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# Grant Process & Application

As a community-owned food cooperative, City Market acts as a non-profit when we account for profits we make from sales to our Members. Each profitable year, our General Manager recommends a Patronage Dividend to our Board of Directors. A portion of this Dividend is returned through a [Patronage Refund](#) check to eligible Members each November, based on their spending from the prior fiscal year. According to City Market's By-Laws, any Patronage Refunds that are not cashed within 90 days of issuance are donated to organizations supporting our local food system, as directed by our Board. In 2014, City Market created a new program to offer grants through our uncashed Patronage Refund checks.

## Our Philosophy

Through our uncashed Patronage Refund grant program, City Market donates to Vermont non-profit organizations whose work strengthens our local food system. We do not donate or grant funds to individuals, partisan organizations, or organizations that advance a particular religious belief.

## The Logistics

- Applications are due no later than Monday, July 14, 2014 at 5pm. Digital applications can be submitted to [grants@citymarket.coop](mailto:grants@citymarket.coop). Hard copies can be submitted to our Customer Service desk or mailed to City Market, Attn: Allison Weinhagen, 82 South Winooski Avenue, Burlington VT 05401.
- Although we would like to support every worthwhile project, due to the volume of applications and the nature of limited budgets, it may not be possible for us to fulfill every request.
- Grants will be reviewed by a committee of City Market Members. This committee will then make a recommendation for grant awards to City Market's Board of Directors. Final approval is at the discretion of City Market's Board. The Board will review the recommendations at their September 2014 meeting.
- Grant requests can be submitted for projects (or portions of projects) totaling \$250 to \$5,000.
- While we won't know the total of the uncashed Patronage Checks until March 2015, we will allocate a minimum of \$20,000 grants in 2014 (pending Board approval of the awards). If the total funding is more than that, the additional amount will be allocated equitably to recipients (based on the percentage of total already granted).
- Grant applications that are not submitted, fully completed by the deadline of Monday, July 14, 2014 by 5pm will not be considered. Postmark dates do not count as receipt dates for this process.
- Grant applications will be ranked by the Committee based on a number of factors including, impact to the local food system, details of the planning and budget process submitted by applicants, and cost of the total project versus the perceived or demonstrated impact.

# Grant Application

Please email the completed form and appropriate documentation to [grants@citymarket.coop](mailto:grants@citymarket.coop) for consideration by **Monday, July 14, 2014 at 5pm**. Hard copy applications may be submitted at City Market's Customer Service counter by the same date and time.

Use additional files or paper if you need to share more information than space allows below in answering any questions.

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## Contact Information

Contact Name:

Mailing Address:

Phone Number:

Email:

## Organization Information

Name:

Mailing Address:

Website:

Non-Profit status: (please supply IRS documentation)

1. Briefly describe your organization and its mission statement:
  
  
  
  
  
  
  
  
  
  
2. Briefly describe your management team, including key board members, advisors and staff and their roles:
  
  
  
  
  
  
  
  
  
  
3. Please attach 3 years' of your organization's financial statements and projections for the current year. If you have had an audit, please supply a copy of your most recent audit report.

## Project Information

1. Project title and detailed description, including projected timeline:
2. Please describe how this project will strengthen the local food system:
3. Grant amount requested (\$250 - \$5,000):
4. How much money is needed in total to complete the proposed project?
5. Please provide a breakdown or categorization of the total project costs and note which expenses would be covered by a City Market grant. (see below chart for an example)

<b>Budget Item</b>	<b>Budget \$</b>	<b>City Market Grant Funded?</b>

6. If your organization receives a City Market grant, how do you plan to pay for the remaining expenses to complete your project?
7. How will you know if this project meets its goals and is successful? What metrics and targets will you use?
8. If you receive a City Market grant, you will need to report back in document form within a year of funding. The report must include a description of the project for which funds were used so that City Market's staff, Board, and Members can appreciate their contributions as well as your organization's contributions to strengthening the local food system.

Please check here to confirm that you understand and will comply with this reporting commitment.