



2023 Value-Add & Regional Food Systems Grant Webinar

Agriculture Development Division – Grant Programs
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Agenda

- Program Guidelines Overview
- Application Form Review
- Question & Answer via Chat



* Today's webinar is being recorded.

Grants & Funding Opportunities

Department of Agriculture & Rural Development > Business Development > Grants & Funding Opportunities

The Michigan Department of Agriculture & Rural Development administers various grants, including the federal Specialty Crop Block Grant and the state-funded Value-Added Grant and Rural Development Fund Grants. The purpose of the grants is to enhance the competitiveness of specialty crops, promote expansion of value-added agriculture production within the state, and support infrastructure in rural communities.

[Sign up to receive email updates about Michigan agriculture grants!](#)

[Agriculture Preservation Fund Grants](#)

The Michigan Department of Agriculture and Rural Development offers this grant opportunity to local farmland preservation programs, at the county or township level. This program will assist communities to preserve agricultural lands by providing funding for permanent conservation easements.

[Value-Added and Regional Food Systems Grants](#)

The MDARD Agriculture Development Division administers these grants to establish, retain, expand, attract or develop value added agricultural processing in Michigan, or that expand or develop regional food systems or access the healthy food.

Grant Timeline

Proposal	
Release Request for Proposals	February 2, 2023
Informational Webinar	February 9, 2023 at 9am EST
Proposals Due	April 4, 2023 at 3pm EST
JEC	
Evaluation Meeting	May 24, 2023 at 8am EST
Award	
Announce Award Funding	July 2023

Funding Categories

PROJECT TYPE	EXAMPLES
FOOD HUB DEVELOPMENT	<ul style="list-style-type: none">• Feasibility studies• Expansion of capacity, including equipment, cold storage, marketing, etc.• Training and education for Michigan growers
FOOD ACCESS, INCLUDING ACCESS TO FRESH/NUTRITIONAL FOODS	<ul style="list-style-type: none">• Development of educational resources about Michigan-grown food and commodities• Feasibility studies around food resources• Expansion of projects in food-insecure regions
VALUE-ADDED FOOD PROCESSING	<ul style="list-style-type: none">• Innovation and equipment• Technical assistance, including feasibility studies that lead to jobs/investment• Outreach and training



Grant Guidelines

- \$100,000 maximum request
- 30% match requirement
- 18-month grant cycle
- One proposal per applicant



Grant Guidelines

- Grant funds **cannot** be used to pay for:
 - Land acquisition
 - Purchase of a building or facility
 - Structural repair of building or facility
 - Indirect costs are **not** allowed under this grant program. Indirect costs are defined as the expenses of doing business that are not readily identified within the project but are necessary for the general operation of the organization and the implementation proposal related activities.
- Salaries, wages, and benefits
- Equipment installed outside of the State of Michigan.
- Acquisition costs of general-purpose equipment or lease agreements to own (i.e., lease-to-own, or rent-to-own). *General Purpose Equipment* means equipment that is not limited to technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.
- Travel costs

Application

PROJECT TITLE – (MUST BE COMPLETED)

(Provide a descriptive project title in 15 words or less.)

APPLICANT INFORMATION - (MUST BE COMPLETED)

LEGAL NAME OF APPLICANT ORGANIZATION:

Only one application per applicant

ADDRESS:

CITY:

STATE:

ZIP:

CONTACT NAME:

PHONE:

E-MAIL:

TITLE:

COUNTY:

CHECK ONE: For Profit: _____ or Non-Profit Organization: _____

Total Grant Amount Requested:

(Round to nearest \$100)

\$ _____ Maximum Request \$100,000

Total Match:

(Must be at least 30% of the grant amount) _____

\$ _____ Required 30%

Total Project Amount:

\$ _____ Requested amount + match

Number of Full-Time Employees: _____ **and Part-time Employees:** _____

Application

DURATION OF PROJECT

Start Date: Not before July 2023 **End Date:** No later than January 31, 2025

Project cannot begin before the grant agreement is in place-tentative-June of 2023.

