



NORTH COAST GROWERS' ASSOCIATION
AGRICULTURAL PROGRAMS

SMALL FARM GRANT WRITING WORKSHOP



Lead Presenter: Chris Moore (Woody Ryno Farms)

Location: NCGA Harvest Hub & Virtual (Zoom)

Date: March 27th, 2025

WHAT IS A GRANT?

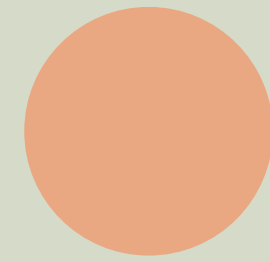
- A type of financial assistance provided by government agencies, nonprofits, or private organizations that does not require repayment.
- Typically reimbursement of work completed and not paid in advance.

TYPES OF GRANTS:

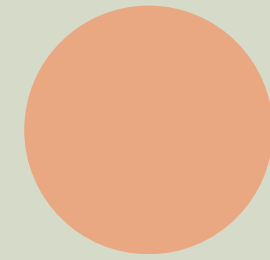
- Federal (USDA/NRCS, WSARE,)
- State (CDFA)
- Private & Community Grants (Local Companies/ Non-profits)



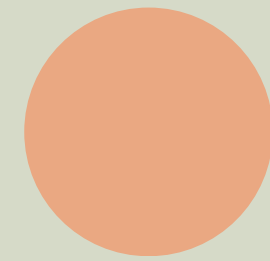
WHERE TO FIND FARM GRANTS & FUNDING SOURCES?



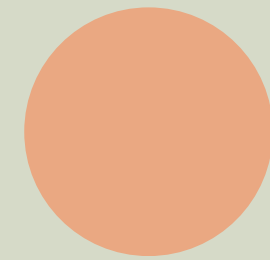
**Farming Funding
Opportunities Database**



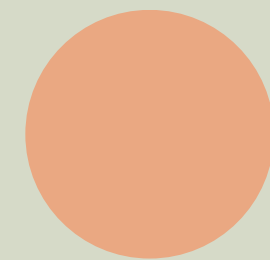
Grants.Gov



USDA



CDFA



**NCGA's Grants for Farmers
Page**

REQUEST FOR PROPOSAL (RFP) OR REQUEST FOR APPLICATIONS (RFA)

- Grant should fit your organization, not the other way around.
- Each grant has specific criteria regarding who can apply. Ensure you meet requirements before investing time in the application process.
 - Example criteria:
 - Farm size, type of production, location, project/ budget specifics, etc.
 - Do you qualify as an individual or will you need a partnership?



Need to know:

- Tax identification number (TIN)
- Legal business name
- Business mailing address

HIDDEN COSTS OF GRANTS



- Admin costs
- Staff time
- Grant management
- Wait time
- Uncovered costs-cost share, labor, materials, or supplies
- Equipment and supplies
- Indirect costs
- Taxes
- Withholds for closeout

ONCE YOU FIND THE RIGHT GRANT OR FUNDING OPPORTUNITY...

- Is the grant period open?
- Attend (or watch recorded) Webinars if provided
- Review previously funded projects
- Request from agency
- Check Previously Funded Projects on RFP
- Brainstorm & create a brief scope of work (SOW) and rough budget
- Check for a scoring rubric and see if project could score highly

BEGINNING THE APPLICATION PROCESS

**Start early and
closely review all
deadlines!**

Is there a pre-application
required?

**Consider starting a
grant calendar to
stay on track and
manage your time.**

**If you need grant
partners, reach out
early and gather
necessary
documents (i.e.
letters of support)**

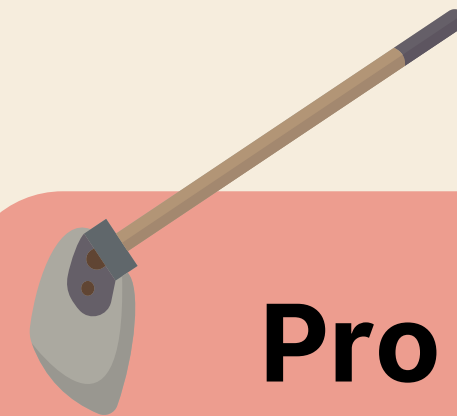


Check specific grant requirements!!!
(vary by funding organization!)

PREPARING FOR THE PROJECT NARRATIVE:

A “project narrative” is a clear and detailed proposal that explains your project, objectives, and how the grant will be used.

- Highlight the impact of the funding on your farm and community.
- What is the impact of the funding?
- Be real don't sugar coat it! (Truly reaching 1-2 new outlets or products is better than falsely saying you will reach 100 new outlets and then failing to meet that goal once funded.)
- Use data and past achievements to strengthen your case
- Include specific metrics!
- Use published data when you can (ex: County demographic data)



Pro tip!

