

## PROGRAM GUIDE

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This guide identifies the types of projects eligible for Food Access and Recovery Grants and gives you information on how to complete an application.

### WHAT ARE FOOD ACCESS AND RECOVERY GRANTS?

The Trust's Food Access and Recovery Grants support community-led projects that increase access to affordable, quality, local food, with particular emphasis on supporting vulnerable populations. This includes creating or enhancing communal growing/processing spaces, knowledge-sharing opportunities and diverting food which would otherwise be wasted.

The Food Access and Recovery Grants support the desired outcomes of the Local Food Production and Access priority in the [Columbia Basin Management Plan: Strategic Priorities 2020-2022](#).

### WHO CAN APPLY?

Eligible applicants include non-profits, including social enterprises, local governments, and First Nations in the [Columbia Basin Trust region](#).

Businesses may be considered depending on the project and its broad community impact.

Businesses must demonstrate partnerships with non-profits, local governments and/or First Nations communities in the Columbia Basin in the design and delivery of their proposed project.

The project should demonstrate that it will benefit residents of the Basin and that the primary beneficiary is not the applicant or solely the members of a membership-based organization.

Applicants operating outside the Basin must partner with community-based organizations in the Basin to be eligible and show that the project benefits the Basin.

These grants are not intended to support commercial production of local food.

### WHEN IS THE APPLICATION DEADLINE?

Tuesday, November 30, 2021 at 2:00 p.m. PT/3:00 p.m. MT.

Applications are not accepted after the deadline.

## WHAT TYPES OF PROJECTS ARE ELIGIBLE?

Projects should fit at least one of the following **Project Categories**:

- Developing new or enhancing existing local, community growing spaces for use by members of the public (e.g. community garden spaces, chicken coops, non-commercial greenhouses, egg incubators, seed bank/distribution, rooftop gardens, vertical farming, etc.);
- Redistributing local and, where applicable, non-local food waste (e.g. from a landfill, grocery stores, community fruit trees or garden or local farm or orchard) to individuals, families, and/or community agencies that serve vulnerable populations (e.g. food bank, community kitchen);
- Integrating improved technology to create efficiencies in, or expand upon, existing community-led food production and/or recovery programs, including food processing and/or delivery; and
- Upgrading infrastructure to improve operations of existing, community-led food production and/or recovery programs, including food processing and/or delivery.

## WHAT TYPES OF PROJECTS ARE NOT ELIGIBLE?

Individual project eligibility is determined by the Trust at its sole discretion. The types of projects that are not eligible include, but are not limited to projects that:

- take place outside of the Basin;
- relieve any level of government of its obligations;
- undertake activities of political parties, advocacy or lobby groups, or organizations that are exclusive or discriminatory in nature; or
- are submitted by for-profit organizations whose primary beneficiary is the applicant or solely the members of a membership-based organization.

## WHAT KINDS OF PROJECT COSTS ARE ELIGIBLE?

Eligible project costs include:

- project coordination expenses;
- capital purchases related to delivering the project activities;
- reasonable and necessary project administration fees of up to 15 per cent of the total project cash budget; and
- costs related to delivering programs and services (including reasonable transportation costs).

## WHAT TYPES OF PROJECT COSTS ARE NOT ELIGIBLE?

The following project costs are not eligible:

- core or ongoing administrative operating expenses of an organization;
- costs related to preparing and submitting this application;
- existing program costs unless it demonstrates significant enhancements to current programming; and
- fee-based programs and services.

## HOW MUCH WILL THE TRUST FUND?

The program has \$1,500,000 available. We strive to distribute these funds across communities, organizations and project types.

Applicants can request up to a maximum of 85 per cent of total project costs from the Trust. There is no maximum amount for grant requests; however, we anticipate that many successful projects will be in the range of \$50,000 - \$80,000.

Applicants must demonstrate they are contributing at least 15 per cent of the project costs from sources other than the Trust. While the Trust prioritizes project applications that have other confirmed cash revenue sources, in-kind contributions may be considered as part of the applicant's 15 per cent contribution if the organization:

- is primarily volunteer-driven;
- has a limited operating budget;
- demonstrates a sustainable project plan;
- meets all other eligibility criteria; and
- is making reasonable efforts to raise additional funds.

