**FOOD EQUITY FUND CAPACITY BUILDING PROJECT TIMELINE**

Please include key activities or tasks in chronological order. List activities that will lead to the successful completion of your project. **Be as specific as possible**. Include any numerical goals and descriptions. Activities can begin as soon as a contract is signed (typically within 6-8 weeks of award notification) and must not take longer than 24 months to complete.

|  |  |  |
| --- | --- | --- |
| Key Activities | Start (Month/Year) | Complete (Month/Year) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*For example:*

|  |  |  |
| --- | --- | --- |
| Save, organize, and purchase seeds for 8 new raised beds. | August 2023 | March 2024 |

**GRANT REQUEST BUDGET**

Please include all expenses you expect to be reimbursed with a Food Equity Fund grant. Include project or program related expenses, dollar amount, and a short description below.

|  |  |  |
| --- | --- | --- |
| **Personnel**: Expenses related to staffing the project or program | | |
| Item | Amount | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Subtotal: |  |  |
| **Professional Services**: Expenses related to consultants, vendors, professional services, fiscal sponsorship, etc. | | |
| Item | Amount | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Subtotal: |  |  |
| **Supplies and Materials**: Expenses related to material needs. If equipment is part of your request, it must directly relate to the grant request, please specify what it will be used for. | | |
| Item | Amount | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Subtotal: |  |  |
| **Capital Expenses:** Expenses related to all physical improvement, construction, and/or renovation. Please include a 15% contingency rate. | | |
| Item | Amount | Description |
|  |  |  |
|  |  |  |
| Subtotal: |  |  |
| **TOTAL** |  | (Cannot exceed $20,000) |

**Budget Narrative (Optional):**

If this budget doesn't capture the full picture of your proposal, please use this space to explain further. This can include but is not limited to a list of secured funding or in-kind donations. Please limit your response to only 1 paragraph.

**LEADERSHIP BIOS**

Please provide us with a brief biography or background information of the leaders and/or team members working directly on the proposal.

|  |  |  |
| --- | --- | --- |
| Name | Position/Role | Short Bio (4-6 sentences or bullet points) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |