**2022 CT DoAg Farm Viability Grant**
**Appendix C Grant Narrative**

Answer the following questions regarding the project for which you are applying. Ensure that you have identified which Question of Focus your project addresses. Grant narratives should be no longer than five pages in length.

1. **\*Optional\* Introduction for Municipality**  – Introduce the municipality to the reviewers. Include information such as:
	1. Brief agricultural history of the municipality and long term plans for agriculture.
	2. Are you enrolled in the Community Farms Preservation Program? What steps have you taken to participate?
	3. Are there staff and/or committees dedicated to agriculture?

**\*Optional\* Introduction for Non-profit**  – Introduce the non-profit to the reviewers. Include information such as:

1. An overview of the history and mission of the non-profit.
2. How does agriculture fit into your overall mission?
3. How does the project work towards your mission?
4. **Project Explanation** – Explain in detail your project proposal and how it will address the chosen question of focus.

What will the project accomplish and how will it be accomplished?
5. **Project Outcome or Impact** – Identify an outcome you strive to achieve as a result of completing this project. Identify the objectives necessary to meet the outcome(s) and the process in which you will determine if it was met.

Municipalities: How does your project conform with the approved Plan of Conservation and Development?

An *outcome* is defined as a quantifiable result and usually accomplished after the project is done.

*Example:* There will be a 7% increase in sales in 2020 as a result of the new retail farm store.

1. **Project Timeline** – Include all project milestones and related deadlines. Applicants must budget in three months to plan the project once the contract is executed, 12 months to execute and complete the project, and 30 days past project completion for all reporting. As a reminder no extensions will be given. No incomplete projects will be funded.

The following template will need to be used to provide the project timeline:

|  |  |
| --- | --- |
| **Task** | **Anticipated Timeline** |
|  |  |
|  |  |

1. **Target Audiences** – What expanded, additional, or underserved audience does your project allow you to support? This includes:
2. Veterans
3. New and beginning farmers (farming for 1-3 years)
4. Anyone in a protected class
5. Anyone that speaks English as a second language
6. BIPOC producers
7. **Financial History** – Provide a three year profit and loss statement and current profit and loss statement.
8. **Project Summary and Conclusions** – Summarize the key points of this project. Explain why the project should be supported and how the goals/outcomes respond to the issue identified in the question of focus and create solutions to address an industry need?