***Appendix B: Project Description***

**2018 SPHERE Grant**

Use the following section headings when writing the project description.

1. **Description of Organization –** Provide the name of applicant and contact information. Describe the structure of the organization. Describe financial aspects of the organization’s structure, including if the financial operations of the organization are managed by a treasurer or accountant. If an applicant is applying through a fiduciary agent (such as a municipal agency, a nonprofit, or an organization operating a SFMNP check distribution site) a description of the fiduciary agent’s organizational structure should be provided.
2. **Project Explanation –** The applicant shall follow the below guidelines for implementation of the SPHERE doubling program unless justification for an alternative approach is provided by the applicant and approved by the Department of Agriculture.
   1. Guidelines for management of the SPHERE doubling program.
      1. Set up a separate checking account for SPHERE funds only.
      2. Use the predesigned doubling vouchers provided by the Department of Agriculture.
      3. Distribute doubling vouchers to people with 2018 SFMNP checks at the farmers’ market for same-day redemption (write date of distribution on each voucher).
      4. Pay farmers weekly for vouchers collected (using checks from designated SPHERE funds checking account).
      5. Submit a final report and return all unspent funds, collected vouchers, and undistributed vouchers to the Department of Agriculture by December 1, 2018. Failure to comply with project closeout procedures (including return of unspent funds) will result in revocation of the farmers’ market authorization to participate in the FMNP and other enforcement actions.
3. **Funding Justification –** Justification for the amount of funding requested.
   1. Explain and justify the funding requested. Include information such as:
      1. Redemption history for SFMNP checks collected at your farmers’ market in 2014, 2015, and 2016, if available.
      2. Provide justification for the amount of funds requested based on SFMNP redemption history. If redemption history is unavailable, justification of funding request may be based upon the value of SFMNP checks distributed to your markets’ municipality and surrounding municipalities (see Addendum A for the value of SFMNP checks distributed in your host municipality and the surrounding municipalities).
4. **Financial History –** Nonprofits must submit Form 990 for the last three years starting with the most recently filed.
5. **Project Summary and Conclusions –** Summarize the project and indicate why your farmers’ market should receive the matching funds.

The application must be received by email by April 17, 2018, 4:00 p.m.

Applications must be sent to Mark Hood, at [Mark.Hood@ct.gov](mailto:Mark.Hood@ct.gov).

A confirmation email will be sent once the application is received.

*If you do not receive a confirmation with 24 hours of submission, please first check the spelling of the email address, then contact the agency.*