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Burke, VT.
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www.citymarket.coop

Co-op Patronage Seedling Grants 2017 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. Find information on our successful 2016 grant recipients on our website:

<http://www.citymarket.coop/co-op-patronage-seedling-grants>.

Through our uncashed Patronage Refund grant program, City Market grants funding to projects of Vermont non-profit organizations whose work strengthens our local food system. There are, of course, many interpretations of "strengthening the local food system". Rather than narrowly defining this for applicants, we want to leave room for creativity and new ideas. Please make sure to articulate your interpretation within your application.

Some Application Tips

- We want these grants to be the answer to your unfinished sentence, "If I only had more money, I would do this..." Are there projects related to the local food system that you've had on the back burner or wanted to consider, but your current budget just can't support innovation on top of the year to year must-haves and responsibilities? Please feel free to call Sarah Bhimani, Outreach and Education Manager, at 802-861-9753 to ask if your project might be a good fit for this grant program.
- Share with our Member Grants Committee a unique and compelling story of your concept or project that makes us think differently. Feel free to include photos, videos, or other media in support of your written narrative.
- Remember to include in your budget a line item for contingencies and unanticipated costs. See the next page for a sample budget template.
- If you're asking us to fund an established program, share in detail what you need to do with this program that you think you haven't already done (and how grant funding would support that work).
- Remember, we're not funding general operating budgets through these grants. We're looking for specific, innovative and creative ways that your organization will work to support the local food system!

The Logistics

- Applications are due no later than Friday, June 30, 2017 at 5pm. Digital applications can be submitted to 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. Please note that grants are for specific projects and we will not consider grant requests for general operating funds. In addition, we do not donate or grant funds to individuals, partisan organizations, or organizations that advance a particular religious belief.
- 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 25, 2017 meeting.
- Grant requests can be submitted for projects (or portions of projects) totaling \$500 to \$7,500.
- While we won't know the total of the uncashed Patronage Refund Checks until March 2017, we will allocate a minimum of \$30,000 for this round of grants (pending Board approval of the awards). If the total funding is greater (based on actual uncashed Patronage Refund Checks), the additional amount will be allocated equitably to recipients (based on the percentage of total already granted). Funds will be distributed to grant recipients in March 2018 during our annual grants celebration held at the Co-op.
- Grant applications that are not submitted, fully completed by the deadline of Friday, June 30, 2017 by 5pm will not be considered. Postmark dates do not count as receipt dates for this process.
- Grant applications will be ranked by the Member Grants Committee based on a number of factors including, impact to the local food system and community, details of the planning and budget process submitted by applicants, demonstration of potential for community partnerships and collaboration, and cost of the total project versus the perceived or demonstrated impact.

Example Budget

This is a sample budget for a gardening project. Please be as specific as possible with amounts and line items for your project. We suggest soliciting quotes from providers for materials to get specific budget amounts and including the itemized quoted costs.

Budget Item	Budget Amount	City Market Grant Funded?
Total salaries, wages, and fringe	\$750.75	\$300
Plants	\$437.50	\$125
Growing supplies (soil, tools) and unanticipated costs	\$200	\$200
Garden rental	\$60	\$60
Outreach materials	\$225	\$50
Total	\$1,673.25	\$735

Itemized Costs

<u>Plants – Red Wagon Plants</u>	<u>Item cost</u>	<u>Total:</u>
50 chives	\$2.00	\$100
75 tomatoes	\$4.50	\$337.50
		Total: \$437.50

<u>Outreach materials</u>	<u>Item cost</u>	<u>Total:</u>
Color copies (900)	\$0.25	\$225
		Total: \$225

<u>Growing supplies</u>	<u>Item cost</u>	<u>Total:</u>
Soil – 10 bags	\$5.00	\$50
3 watering cans	\$4.50	\$13.50
1 hose attachment	\$26.50	\$26.50
		Total: \$90

2017 Grant Application

Please email the completed form and appropriate documentation to grants@citymarket.coop for consideration by **Friday, June 30, 2017 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.

Contact Information

Contact Name:

Mailing Address:

Phone Number:

Email:

Organization Information

Name:

Executive Director Name:

Executive Director Email:

Executive Director Phone #:

Mailing Address:

Website:

Non-Profit status: (please supply IRS documentation)

1. Briefly describe your organization and its mission statement:

2. Briefly describe your leadership team and supply an organizational chart (noting paid positions and volunteer positions) and list of Board members.

3. Please attach 2 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. If these documents are available online, please provide a specific link.

Project Information

1. Project title and detailed description, including projected timeline, and a list of any partner organizations (or potential partners):
2. Please describe how this project will strengthen the local food system and any unmet needs you are addressing:
3. Grant amount requested (\$500 - \$7,500):
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. Please be as specific as possible and note where you have actual quotes from vendors. (See example budget provided in the instructions.)

Budget Item	Budget \$	City Market Grant Funded?

6. If your organization receives a City Market grant and additional project funding is needed, how do you plan to pay for the remaining expenses to complete your project?
7. What is the potential costs of not moving forward with this project?
8. Please define your goals for this project; what would success look like for this work? How will you measure or track that success?
9. Please share how your project might be replicated for greater impact.
10. 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.