

Master Gardener Growing Together

2018 Mini Grant Guidelines

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

Due Date: Applications are due by 5:00PM, January 11, 2018 via the online form

Application Form: [\(link will be added in November\)](#)

Timeline: The timeline for this grant is February 12 through September 21, 2018

Amount: Grants up to \$5,000 are available

Applicant: ISU Extension and 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 counting recipient sites. Promote food safety best practices for all donation gardening activities.
- **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 all activities 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 activities 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 pantries, food banks or free meal services.

Eligible Applicants

Eligible applicants are ISU Extension and 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 service).

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>
- Youth program (for example 4-H)
- Organization that serves immigrants and refugees
- Other individuals or agencies working to support healthy food access

The county ISU Extension and Outreach staff will be the fiscal agent for the mini grant. Only one application per county may be submitted for funding; the one application can be utilized to fund multiple Master Gardener 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 and 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 and 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 hadek@iastate.edu.

Allowable Expenses	Unallowable Expenses
<ul style="list-style-type: none"> • Seeds • Plants & seedlings • Small gardening tools & supplies (no single item to exceed \$500) • Potting soil • Fertilizer • Garden fencing* & trellising • Produce scale • Harvest supplies* (i.e. colander, harvest bins, gloves, clippers) • Food safety supplies* (signage for food safety best practices and plan) • 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) • Printing of promotional materials <p>*Food Safety Best Practice equipment</p>	<ul style="list-style-type: none"> • Rental or purchase of land • Rental or purchase of equipment such as tractors • Staff salary or benefits • Financial incentives to partners or participants • Lobbying • Child care or transportation services • Promotion of messages inconsistent with the <i>Dietary Guidelines for Americans</i> • Expenses not clearly described in approved application • Any single item costing more than \$500

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 21, 2018. 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 entered in the online form. 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 21, 2018

- **Mini Grant Description**

1. Describe the food security projects that will be funded by this mini grant. Please include how many Master Gardeners will be engaged and if multiple projects will benefit from the funds.
2. What are the goals of this project? (Maximum of five goals; Maximum of 750 characters)
3. What activities will be utilized for the Grow strategy?
4. What activities will be utilized for the Connect strategy? How will pounds of food donated be tracked?
5. Food safety best practices must be followed in all funded projects. Please describe how food safety best practices will be promoted and maintained.
<https://store.extension.iastate.edu/Product/15257>
6. What evaluation will be utilized for the Grow strategy?
7. What evaluation will be utilized for the Connect strategy?
8. Please list your project collaborators (i.e. partner organizations)
9. Describe the project collaborators' history (if this is an existing coalition) and roles. Diverse coalitions are encouraged and will be favored in application scoring.
10. How much money are you requesting for the project? It is expected that all funds awarded will be spent (Grants up to \$5,000 are available).
11. Please provide a budget narrative (make sure all costs are allowable). Each application budget must include food safety best practice supplies.
12. List any additional sources of funding for the project