

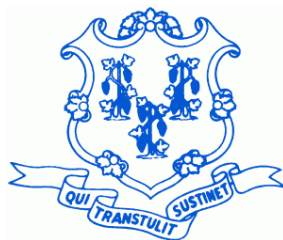
*Connecticut Department of
Agriculture's
SPHERE Grant Program*

SPHERE Grant

For Connecticut farmers' markets

***Grant Application Guidelines
and Forms***

**Application Deadline:
April 17, 2018, 4:00 p.m.**



Dannel P. Malloy, Governor
Steven K. Reviczky, Commissioner of Agriculture

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**Applications must be received via email by:
April 17, 2018, 4:00 p.m.**

Applications must be submitted by email to Mark Hood,
Mark.Hood@ct.gov, by April 17, 2018, 4:00 p.m.

Applications will not be accepted after 4:00 p.m. on
April 17, 2018.

Questions can be directed to:
Mark Hood at 860-713-2530, Mark.Hood@ct.gov

Grant guidelines and forms can also be found online at
www.CTGrown.gov/Grants

Grant Description

Funding for the 2017 Senior Farmers' Market Nutrition Program (SFMNP) was unavailable during the 2017 farmers' market season and the funding has been reallocated to a SFMNP check doubling program for the 2018 farmers' market season. The doubling program is known as the Senior Produce and Honey Extra Redemption Endorsement (SPHERE) Grant Program.

Any grant award is dependent upon the availability of funds.

Eligible Applicants

Eligible applicants include FMNP authorized farmers' markets for 2018. Authorized markets must sign a contract or memorandum of understanding (MOU) with the Department of Agriculture and submit an Exempt Statement Form if applicable.

Farmers' markets must be in existence and authorized for the Farmers' Market Nutrition Program (FMNP) for the last three years.

Organizations operating multiple farmers' markets can request funding for each market.

Award Limits and Matching Requirements

The amount awarded to any farmers' market through the SPHERE Grant Program shall be based on FMNP check redemption history.

Matching funds from the applicant are not required. However, the applicant will be required to administer the program at no cost.

One cash advance of 100% of the total grant award will be provided to the grantee upon contract execution.

Project Duration

Matching funds distributed under the SPHERE Grant Program must be disbursed between July 1, 2018 and October 31, 2018.

ANTICIPATED TIMELINE OF EVENTS

March 7	Announcement of RFA
April 17	Applications due
May 1	Announcement of awards
May 1 - June 1	Execution of contracts
June 30	Disbursement of awards
July 1	SFMNP check doubling begins

October 31
Dec 1

SFMNP check doubling ends
Final reports due and unspent funds returned

The Connecticut Department of Agriculture's grant coordinator or any other agent of the Commissioner of Agriculture may make periodic visits to the project site during the project period.

Eligible and Ineligible Expenses

All grant funds must be used to double SFMNP checks.

Only 2018 SFMNP checks are eligible for doubling under the SPHERE Grant Program.

No administrative or indirect costs are allowable, including bank fees. No tents, tables or other administrative expenses are eligible for funding under this program.

Submission Process

Applications are only accepted as Microsoft Word documents, with editable text, submitted via email to Mark Hood, Mark.Hood@ct.gov, by April 17, 2018.

Please keep in mind there is occasionally a delay with email and to plan accordingly. A confirmation email will be sent upon receipt of the application. 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.

Application Requirements

A complete application includes:

1. Application Cover Page (Appendix A), submitted as a MS Word document, with editable text
2. A project description (Appendix B), submitted as a MS Word document with editable text
3. Form 990 for the previous three years

The word documents of Appendix A, and B noted above can be obtained from the agency's website, www.CTGrown.gov/Grants.

Evaluation Criteria and Process

The SPHERE Grant Program is a competitive grant process. Only timely, complete applications will be evaluated. Any grant award is dependent upon the availability of funds.

Award Requirements

Applicants of awarded projects will be responsible for the following:

1. Signing a State of Connecticut contract or MOU within 30 days of award
2. Providing a certificate of insurance listing the State of Connecticut as an additionally insured
3. A completed Agency Vendor Form (SP-26NB) and a W-9 Form
4. Completing the project within the contractual timeframe
5. Submitting a final project report including a final financial report within 30 days (one month) of project completion
6. Returning unspent funds within 30 days (one month) of project completion. Failure to return unspent funds within 30 days (one month) of project completion will result in revocation of the farmers' market authorization to participate in the FMNP and other enforcement actions
7. Complying with all requirements as outlined in the State of Connecticut contract
8. The Connecticut Department of Agriculture's grant may make periodic visits to the project site during the project period

Grantees will have all requirements provided in writing and reviewed in detail once awarded.

The Connecticut Department of Agriculture reserves the right to fund the project in part, add and delete expenses, and/or ask for clarification on any portion of the application. No agreement will be entered into until the Connecticut Department of Agriculture is satisfied with all the specifications of the project.

Any grant award is dependent upon the availability of funds.

Appendix A: Application Cover Page
2018 SPHERE Grant

Applicant Information			
Farmers' Market Name:			
Applicant/Project Contact:			
Full Mailing Address:			
Phone:			
Email:		Website:	
Project Information			
SPHERE Grant Funds Requested:			
Value of SFMNP checks received by host municipality in 2017 (Addendum A):			
Organization Information			
Municipalities: Provide the adoption date for the most recent Plan of Conservation and Development			
Have you received a DoAg grant in the last five years?	Yes / No	If yes, describe the project(s)	
Do you currently have an open grant contract with the Connecticut Department of Agriculture?		Yes / No	

Signature of Applicant **Title** **Date**

Signature of Organization Representative **Title(s)** **Date**
(if different from applicant)

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.
 - a. Guidelines for management of the SPHERE doubling program.
 - i. Set up a separate checking account for SPHERE funds only.
 - ii. Use the predesigned doubling vouchers provided by the Department of Agriculture.
 - iii. Distribute doubling vouchers to people with 2018 SFMNP checks at the farmers' market for same-day redemption (write date of distribution on each voucher).
 - iv. Pay farmers weekly for vouchers collected (using checks from designated SPHERE funds checking account).
 - v. 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.
 - a. Explain and justify the funding requested. Include information such as:
 - i. Redemption history for SFMNP checks collected at your farmers' market in 2014, 2015, and 2016, if available.
 - ii. 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.

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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.