Draft your project narrative & budget in a separate document to avoid data loss from grant system

BUDGET & BUDGET NARRATIVE

- Start with a budget template and use budget category terms provided
- Include a budget buffer -
 - what is current inflation, what are reasonable and appropriate cost increase that could occur over the life of the grant?
 - COLA? Inflation? TARIFFS? Fuel cost?

Do you need “match”?

- A requirement to contribute own (or additional) funds to the project with a specific proportion
- In-kind vs hard costs share
- “In kind” can include your time; supplies; volunteers; equipment; or materials
- “Hard cost share” actual funds that must be contributed outside of the grant.
- Discuss “Match formula”



SUMMARY OF BUDGET CATEGORY COSTS PROPOSED

The values in this summary table are from entries made in subsequent tabs, only blank white cells require data entry

Section A - Budget Summary

Grant Agency	Cost Share	Total Costs	Cost Share %	Proposed Project Period Dates
\$108,821	\$30,000	\$138,821	21.61%	

Section B - Budget Categories

CATEGORY	Project Period	Total Costs	% of Project	Comments (as needed)
a. Personnel	\$10,000	\$10,000	7.20%	
b. Fringe Benefits	\$2,500	\$2,500	1.80%	
c. Travel	\$3,966	\$3,966	2.86%	
d. Equipment	\$30,000	\$30,000	21.61%	
e. Supplies	\$60	\$60	0.04%	
f. Contractual	\$62,000	\$62,000	44.66%	
g. Construction	\$0	\$0	0.00%	
h. Other Direct Costs	\$2,000	\$2,000	1.44%	
Total Direct Costs	\$110,526	\$110,526	79.62%	
i. Indirect Charges	\$28,295	\$28,295	20.38%	
Total Costs	\$138,821	\$138,821	100.00%	

Additional Explanation (as needed):

PROJECT TIMELINE

- Highlight project milestones
- Create reasonable deadlines-think about other work you have and possible conflicts

INCLUDE EXTRA TIME FOR PROJECTS INVOLVING:



Construction



Weather-
dependent
activities

Permitting



Hiring new
employees



Partner
collaboration

REVIEW & SUBMISSION PROCESS

Edit with Partners

Reach out to partners and your network to review and edit your draft and make edits to project narrative and budget.

Seek Professional Input

Seek input from funders or other grant program managers prior to submission

Compile

Compile all supporting documents in one folder - make sure the file format is compatible and sized correctly

● PORTAL MANAGEMENT

- Setting up credentials & login information takes time!
- Ex: Creating a Sam.gov account is required for several federal grants



PRO TIP:

Check if the portal allow for saving your progress!
(always have a backup draft!!!)

● READY TO SUBMIT?

Submit before the deadline!

- Provide time for technological issues
(the grant system can crash!)

WHAT IF YOUR PROJECT WAS NOT FUNDED?



- Reach out to funding team and request to review comments and score cards!
- Request score cards & proposals from projects that were funded in the same round.
- Review the input and prepare for the next round of funding!



WHAT IS YOUR PROJECT GETS FUNDED?

Review project plan & proposal!

- Review the grant agreement with a fine tooth comb before signing the agreement.
- Use this time to make minor edits and changes to ensure you can achieve success and minimize changes to scope of work or budgets as you implement the project.

Create Systems

- Set up a system to track your budget and reporting timelines.
 - Include partners if applicable!
- Review the grant management system for invoicing and timing.
 - Create that calendar!

Consider:

Bridge loans, personal funding,
& reimbursement schedule.

The poster features a background of brown soil with a white, torn-paper-like border at the top and bottom. At the top left, there are two logos: one for the North Coast Growers' Association (Humboldt County Farmers' Markets) and another for Humboldt County GROWN. To the right of these is the text 'NORTH COAST GROWERS' ASSOCIATION AGRICULTURAL PROGRAMS'. The main text is centered and reads 'FARMER OPEN OFFICE HOURS FOR TECHNICAL ASSISTANCE' in large, bold, white letters. Below this, a green horizontal bar contains the text 'WEDNESDAYS 12-1PM' in white. Underneath the bar, it says 'VIRTUAL & IN-PERSON AT THE HARVEST HUB' and 'MORE INFO & SCHEDULE OF DATES:'. At the very bottom, the website URL 'WWW.NORTHCOASTGROWERSASSOCIATION.ORG/AGPROGRAMS' is displayed in white.

  NORTH COAST GROWERS' ASSOCIATION
Humboldt County Farmers' Markets

**FARMER OPEN
OFFICE HOURS**
FOR TECHNICAL ASSISTANCE

WEDNESDAYS 12-1PM

VIRTUAL & IN-PERSON AT THE HARVEST HUB
MORE INFO & SCHEDULE OF DATES:

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**Currently scheduled to be
every Wednesday
from 12:00pm -1:00pm.**

No need to RSVP, just come on into our
office at the NCGA Harvest Hub, 5720
West End Rd, Building 2, Arcata

Or find us on zoom at that time!