Type of Project: (check one main priority)

- ☐ Food hub development
- ☐ Food access, including access to fresh/nutritional foods
- ☐ Value-added food processing
 - Innovation and equipment
 - Technical assistance, including feasibility studies that lead to jobs/investment
 - Outreach and training

PROJECT SUMMARY - (MUST BE COMPLETED)

Include a project summary of 200 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one paragraph, if possible) description of your project. Please include:

- 1. The name of the applicant organization*
- 2. A concise outline of the project's outcome(s), and*
- 3. A description of the general tasks to be completed during the project period to fulfill this goal*

Application

PROJECT PURPOSE/IMPACT - (MUST BE COMPLETED)

Provide a focused and well-defined project description and the specific goals and outcomes that will be accomplished due to this grant. (500 words or less) (Please address the following in your response.)

- A. What are the specific outcomes you will achieve due to the grant
- B. How will the overall Michigan agriculture community benefit from these outcomes
- C. What is the specific issue, problem or need being addressed by the project
- D. Why is the project important and timely
- E. What is/are the specific objective(s) of the project
- F. How is the project innovative in its approach or desired outcomes (Please describe)
- G. How does this project impact the industry and/or the general public
- H. Why is this project important to the agriculture industry and those entities that are in support of this project
- I. Has the project been submitted to or funded by another Federal or State grant program
 - If yes, how does the project complement or build upon work previously done
- J. Will the project be sustainable once the grant period ends
- K. What is the short-term and long-term impact of the project, including new jobs and investment in Michigan
- L. Will the project have a social impact, provide employment opportunities to low-income workers; lead to greater healthy food access; or provide economic opportunity in a food desert
- M. Has your organization received a Value Added and Regional Food Systems Grant from the Michigan Department of Agriculture & Rural Development in the past?

Impacts – purchase more MI product, jobs, etc.

Partnerships

Measurable – baseline and goals

Return on investment

Application

PROJECT INFORMATION - (MUST BE COMPLETED)

Please describe the desired outcomes of the project.

How will this project benefit the food and agriculture sector?

Expected full-time and/or part-time positions to be created by this project	Full Time = 2080 hours per year Part-time = less than 2080 hours per year
Projected capital investment in this project <small>Fixed expenses incurred on the purchase of land, buildings, construction, and equipment used in the production of goods or in the rendering of services. In other words, it is the total cost needed to bring a project to a commercially operable status.</small>	\$ _____
Who is providing the capital for this project?	

Please note your company's revenue in the last full calendar year:

- ☐ Up to \$500,000
- ☐ \$500,001 to \$1 million
- ☐ \$1,000,001 million to \$5 million
- ☐ \$5,000,001 million to \$10 million
- ☐ Over \$10 million

MEASURABLE OUTCOME(S) - (MUST BE COMPLETED)

One Measurable Outcome Required: If applicable, complete additional goals.

Goal 1:

Target 1:

Benchmark 1:

Goal 2:

Target 2:

Benchmark 2:

Application

WORK PLAN - (MUST BE COMPLETED)

(Describe all activities that will be performed to accomplish the objectives of the project and complete the table.)
Narrative here:

VALUE-ADDED/REGIONAL FOOD SYSTEMS GRANT WORK PLAN	
Tasks	Completed by (date)

PROJECT COMMITMENT - (MUST BE COMPLETED)

Describe any stakeholders who support this project and why (other than the applicant and organizations involved in the project). Three support letters are required.

3 Letters of Support

- Who supports this project?
- How will all grant partners work toward the goals and outcomes of the project?
- Will other funding be leveraged due to this project?

