FOOD SOVEREIGNTY GRANT

2021 APPLICATION

The Food Sovereignty Grant will fund urban farming and Community Supported Agriculture (CSA) projects to give Boston residents better access to healthy and affordable food, and support Boston-based farmers throughout different seasons.

Proposal Focus

The Office of Food Access is offering two food sovereignty grants. This initiative seeks to address inequitable access to affordable and healthy food through urban farming projects and subsidized CSA boxes. Applicants may apply to **one or both.**

1. **Raised Beds:**
    a. Goal 1: Provide opportunities for Boston residents or communities experiencing food insecurity to grow their own food with raised beds at home or hosted at a community site

    b. Goal 2: Strengthening community relationships around gardening

2. **Subsidized Community Supported Agriculture (CSA) Shares**
    a. Goal 1: Connect farmers directly to households that are experiencing food insecurity

    b. Goal 2: Connect families with different food resources across the City

These grants will create agreements between the City and an individual or nonprofit entity, the purpose of which is to carry out a public purpose of support or stimulation instead of procuring supplies or services for the benefit or use of the City. The Office of Food Access reserves the right to fund projects in part or in full.

Eligibility

- We invite residents and non-profit organizations that serve Boston residents to submit proposals. It is open to any individual or entity who would like to respond. The City encourages participation from:
    - small and local entities
    - minority-led

    - women-led, and
    - other disadvantaged entities

- Applicant organizations must serve Boston residents
- Produce subsidized through the Subsidized CSA grant is required to be grown and sourced in Boston.
- Existing or planned collaborations with and among local community groups and partners are encouraged but not required
- Organizations must have a CoB Vendor ID: You can sign up for a vendor ID at www.boston.gov/procurement. If you have questions with the online registration, please email Vendor.Questions@cityofboston.gov or call 617-635-4564.

Awardees requirements

Programming

- Complete the program or initiative grantees commit to by the end of the funding period.
- Attend 3 check-ins where organizations will report back on their milestones, provide feedback and voice challenges they are facing.
- Submit quarterly financial and programmatic reports. The format of these reports will be provided by the Office of Food Access.
- Provide a point of contact for communications with the Office of Food Access.

Data Collection and Evaluation

- Collect a minimum set of anonymous data around race, ethnicity, language, and geographic location (zip code) of participants. A Google Form for data collection will be provided by the Office of Food Access.
- Submit a report every 4 months, explaining the activities performed, milestones achieved, and other relevant information that demonstrates the awardee is moving forward with its proposal.

Shared data and information ownership

- Grantees will be required to agree to City of Boston data security and confidentiality processes. "Data" shall mean any information collected by, or as part of, the services associated with this Grant Program.

Budget

- The budget for this program is to be spent on raised beds and/or CSA boxes, technical assistance, administrative costs, and labor.

Timeline

- Both programs will launch in Summer 2021 and continue in Fall 2021, Winter 2021, and Spring 2022 with learnings from the Summer implementation
- Grantees will make seasonal commitments (i.e. Summer 2021, Fall 2021, Winter 2021, and Spring 2022)

Referencing the City

Please remember to acknowledge the Food Access Community Grant program and the Mayor's Office of Food Access.

- In materials associated with your program activities: This acknowledgment can be a written and/or verbal credit statement. The credit statement is: "This project is supported by the Community Grants from the City of Boston Mayor's Office Food Access"
- During events related to your Community Grant project: Please include this text: "This project is supported and made possible through the Community Grant program of the City of Boston Mayor's Office of Food Access."
- On social media: In addition to the text above, please also tag @bostonfoodaccess when possible.

Proposal

Scope of Work

Applicants may receive funding for **one or both** initiatives.