## HOW DOES THE TRUST SELECT PROJECTS FOR FUNDING?

Projects that incorporate the following **Operating Principles** may be prioritized for funding support:

- Incorporate Indigenous perspectives and culturally relevant approaches on growing, gathering, storing and preparing food;
- Incorporate climate change mitigation and adaptation practices;
- Promote volunteerism and broad public involvement;
- Promote innovation and collaboration;
- Foster community partnerships across organizations, which could include grocery stores, schools, social and community service agencies, community centres, etc.;
- Extend the reach of current community food programs to include neighboring communities;
- Attract funding from other sources that share common objectives and desired outcomes; and
- Document lessons learned and share results with organizations from across the Basin to catalyze similar projects.

Applications will be adjudicated by an internal evaluation committee and will use the following selection criteria to prioritize funding:

- The project demonstrates it meets the program eligibility.
- The project demonstrates community support, indicated by activities like fundraising, financial commitments, and partnerships.
- The project demonstrates readiness to move forward in the stated timelines.
- The project, and organizations coordinating the project, demonstrate an understanding of the need for long term maintenance of the project, if applicable, that can be demonstrated by a long- term budget or asset management plan for ongoing and scheduled maintenance/repairs.

## IS THERE SUPPORT AVAILABLE FOR PROJECT DEVELOPMENT?

A Program Advisor is available to support eligible applicants to develop their projects, assist in the application process and provide support with project implementation by:

- providing guidance to applicants;
- providing capital project development support;
- providing budgeting and work planning support; and
- developing project sustainability plans.

The Trust is hosting an information session on July 14 at 10:00 a.m. PT/11:00 a.m. MT and another in late September, details to follow. The details for the sessions and registrations links can be found at [ourtrust.org/localfood](http://ourtrust.org/localfood).

Connect with the Program Advisor, at [localfood@ourtrust.org](mailto:localfood@ourtrust.org) or 1.800.505.8998 as early as possible to discuss your project.

## WHEN WILL I HEAR THE RESULTS?

The review process usually takes up to eight weeks. We will contact you by email, at the address on your application form, to let you know if your project has been approved for funding. Prior to approving any projects, Trust staff may contact you during the evaluation phase to request additional information.

If approved, we will also let you know whether there are conditions you will need to address. We will then send a Contribution Agreement for signature, and you will receive the funding after both parties sign it.

## WHEN CAN MY PROJECT START?

Trust funding can only be put toward approved project expenses after the Contribution Agreement has been signed.

## WHAT IS THE TIMEFRAME FOR IMPLEMENTING APPROVED PROJECTS?

Most project funding is limited to 24 months. The Trust may consider longer-term projects with demonstrated need. Ensure you speak with the Program Advisor if this a consideration.

Your project budget should reflect the total cash required to complete the project over the entire timeframe.

## WHAT ELSE DO I HAVE TO KEEP IN MIND?

Even if a project meets the eligibility criteria it may not be selected for funding as the Trust often receives requests for more funding than what is available. The Trust retains the discretion to determine project eligibility and the amount of funding it may allocate to each project. The Trust retains the discretion to offer part, or all of the Trust portion of the funding request.

Depending on the nature of your project, you may be required to obtain specific permits and approvals prior to receiving Trust funds.

## HOW DO I APPLY?

1. Download and carefully review the [Program Guide](#) before beginning your application.
2. If you would like to work offline, download the [Application Worksheet](#). This is optional and cannot be used as your application.
3. If you have questions about the grant, or would like to connect with the Program Advisor, contact [localfood@ourtrust.org](mailto:localfood@ourtrust.org).
4. When you are ready, complete the online application form at [Food Access and Recovery Grant Program \(ourtrust.org\)](#)
5. You may save a draft and return to it at a later date to resume your application.
6. Once your application is complete, and you have confirmed all of the steps in the Program Guide and [Application Guide](#), click Submit. After you submit, you will receive an email confirmation that will contain your application.
7. If you need to make an edit to the submitted application before the application deadline, you can do so from the Your Entries and Drafts page on the application form website.

Applicants will be notified of funding decisions by email within eight weeks after the deadline.

If you have any questions about the application process, or would like to apply via a paper application, contact the Trust at [localfood@ourtrust.org](mailto:localfood@ourtrust.org) or 1.800.505.8998.