Application- Budget

- Grant funds **cannot** be used to pay for:
- Land acquisition
 - Purchase of a building or facility
 - Structural repair of building or facility

10% only for non-profit – If awarded receipts are required for administrative expenses

(Requested Funds + Matching Funds = Project totals)

Item	Requested Funds	Matching Funds –	Project Totals
Equipment			
	\$	\$	\$
	\$	\$	\$
Total Equipment	\$	\$	\$
Materials and Supplies			
List each/how many/cost per each	\$	\$	\$
	\$	\$	\$
Total Materials/Supplies	\$	\$	\$
Contractual (name of company/purpose)			
	\$	\$	\$
	\$	\$	\$
Total Contractual	\$	\$	\$
Other			
	\$	\$	\$
	\$	\$	\$
Total Other	\$	\$	\$
Administrative Costs (Non-Profit organizations only. May not exceed 10% of grant request)			
	\$		\$
Personnel/Salaries			
Name, % of time, salary, etc.		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Salaries		\$	\$
Total Fringe Benefits		\$	\$
Total Travel		\$	\$
Totals of each column	\$	\$	\$
	Total Requested Funds	Match total must be at least a minimum 30% of Grant Requested Funds	Total Project Costs (requested funds + matching funds)

Salaries/Fringe/Travel only allowed for match funding - If awarded, records must be verifiable and realized during the grant period. Don't over- estimate.

Application-Organizational Capacity Survey

Person completing this survey: _____
Phone / e-mail: _____

1. Technology Resources. Does your organization:
 - a. Provide a computer for all employees/persons? Yes ☐ No ☐
 - b. Have a dedicated e-mail account for all employees/persons Yes ☐ No ☐
 - c. Have high-speed internet access? Yes ☐ No ☐
2. What was your average annual employee turnover rate for the past two years?
3. Does your organization have the ability to effectively respond to sudden personnel changes on a:
 - a. Short-term basis (unexpected illness) Yes ☐ No ☐
 - b. Intermediate-term basis (unexpected resignation) Yes ☐ No ☐
 - c. Long-term basis (budgetary cutbacks necessitating staff reduction) Yes ☐ No ☐
4. If you are a food establishment, do you hold a current license? Yes ☐ No ☐
5. Has an audit by a Certified Public Accounting been finalized for the most recently completed fiscal year? Yes ☐ No ☐
6. If "No", is one currently underway or scheduled? Yes ☐ No ☐
7. Has your organization received funding for this project from another source? Yes ☐ No ☐
If so, who? Describe -
9. Has your organization received a federal or state grant award in the last two years?
Yes ☐ No ☐
10. Has your organization received a grant from MDARD in the last two years? Yes ☐ No ☐
11. Does your organization use an automated accounting system? Yes ☐ No ☐
12. If "Yes", what is the name of the system?
13. Has your organization registered with the State of Michigan as a vendor? [Welcome to CGI Advantage Vendor Self Service Portal: Home \(michigan.gov\)](#) Yes ☐ No ☐
14. You may be asked to provide a recent Income Statement and Balance Sheet to show the financial stability of your organization to front the money until a report/reimbursement request is due. Is your organization able to comply with these requirements? Yes ☐ No ☐

Answers on this
assessment are not
used in the scoring of
your application.

No wrong answers.

Submit the application and support letters to mda-grants@michigan.gov

Cost-Reimbursement

If awarded, items needed for required reporting:

- * Completed report – in Word
- * Invoice to MDARD
- * Completed Excel spreadsheet
- * All supporting financials
 - Financials can be scanned to a pdf in one document (proof of payments = zero balance receipts/invoices, canceled checks)
 - Salaries can be from payroll software center or timesheets with supervisor signature
- * Final Site Visit



Application Review Process

- Competitive Review
- JEC – scoring and review meeting
- Scoring based off a 100-point scale
 - A well-defined and focused project – 15 points
 - Overall impact of the project on the food and agriculture industry in the state of Michigan. Product sourced and produced in Michigan and capacity building/grower connection/increase in supply of locally available products – 25 points
 - Measurable outcomes – 15 points
 - Strong budget, expenditures correlate with the work plan and scope of the project – 10 points
 - The amount of match provided – 10 points
 - Does the plan of work contain appropriate activities for the project and are they detailed to show how the objectives will be met in a timely manner – 10 points
 - The long-term sustainability of the project and the near-term and long-term impact, including jobs and investment in Michigan – 10 points
 - The social impact benefits for the project including providing employment opportunities for low-income workers; providing greater healthy food access; or providing economic opportunity in a food desert – 5 points

Question and Answer

Thank you!