Raised Beds

- Build and install raised garden beds for program participants
    - Farms involved will be responsible for the building and installation of raised garden beds for all program participants. This includes the materials for the beds, soil, seedlings, and other bed additions (cold frames, trellising, etc). Farms must be able to build custom beds that allow accessibility for persons with disabilities.
    - Farms will set a number of raised beds they have the capacity to build during the season

- Target communities or neighborhoods most affected by food insecurity or at risk of food insecurity

- Provide technical gardening assistance and education for program participants
  - Farms involved must be able to provide technical assistance to program participants to ensure their success. This can include bed maintenance, crop planning, planting, harvesting, seasonal bed upkeep, pest control, and garden education, cooking education or other.
  - Technical assistance can be provided by the applicant, or in collaboration with other grantees
  - Garden education must be inclusive and adaptable to the needs of program participants (i.e. seniors, persons with disabilities, language barriers).
- Actively build community/engage with program participants
  - Hosting workshops, facilitating connection between participants
  - Residents, community partners, community-faith based organizations, or City partners will need to fill out an application to get raised beds. Participating farms are encouraged to refer participants to the application form.

Subsidized CSA Boxes

- Provide reasonably priced or reduced priced CSA boxes to people identified by the City of Boston.
  - Farms will set a number of boxes they have the capacity provide per season
- Households will be identified by the Office of Food Access and the Age Strong Commission.

How to apply

Both applications should be sent directly using the following link: https://bit.ly/BOSfood

Application Timeline & RFP Process

Task	Date
Grant Posted/Release Date	07/30/2021

Office Hours	Tuesday August 3rd, 2021 Tuesday August 10th, 2021 Friday August 13th, 2021
Proposals due	**5:00pm EST August 16th, 2021. Please submit using** https://bit.ly/BOSfood
Review Period	Tuesday August 17th, 2021 - Friday August 20th, 2021
Notifications to Award Recipients	August 23rd, 2021

Payments

All awardees will receive the corresponding funds according to the following schedule:

- 80% of funds released at start of grant
- 20% of funds released after the final quarterly report is submitted and accepted by the City as sufficient.

Questions

If you have questions, please reach out to **Shannon Timlin** at shannon.timlin2@boston.gov (subject line: Food Sovereignty Grant).

Selection Process of Grantees

Minimum Evaluation Criteria

All proposals received by the City will first be reviewed to determine whether the proposal demonstrates all aspects necessary for successful implementation of Grant Scope of work.

Comparative Evaluation Criteria

Proposals that have met all minimum evaluation criteria will be evaluated according to the comparative evaluation criteria that follow in this section. After reviewing, the evaluation team will prepare written evaluations for each proposal. The evaluators will assign a rating of "highly advantageous", "advantageous", or "not advantageous" to each criterion. The team will use the comparative evaluation criteria to assist in their evaluation of each Vendor's overall qualifications.

Criteria	Highly Advantageous	Advantageous	Not Advantageous
Proposal Completeness and Organization	The proposal is well-written in clear, concise language. Materials are organized and easy to navigate. As a whole, the proposal provides a complete response to this Grant Request and provides multiple relevant examples of past successes implementing similar solutions.	The proposal is clear and well-organized. It provides a complete response to this Grant Request and includes examples of past successes.	The proposal does not address all aspects of the Grant Request. It is poorly written and/or difficult to read. It does not provide adequate information to evaluate the applicant's ability to successfully meet the City's goals.
Experience	Over 3 years experience providing services relevant to the project - building raised beds or participating in CSAs. Additionally,	Experience providing sufficiently similar services for length of time that supports ability to perform	Type or length of experience minimally sufficient to demonstrate ability to perform activities

	organizations should have experience providing technical assistance related to growing activities.	activities relevant to the project - building raised beds or participating in CSAs. Some experience providing technical assistance related to growing activities.	relevant to the project - building raised beds or participating in CSAs. No experience providing technical assistance related to growing activities.
Timing to Implement	Demonstrate ability to begin work by the start of season(s) indicated on the application.	Demonstrate ability to begin work soon after the start of season(s) indicated on the application.	Does not demonstrate ability to begin work soon after the start of season(s) indicated on the application.
Diversity and Inclusion	Proposal is submitted by an entity that is small and local and/or is led by individuals that identify as minorities, women or as part of other disadvantaged groups. Contractors or volunteers of the organization are local and/or individuals identify as minorities, women or as part of other disadvantaged groups	Proposal is submitted by an entity that is small and local and/or the majority of leadership is led by individuals that identify as minorities, women or as part of other disadvantaged groups. Majority of contractors or volunteers of the organization identify as minorities, women or as part of other disadvantaged groups	Proposal is submitted by an entity that is not small and local and/or leadership is not led by individuals that identify as minorities, women or as part of other disadvantaged groups. Contractors or volunteers of the organization are NOT local and/or individuals DON'T identify as minorities, women or as part of other disadvantaged groups
Community Connection	Organization has an authentic connection to the community that they serve and displays cultural	Organization has some connection to the community that they serve and displays	Information does not suggest the organization displays cultural competence

