

## PROGRAM GUIDE

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This guide identifies what types of projects are eligible for the Farmers' Market Enhancement Grants and gives you information on how to complete an application.

### WHAT ARE THE FARMERS' MARKET ENHANCEMENT GRANTS?

The Trust's Farmers' Market Enhancement Grants will support farmers' markets in the Basin to adapt and respond to increased demand for local food and community interest while strengthening community well-being.

Farmers' Market Enhancement 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, local governments, and First Nations in the [Columbia Basin Trust region](#) that operate a Farmers' Market or equivalent market where the significant focus of the market is the presence of and access to local food producers or local food vendors.

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.

### WHEN IS THE APPLICATION DEADLINE?

**December 7, 2021 at 2:00 p.m. PT / 3:00 p.m. MT.**

Applications are not accepted after the deadline.

The Trust is hosting an information session on September 15, 2021 at 10:00 a.m. PT/11:00 a.m. MT. The details for the session and registration link can be found at [ourtrust.org/farmersmarket](https://ourtrust.org/farmersmarket).

## WHAT TYPES OF PROJECTS ARE NOT ELIGIBLE?

Individual project eligibility is determined by the Trust at its sole discretion. Projects are not eligible if they:

- take place outside of the Basin; and
- relieve any level of government of its obligations.

Permanent improvements to physical infrastructure are only eligible if they occur on non-profit, local government or First Nations land with established long-term use/operating agreements (minimum three years) and partnerships.

Regardless of which type of Eligible Applicant you are applying on behalf of, your Project should demonstrate that it will benefit the Basin and that the primary beneficiary is not the applicant or solely the members of a membership-based organization.

## WHAT TYPES OF COSTS ARE ELIGIBLE?

1. Capital expenses to strengthen operations and support market priorities. Examples include:
  - Display/presentation (e.g. tents, tables, signage, public address systems, stages, cooking or product demonstration areas/booths, seating);
  - Operational (e.g. power supply systems, cash registers/point of sale, lights/heaters/misters, dividers/fencing, hand sanitizer stations, garbage, recycling and composting stations);
  - Storage and transportation (e.g. secured storage, dry storage, cold storage, trailers, sheds)
  - Costs to integrate environmentally friendly/climate resilient materials and technologies that enhance the project and incorporate climate adaptation or mitigation approaches (e.g. shade structures, portable solar systems); and
  - Elements that improve the art, culture and heritage values or the esthetics of the Farmers' Market.
2. Planning and design costs up to \$3,000 that lead to tangible project deliverables and must be directly tied to the project's capital expenses. Examples include:
  - Urban design planning (i.e. focusing on market, vendor and community needs and impacts on the surrounding areas);
  - Architectural design;
  - Engineering;
  - Merchandise design;
  - Planning for improved market circulation/flow of people and enhancements to the user experience; and
  - Community engagement for the purpose of design input and finalization.
3. Training fees up to \$2,000 to support the effective use of capital purchases outlined in the project.
4. Reasonable and necessary administration fees of up to 15 per cent of the total project cash budget.

## WHAT TYPES OF COSTS ARE NOT ELIGIBLE?

Individual project eligibility is determined by the Trust at its sole discretion. The following project costs are not eligible:

- Core or ongoing administrative operating expenses of an organization;
- Software or cloud service subscription fees or expenses;
- Lease or fees associated with rental of outdoor or indoor spaces;
- Maintenance;
- Retroactive costs (e.g. costs that have already been incurred prior to funding approval); and
- Projects and/or project activities that may displace any level of government from its obligations. This includes, but is not limited, to:
  - utility infrastructure planning;
  - components of an Official Community Plan;
  - infrastructure costs that are deemed the primary responsibility of local government (paving, sidewalks, utilities); and
  - planning, architectural design and engineering costs that are within the usual scope of required activities for local governments or First Nations.

## HOW MUCH WILL THE TRUST FUND?

Applicants can request up to a maximum of 85 per cent of total project costs from the Trust. The maximum amount of Trust funding for any one project is \$55,000.

Applicants must demonstrate that 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.

Depending on an applicant's ability to contribute, and their in-kind contributions, the Trust may consider a larger contribution.

There is \$500,000 available for this intake.

## HOW DOES THE TRUST SELECT PROJECTS FOR FUNDING?

Applications will be adjudicated by the Trust 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, partnerships and proof of use/operating agreement for market operations.

- The project demonstrates efforts to access provincial and/or federal equipment and infrastructure program opportunities to which it is eligible.
- The project will support remote communities that have limited access to local food;
- The project demonstrates readiness to move forward in the stated timelines, indicated by a clear workplan, attached quotes for proposed equipment and infrastructure purchases, and attached proposals for consulting services.
- 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.
- The Trust strives to distribute funds across communities, organizations and project types and will consider this as part of the adjudication of all applications.

The Trust will give additional consideration to projects that:

- Demonstrate engagement with, and consideration of, the perspectives of primary food producers/vendors of the Farmers' Market;
- Increase economic opportunities for primary food producers/vendors;
- Incorporate Indigenous perspectives or partner with Indigenous peoples; or
- Adopt measures to address climate resilience.

The Trust reserves the right to apply further criteria as it deems appropriate.

## WHEN WILL I HEAR THE RESULTS?

The review process usually takes up to six 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 this.

## 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 12 months. The Trust may consider longer-term projects with demonstrated need. Please reach out if this is a consideration.

## 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.

## 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. When you are ready, complete the [online application form](#).
4. You may save a draft and return to it at a later date to resume your application.
5. Once your application is complete, and you have confirmed all of the steps, click Submit. After you submit, you will receive an email confirmation that will contain your application.
6. 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.

If you prefer to submit a paper application, or if you have any questions about the application process, please contact Trust staff at [farmersmarket@ourtrust.org](mailto:farmersmarket@ourtrust.org) or 1-800-505-8998.