or congregate meal sites: [https://www.iowaaging.gov](https://www.iowaaging.gov)
- Youth program (for example 4-H)
- Organization that serves immigrants and refugees

The county ISU Extension & Outreach staff will be the fiscal agent for the mini grant. Only one application per county may be submitted for funding. Though the one application can be utilized to fund Master Gardener multiple projects.

Applications from Iowa counties with high poverty rates will be prioritized in the application scoring process.

**Fiscal Processes**

These mini grants will provide reimbursement for approved activities. Local county ISU Extension & Outreach offices will need to provide up-front funding and submit an invoice and itemized receipts to Campus for reimbursement upon completion of the project. It is critical that local county ISU Extension & Outreach offices are aware of proposals and agree to support them before the application is submitted.

**Expenses**

Here are is a table with examples of the types of expenses that are allowable and unallowable. This is not an inclusive list. If you have a question about whether an expense is allowable, email Christine Hradek at hradek@iastate.edu.
### Allowable Expenses

- Seeds
- Plants & seedlings
- Small gardening tools and supplies (no single item to exceed $500)
- Potting soil
- Fertilizer
- Garden fencing & trellising
- Produce scale
- Harvest supplies (i.e. colander, harvest bins)
- Mileage reimbursement
- Training for project partners
- Printing of Iowa State University Extension and Outreach educational materials for target audience
- Food, space and materials for an education event for the target audience (families with low-income)
- Promotional materials

### Unallowable Expenses

- Rental or purchase of land
- Staff salary or benefits
- Financial incentives to partners or participants
- Lobbying
- Child care or transportation services
- Promotion of messages inconsistent with the *Dietary Guidelines for Americans*
- Expenses not clearly described in approved application.

### Reporting

Each funded project will be asked to report on their success at the end of the project. Reports will be submitted electronically and will be due by September 22, 2017. Reports may include total poundage of food grown for donation, total poundage of food donated, number of participants, etc… In addition, funded projects will be asked to participate in a brief survey. As projects evolve, additional evaluation steps may be included.

### Grant Application

The mini grant application includes the following required fields. Please direct mini grant questions to deblieck@iastate.edu

- **Contact Information**
  - Name of County/Counties Involved
  - ISU Extension & Outreach Primary Contact Person: First and last name
  - ISU Extension & Outreach Primary Contact Person: E-mail address
  - Active Master Gardener: First and last name
  - Active Master Gardener: E-mail address
Recipient Agency Staff: First and last name
Recipient Agency Staff: E-mail address
I agree to submit a project report by September 22, 2017: (agree/disagree)

**Mini Grant Description**

1. Describe the food security projects that will be funded by this mini grant. (maximum 800 characters)
2. What are the goals of this project? (Maximum of five goals; Maximum of 800 characters)
3. What activities will be utilized for the Grow strategy? (maximum 800 characters)
4. What activities will be utilized for the Connect strategy? (maximum 800 characters)
5. What evaluation will be utilized for the Grow strategy? (maximum 800 characters)
6. What evaluation will be utilized for the Connect strategy? (maximum 800 characters)
7. Please list your project collaborators (i.e. partner organizations)
8. Describe the project collaborators’ history (if this is an existing coalition) and roles. Diverse coalitions are encouraged and will be favored in application scoring. (maximum 800 characters)
9. How much money are you requesting for the project? (Grants up to $5,000 are available; enter number only)
10. Please provide a budget narrative. (Make sure all costs are allowable, maximum 800 characters)
11. List additional sources of funding for the project (if applicable).