



COMMUNITY FOOD SYSTEMS PROGRAM APPLICATION

PROGRAM ABSTRACT

The Community Food Systems Program is a multi-phased, multi-year program housed within the Agriculture and Natural Resources, Local Foods Program and Community Economic Development units for Extension and Outreach. It is devoted to long-term community empowerment and lasting impacts for positive food systems change.

Contact

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Community Food Systems Program

The Community Food Systems Program is a process that promotes collective action for place-based development for community food systems development. The process engages community leaders in an effort to collaborate and connect the unique assets of each community. This program identifies community food systems tactics (shown below) based on existing conditions and community feedback to promote food system revitalization in communities while also creating dynamic and multi-functional public spaces.

List of Community Food Systems Tactics:

Backyard Gardens	Food Boxes
Faith Gardens	Food Hubs
Corporate Gardens	Auctions
Community Gardens	Cooperatives
School Gardens	Food Banks
Public Edible Landscapes	Awareness Campaigns
Incubator Farms	Farm to School (Procurement)
Urban Farms	Restaurants
Rural Farms	Food Trucks
Agrihoods	Farm to School (Nutrition Education)
Processing Facilities	Local Food Coordinators
Mobile Processing Units	Education Centers
Shared Use Kitchens	Food Pantries and Meal Programs
Food Enterprise Centers	Food System Policy Councils
Community Supported Agriculture	Food Recovery Programs
Farmers Markets	Waste Management
Public Markets	Renewable Energy
Grocery Stores	Conservation Programs

The CFS Program

- Guides the development and facilitation for coalition creation and formation
- Helps communities effectively explore existing infrastructure for new community food opportunities
- Provides a framework to receive community feedback and diverse partnership for inclusive and holistic assessment of existing conditions and support for future implementation
- Integrates multiple scales of design for community food systems
- Assists in creating partnerships within the community between new and existing networks of community food programs
- Creates a model for local stakeholders to determine priorities for a successful community food system
- Implements community food system tactics systemically to connect existing physical infrastructure and new tactic opportunities

The Community Food Systems Program (CFSP) is a multi-phased, multi-year program housed within the Agriculture and Natural Resources and Community Economic Development units for Extension and Outreach. The program strategically partners with the Community Design Lab for design assistance throughout the process.

This program partners with communities to develop and design their local and regional food systems. It is devoted to long-term community empowerment and lasting impacts for positive food systems change, the program requires deep community engagement over two phases:

Phase One: Research and Coalition Development

- Develops trust within communities and generates a place-based coalition name, vision, mission and core values
- Assesses existing conditions and goals for the community food system
- Determines priority projects through facilitated evaluation
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Phase Two: Design and Implementation

- Designs priority projects as a project team
- Creates momentum and capacity for program development and implementation of projects

What support is provided?

Phase 1: Year 1 Research and Coalition Development

The first phase's focus is on community capacity: Connecting local stakeholders to establish a collective vision for community food system development. A coalition is developed and creates a vision, mission and core values for their communities' food system; additionally, the ISU CFS team completes a food systems assessment based on research, public input, and meetings. At the end of Phase 1 priority projects will be determined for implementation in the following years

Phase 2: Year 2 + 3 Design and Implementation

The second phase moves projects into design and implementation. Priority projects are determined based on short, medium, and long term goals that have high impact in, and are chosen by the community. Staff from Iowa State as well as community partners will begin meeting monthly to intentionally develop plans and implementation of each project. Projects are meant to be place-based and can evolve based on community needs.

There will be structured facilitation and engagement provided during Phase 1, specifically leadership quarterly meeting and public input sessions. In addition, the CFS will develop a Community Food Systems assessment and snapshot for the community which will showcase the existing conditions of the community in relation to both the community food systems tactic research and existing community assets: wellness, equity, environment, economy, education, and policy. This will be developed within the first phase and will be utilized to determine priority projects.

Once priorities are determined, each project will form a multi-disciplinary team that includes both Iowa State CFS and additional staff as well as community partners. The CFS program provides technical assistance and design during the second phase to move conceptual ideas into design development and set directions for implementation. Similar to the first year, communities will continue to receive support for facilitation for leadership meetings and project meetings.

Additional support beyond facilitation, community engagement and design will occur through assistance in connections to technical experts at Iowa State, research, and grant-writing where appropriate.

What contributions are expected from the community?

Fee:

Communities agree in writing to commit to a fee for service and assist in developing the initial coalition. Phase 1 fee of \$8,000 or full process fee of \$24,000. If communities are interested in project support only, it is suggested to work with Iowa State on a scope of work and fee for service specific to that project (fees vary).

For the full community process, three payments of \$8,000.00 over three years are expected. Typically, 200 hours are dedicated in Phase 1 to assist with coalition development and research. Phase 2 included approximately 400 hours of

technical assistance and design dedicated to priority projects. Phase 2 may range from 1-2 years depending on readiness and needs within the community. This schedule can change based on community needs.

Coalition support:

Creation of a coalition is crucial for this collective process. This coalition must include at least one local government partner, one local producer, and one local food system stakeholder (i.e. Local Food Coordinator, ISU Extension Field Specialist, Regional Food System Working Group member, etc.). Other members of the coalition can include city or county planners, business owners, economic development staff, active community residents, etc. Within this team, a community member must be identified as the local food leader, who will be the direct contact for the Community Food Systems Program.

The coalition will meet quarterly, or other duration depending on readiness of the community, during the first phase and will have monthly priority project phone calls and quarterly coalition meetings during the second phase. The coalition maintains an active role in creating meaningful community participation by creating an inclusive environment. This includes keeping the media informed of program developments, committee activities and other processes.

What products does the community receive?

