

MICHIGAN LOCAL FOOD COUNCIL NETWORK SEED GRANT REQUEST FOR FUNDING

Grant Period: February 1, 2023 - September 30, 2023

Applications due to Liz Gensler, MLFCN co-coordinator, at gensler@msu.edu
by 6pm on Wednesday, January 11, 2023.

LOCAL FOOD COUNCIL REQUEST FOR FUNDING

Please keep in mind that a central element of the grant review process will be questions and feedback on the funding requests by review team members. Applicants may also be asked to revise proposals based on that input. As such, the questions below are meant to speak to the key points of your proposed concept, not to capture every element. The application is also intended to be simple to prepare.

To accommodate different ways of thinking and presenting information, we are offering two ways for you to respond to most of the application questions (#7 and beyond): in a written application or in a video recording. All applicants should submit written responses to questions #1-6 below, regardless of whether you submit the remaining responses in writing or by video.

ALL APPLICANTS

1. Council Name:
2. Council's Geographic Scope:
3. Contact Information

	For council contact person	For fiduciary (if different)
Name		
Title/Role		
Address		
Phone		
Email		

4. **Project Summary** - *In one paragraph, please summarize the main goal and key activities of this project to achieve that goal. This is intended to supplement the application video and inter-council discussions of the project so needs only to highlight the key elements of the project.*

5. **Budget**

Please use the format below and include funds from other sources for the proposed project

Category	MLFCN seed grant request (\$)	Other funds (\$)	Source of other funds
Personnel			
Travel			
Meeting expenses			
Supplies and materials			
Other (describe):			
Other (describe):			
Other (describe):			
Other (describe):			
TOTAL			

6. Designation of Representative to the Shared Gifting Team

Councils applying for the current seed grant funding will designate one representative to the Shared Gifting Team. We intend for this team to be representative of the racial and economic diversity of Michigan and its councils. The council representative must be an active participant in a council but does not have to be a current or former leader or staff of the council. The council representative will present the funding request and respond to questions on your proposal in the first Shared Gifting Team meeting. This person will also receive and be responsible for communicating feedback from the Shared Gifting Team on suggested revisions to the proposal for the second round of review. Please provide the information requested below to designate a representative of your council on the MLFCN Shared Gifting Team.

Shared Gifting Team members will be provided a \$100 stipend to acknowledge the time they contribute to reviewing requests and meeting.

- a) Name of representative:
- b) Role of representative in food council:

- c) How representative represents the diversity of the local food council's community:

- d) E-mail and phone number of representative:

- e) Please have representative provide their availability for two virtual meetings (up to five hours total) at <https://www.when2meet.com/?17652809-5arJT>. We encourage you to complete this poll as soon as possible to facilitate Team meeting scheduling, regardless of whether your application has been submitted yet.

VIDEO SUBMISSION APPLICANTS

Important: If you have completed the written application for these questions (#7 and beyond), there is no need to create a video as well.

Please create a short video (no more than 10 minutes) that addresses the questions below. The video may include one or more council members answering (and/or asking) the questions. Feel free to be creative! Please email your video (or a link to the video) along with this form (with #1-6 completed in writing), and any letters/videos of support to Liz Gensler at gensler@msu.edu by 6pm on Wed, January 11, 2023.

7. Describe food council activity in your area, including information on local community involvement/support. Please include the geographic area the council serves.
8. How does the council engage diverse stakeholders and how is it (currently or working to become) representative of the community it serves?
9. What local food council challenge will these funds address? What is the overall project goal?
10. Why does your council need for these funds to achieve this goal? What will happen with this project if your council does not receive these funds?
11. Provide a concise description of the project's key activities, including timeframes and active partners for each
12. What are your project outcomes? How will you measure progress toward outcomes? Measures can be simple and may be qualitative or quantitative (e.g., "a 25% increase in active council membership" or "a strategic plan outlining goals and activities for the next three years").
13. How will this proposal strengthen your council's participation in the Michigan Local Food Council Network and/or contribute to the network as a whole?
14. One to three letters or video clips demonstrating support are recommended, but not required. If included, a letter/video of support should be from someone outside the council or team working to establish the council explaining how the existing or forming council and/or community would benefit from the resources. Supporting video clips do not count toward the 10-minute video limit, but please keep clips to one to two minutes each.

WRITTEN SUBMISSION APPLICANTS

Important: If you have completed a video recording addressing these questions (#7 and beyond), there is no need to complete them in writing as well.

Please respond to the questions below. Please email your completed application and any letters/videos of support to Liz Gensler at gensler@msu.edu by 6pm on Wed, January 11, 2023.

7. Council basics - *Describe food council activity in your area, including information on local community involvement/support. Please include the geographic area the council serves.*

8. Council diversity - *Describe how the council engages diverse stakeholders and is (or is working to become) representative of the community it serves.*

9. Proposed project description – *Provide a brief overview of the local food council challenge these funds will address, the overall project goal, and a statement of your council’s need for these funds to achieve this goal (i.e., what will happen with this project if your council does not receive these funds?).*

10. Work plan – *Provide a concise description of the project’s key activities, including timeframes and active partners for each.*

11. Project outcomes - *Please list intended project outcomes with measures. Measures can be simple and may be qualitative or quantitative (e.g., "a 25% increase in active council membership" or "a strategic plan outlining goals and activities for the next three years.")*

12. Network engagement - *Describe how this proposal will strengthen your council's participation in the Michigan Local Food Council Network and/or contribute to the network as a whole.*

13. Letter(s) of support (optional) - *One to three letters or video clips demonstrating support are recommended, but not required. If included, a letter/video of support should be from someone outside the council or team working to establish the council, explaining how the existing or forming council and/or community would benefit from the resources. Please keep clips to 1-2 minutes each.*