	competence (leadership reflects community, long-standing partnerships, located where their clients are, etc.)	some cultural competence	and/or has leadership or staff that is reflective of the community served.
Budget	Budget is clearly outlined and justified. Budget is reasonable to implement the proposed program. Budget has limited administrative overhead. CSA boxes' price is reasonable or adjusted to a reduced price.	Budget is reasonable but does not include sufficient details of how money will be spent. CSA boxes' price is moderately reasonable.	Budget is broad and lacks specificity about how money will be spent over the project period. CSA boxes' price is unreasonable.

APPLICATION QUESTIONS PREVIEW

Office of Food Access Community Grants

This is a preview of the application questions for both the 1) Raised Garden Beds and 2) Subsidized CSA boxes. You may make a copy of this document to prepare your responses to be submitted in the online application. Applicants may choose to apply to one or both of the grants.

VENDOR ID

To apply, you need to become a registered vendor with the City of Boston and have received your **vendor ID**. You must have a City of Boston Vendor ID BEFORE you apply.

Please include the zeros (00000XXXXX) at the beginning of your Vendor ID below. Please note that invalid Vendor ID numbers will not be accepted.

You can sign up for a vendor ID at www.boston.gov/procurement. If you have questions with the online registration, please email Vendor.Questions@cityofboston.gov or call 617-635-4564.

Helpful Instructions English / 中文 (Chinese) / Kreyòl ayisyen (Haitian Creole) / Español (Spanish)

PLEASE DO NOT SUBMIT THIS APPLICATION UNTIL YOU HAVE RECEIVED YOUR VENDOR ID.

Use the check-list to make sure you have uploaded the following. This is not a comprehensive list of grant requirements, please be sure to read the entire grant carefully.

Document	Included?
City of Boston vendor ID	
Budget Proposal	
Form 990	
IRS Form W-9	

Mayor's Office of Food Access

The mission of the Mayor's Office of Food Access of the City of Boston is to improve equitable access to nutritious food with respect to affordability, physical accessibility, and cultural connectedness. In pursuit of this mission, OFA will foster a more food secure community with a vibrant, inclusive food culture, reflective of the diverse residents of the City.

The Mayor's Office of Food Access (OFA) endorses a just, resilient, and robust food community in Boston that supports the wellbeing of all Boston residents. We recognize that root causes of food insecurity are complex and that addressing food access issues

requires multi-dimensional solutions. We believe that communities facing these challenges best know how to address their unique needs.

FOOD SOVEREIGNTY GRANT

Organization Information

Organization Name:

Nonprofit Federal Employer Identification Number (EIN):

Organization Address:

Organization zipcode:

Neighborhood in which your organization is located:

- ❑ Allston
- ❑ Back Bay
- ❑ Bay Village
- ❑ Beacon Hill
- ❑ Brighton
- ❑ Charlestown
- ❑ Chinatown-Leather District
- ❑ Dorchester
- ❑ Downtown
- ❑ East Boston
- ❑ Fenway-Kenmore
- ❑ Hyde Park
- ❑ Jamaica Plain
- ❑ Mattapan
- ❑ Mid-Dorchester
- ❑ Mission Hill
- ❑ North End
- ❑ Roslindale
- ❑ Roxbury
- ❑ South Boston
- ❑ South End

- ❑ West End
- ❑ West Roxbury
- ❑ Wharf District
- ❑ Other...

Organization Website (if applicable):

Organization Social Media:

Please provide a brief description of your organization and its mission.

What is your organization's staff size?:

How would you describe your organization?

