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**Service Eligibility Partners (SEP) Grant Program**

**Proposal Template**

**Organization Name:**

**Grant Funding Request (cannot exceed $10,000.00):** $xx,xxx.xx

**Grant Period (cannot exceed 12 months):** xx/xx/xxxx - xx/xx/xxxx

**Project Summary:**

Project Description

*Please write a detailed description of your project. Include how the project clearly demonstrates working toward increasing the resilience of the local food system. Please describe how your project meets one or more of the desired project characteristics detailed in the “Invitation for Proposals” document.*

*[TYPE YOUR ANSWER HERE]*

Project Outcomes

*Please describe the intended outcomes of your project. How will your project implement resilience and sustainability measures to help your organization continue to grow and/or distribute food in an increasingly arid, urban environment? In your response, consider how your project will support the development of your business’s operational capacity.*

*[TYPE YOUR ANSWER HERE]*

**Project Timeline:**

*Please provide a schedule on how the project will be completed within 12 months using the table below. Outline the proposed activities, the projected time needed to complete each task, and a description of the task. (Add rows as needed.)*

|  |  |  |
| --- | --- | --- |
| **Activities/Task** | **Start date/End date** | **Notes** |
| *EXAMPLE: We will purchase and install a shade structure.* | *Month 1 - 3* | *Shade structure will be used to extend our growing season.* |
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**Qualifications and Experience of Applicants:**

*Please briefly describe the qualifications and experience of each applicant/member of the team that will be working on this grant project. Include all relevant experience related to agriculture, business management, and building a more resilient, sustainable, and inclusive food system.*

*[TYPE YOUR ANSWER HERE]*

**Project Budget:**

*In this section, please provide a detailed breakdown of the requested budget, not to exceed $10,000. For eligible budget categories, please refer to the eligible costs listed on the* *Service Eligibility Partners (SEP) Grant Program “Invitation for Proposals” document. (Add rows as needed.)*

|  |  |  |
| --- | --- | --- |
| **Budget Category** | **Amount** | **Justification** |
| *EXAMPLE: Administrative Costs - Salary* | *$xx,xxx.xx* | *Administrative costs will cover the labor and services of one staff member dedicated toward bookkeeping, accounting, and other administrative tasks and services.* |
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| **Total Amount Requested** | **$xx,xxx.xx** |  |