In Phase 1 there will be four coalition meetings throughout. The coalition will determine name, vision, mission and core values associated with their community food system.

A community food systems assessment and report will be completed as well as a snapshot. To complete this research, primary and secondary data is used. Primary data will be collected through interviews and site visits as well as public input sessions. Last, the community will identify and develop priority projects and teams that will be included in the community food systems assessment.

In Phase 2, priority project teams will begin to meet. Based on technical assistance needs, project development will occur, which may include design, technical assistance, project management, feasibility considerations, etc.

All products will be available electronically after the process is completed.

Who Should Participate?

All communities are eligible to participate in the Community Food Systems program. Volunteers, government representatives, non-profit organizations and all local food stakeholder groups are strongly encouraged to work in cooperation with one another for successful completion of the Community Food Systems program.

Requirements:

Application pages should not exceed 8.5 x 11 inches in size.

Please send an electronic application to:

Courtney Long

Court7@iastate.edu

More information about the Community Food Systems program, booklet, and examples of past projects can be found at <https://www.extension.iastate.edu/ffed/cfs/>. Scroll down to the bottom and select from a series of tabs to learn more about program offerings.

Community Food Systems Application

Please read the entire Community Food Systems application before completing. Your completed application will include four parts: this cover sheet, a list of leadership team members, a narrative about your community, and the original copy of the community agreement signed by all committee members. Detach this sheet and use it as the cover for your typed narrative. Send your completed original application to Courtney Long court7@iastate.edu; if you have questions, please feel free to reach out by email or phone 515.460.3227.

Please select which you are applying for:

- Phase 1 (\$8,000)
- Full Process (\$24,000)

- Coalition (pg. 6)

Attach a list of the members of the coalition. There must be a minimum of eight members, but more than eight are strongly encouraged. The coalition must include at least one local government partner, one local producer, and one local food system stakeholder (i.e. Local Food Coordinator, ISU Extension Field Specialist, Regional Food System Working Group member, etc.). Special considerations will be given to applicants who recruit youth and other unique partners for the steering committee. Be sure to include committee members' names, addresses, occupations, affiliations, phone numbers, email addresses and interests in the program. Also, please designate the local food leader, who will be the direct contact for the Community Food Systems facilitator.

- Narrative Description

Address the following concepts in your narrative:

Please describe the community (describe location to be consider: county/ city/ region/ etc.):

Why do you think your community is ready for this program? What are the existing conditions of the local food system? Are there particular goals for the future? Describe how community food systems enhance or detract from the local quality of life. Do they provide an identity for the community? What improvements are needed? What are the critical issues with respect to the food system and what are the future opportunities?

Describe how the coalition will help contact community members to participate in the process and how the local government, such as the city council, mayor, city clerk, city or county planners will be informed and invited to participate.

Statement of Assurances and Agreement

To the best of my knowledge and belief, those listed as participants are committed to fulfill their responsibilities as participants in the process if we are accepted for the Community Food Systems program. This application has been duly authorized by the government participant with full understanding of the program requirements.

Signature of primary contact person (local food leader)

date

Signature and title of government partner

date

Community Food Systems Program Agreement

Terms

Final acceptance to participate in the Community Food Systems Program is contingent upon the submission of the partnership agreement signed by your community coalition members. By submitting the signed agreement, your coalition is agreeing to the responsibilities of the program partners, which are outlined in the following section. A copy of the agreement must be given to each coalition member. After reviewing this agreement, the local food leader (primary contact), local government partner and each leadership team member must sign in the space provided on the last page. Return the original signature page with your application and retain a photocopy for future reference.

Partner Contributions

In addition to the roles and responsibilities described below, the ISU CFS also contributes other services as part of the fee-for-service. These services include travel fees for Iowa State staff.

A. Iowa State University Community Food Systems

Phase 1:

- Facilitates coalition
- Provides program coordination and content
- Coordinates communication between Local Food Leader and Iowa State
- Directs the research of community food systems assessment
- Facilitates the planning and community capacity process leading to the development of priority projects

Phase 2:

- Facilitates coalition and priority project meetings
- Provides design and technical assistance associated with priority projects
- Assists the community with the identification of potential funding sources
- Creates project work plans to ensure project goals and activities are begin completed in a timely fashion for each project
 - Includes working with multiple staff members at Iowa State for each project as needed

B. Community Leadership Coalition

- Establishes a coalition that represents the whole community (including a local government partner, producer(s), and a stakeholder in local food systems- (i.e. Local Food Coordinator through ISU Extension, Regional Food System Working Group, etc.). If some sectors of the community are missing, then the committee recruits additional members as appropriate.
- Coordinates communication between coalition partner organizations
- Local Food Leader (Contact person) provides notes to the larger steering committee and details about meetings
- Works closely with the CFS facilitator to plan and advertise meetings and public input session
- Maintains an active role in fostering meaningful community participation. Involves others in the community coalition, assessment, and prioritization processes.

Phase 1: Research and Coalition Development

Commits to attending 4 coalition meetings in person, one public input session with the general public, and working to generate partnerships and community capacity

Phase 2:
Design and Implementation

Commits to attending 4 coalition meetings per year, and participate in at least one priority project for the duration of the project to continue to build capacity for the community food system.

Acceptance of Agreement Terms

We understand the responsibilities of the Community Food Systems Program. We agree to work cooperatively with the program partners and will fulfill the coalition responsibilities.

Date: _____ **Community Name:** _____

Primary Contact: _____
(Local Food Leader) (Printed name) (Signature)

Local Producer Partner: _____
(Printed name) (Signature)

Local Government Partner: _____
(Printed name) (Signature)

Local Food Coordinator: _____
(Printed name) (Signature)

Coalition Member Signatures:

Print Name Here	Signature	Print Name Here	Signature