- ❑ Immigrant-led
- ❑ Woman-led
- ❑ Male-led
- ❑ POC-led
- ❑ Black- or African-American-led
- ❑ Hispanic- or Latinx-led
- ❑ Asian- or Pacific Islander-led
- ❑ White-led
- ❑ Veteran-led
- ❑ LGBTQI-led
- ❑ Indigenous- or Native-led
- ❑ Led by Persons with Disabilities
- ❑ Other: _____

Name of primary point of contact for this application:

Email address of primary point of contact for this application:

Phone number of primary point of contact for this application:

Name of Executive Director:

Email address of Executive Director:

Phone number of Executive Director:

Will you be using a fiscal sponsor?:

Fiscal Sponsor Contact Person Name:

Fiscal Sponsor Contact Person Title:

Fiscal Sponsor Organization Address:

Fiscal Sponsor Organization Website:

Please provide a copy of the most recent Form 990 from your organization (or your fiscal sponsor, if applicable). If your organization (or your fiscal sponsor, if applicable) is not required to file a Form 990, please upload your most recent audited financial statements or annual report.

Please upload a signed IRS Form W-9 from your organization (or your fiscal sponsor, if applicable).

Vendor ID number:

You MUST have a valid Vendor ID number to receive a grant. Apply for one now on www.boston.gov/procurement and click on 'Go to Supplier Portal'. Please include the zeros (00000XXXXX) at the beginning of your Vendor ID below. Please note that invalid Vendor ID numbers will not be accepted. PLEASE DO NOT SUBMIT THIS APPLICATION UNTIL YOU HAVE RECEIVED YOUR VENDOR ID. Please be sure include the zeros (00000XXXXX) in your Vendor ID

Project Details

Which program is your organization applying to:

- ❏ Raised Beds
- ❏ Subsidized CSA boxes
- ❏ Both Raised Beds and Subsidized CSA boxes

Raised Beds

Is your organization planning to participate independently or as a collaborative?

- ❏ Individual
- ❏ Collaborative

What other organizations are you planning to collaborate with? Please write n/a if you are applying independently.

Do you have relationships with any community-based organizations you'd like to

involve with this program? (If no, put n/a)

Are you interested in helping to identify families eligible for this program?

- ❑ Yes
- ❑ No

What is the total cost per raised bed? (Including all materials, soil, etc.)

Which seasons are you committing to provide raised beds? (Please select all that apply)

- ❑ Summer 2021
- ❑ Fall 2021
- ❑ Winter 2022
- ❑ Spring 2022

How many raised beds is your organization committed to building for Summer 2021?

How many raised beds is your organization committed to building for Fall 2021?

How many raised beds is your organization committed to building for Winter 2022?

How many raised beds is your organization committed to building for Spring 2022?

When can your organization begin providing raised beds to identified participants? Please provide start dates for *each season* you have committed to.

Subsidized CSA Boxes

Which seasons is your organization/ collective committing to provide CSA boxes? (Please select all that apply)

- ❑ Summer 2021
- ❑ Fall 2021
- ❑ Winter 2022
- ❑ Spring 2022

How many CSA boxes can your farm commit to for Summer 2021?

What is the total cost per box?

How many CSA boxes can your farm commit to for Fall 2021?

What is the total cost per box?

How many CSA boxes can your farm commit to for Winter 2022?

What is the total cost per box?

How many CSA boxes can your farm commit to for Spring 2022?

What is the total cost per box?

When can your organization begin providing CSA boxes to identified households? Please provide start dates for *each season* you have committed to.

Project Budget

Please note: this amount should be identical to the total amount requested in your submitted budget.

Please use this budget template:
https://docs.google.com/spreadsheets/d/1uXEgIhPWsObQNt-pawL9X9eiArdVMpUitgnsPZ7a9ws/edit#gid=291186767

Budget Narrative

Please provide a budget narrative including details on how you plan to spend City funds, how the budget will be allocated among your partners, and the rate and number of hours used in your personnel calculations.

Do you have additional funding for this project?

Please describe any additional sources of funding you may have for this project (note: other funding is not required)

Conflict of Interests

Does the organization or related/partner organization have any employees or Board members who are currently employed with the City of Boston? If yes, please describe below.