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**State of California**

**California Department of Food and Agriculture (CDFA)**

**Office of Farm to Fork**

**Farm to Community Food Hubs Grant Program**

**APPLICATION - Track 1 Planning**

This application is due 5 p.m. PDT on Monday, April 14, 2025. Please refer to the Request for Application for details about the grant program and view the Track 1 application scoring criteria on CDFA’s [Farm to Community Food Hubs Program website](https://cafarmtofork.cdfa.ca.gov/F2CFHP.html). For questions, review the Frequently Asked Questions on [CDFA’s website](https://cafarmtofork.cdfa.ca.gov/F2CFHP.html) or contact cafoodhubs@cdfa.ca.gov. Click the application section headers below to jump to that section (you might have to select “Ctrl + Click”).

**Collection of personal information**. The information shared via this document will only be used by the California Department of Food and Agriculture to accept and evaluate grant applications for the Farm to Community Food Hubs Grant Program. All grant application materials are subject to public disclosure per the California Public Records Act. You can view [CDFA’s Privacy Policy online](https://www.cdfa.ca.gov/privacy.html).

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## APPLICANT INFORMATION

1. Applicant’s First and Last Name:
2. Applicant’s Work Title:
3. Work Phone Number:
4. Legal Organization/Business Name:

**Note:** Please enter the legal business name of the entity that will serve as lead for the project and will receive grant funds if awarded. This name should match the name on the tax return that the organization/business files with the federal Internal Revenue Service for the entity. The legal name you provide is the entity to which the CDFA will extend a grant agreement if your project receives a grant award. All other responses in this section should correspond with the Legal Business Name you provide.

1. Unique Tax/Business Identification Number:
2. Organization/Business Website:
3. Organization/Business Mailing Address:
4. Physical Organization/Business Address:
5. County or counties the proposed project take place and/or study:
6. Which of the following distribution models best describes how the community food hub currently distributes California food products?
	1. Not applicable. The community food hub does not exist yet. \_\_\_\_\_\_
	2. Direct-to-consumer only. For example: delivering food boxes directly to individuals as part of a subscription program \_\_\_\_\_\_
	3. Hybrid: a mixture of direct-to-consumer and wholesale \_\_\_\_\_\_
	4. Wholesale only. For example: delivering food only to institutions, grocery retail, or other large volume buyers \_\_\_\_\_

## ELIGIBILITY

1. Do the owner(s) or leader(s) of the business/organization live in California?

**Yes:** \_\_\_\_\_\_\_\_ **No:** \_\_\_\_\_\_\_\_

1. Which of the following best describes your entity? Please choose one by typing “x”.
	1. California County Office of Education \_\_\_\_\_\_\_\_\_\_\_\_
	2. California Native American Tribe \_\_\_\_\_\_\_\_\_\_\_\_
	3. California public school district \_\_\_\_\_\_\_\_\_\_\_\_
	4. California State University \_\_\_\_\_\_\_\_\_\_\_\_
	5. Certified B Corporation  \_\_\_\_\_\_\_\_\_\_\_\_
	6. Cooperative business \_\_\_\_\_\_\_\_\_\_\_\_
	7. Food and agriculture-related business \_\_\_\_\_\_\_\_\_\_\_\_
	8. Nonprofit organization  \_\_\_\_\_\_\_\_\_\_\_\_
	9. Resource Conservation District \_\_\_\_\_\_\_\_\_\_\_\_
	10. Tribal college \_\_\_\_\_\_\_\_\_\_\_\_
	11. Tribal school (such as those administered through the Bureau of Indian Education) \_\_\_\_\_\_\_\_\_\_\_\_
	12. Tribal-led nonprofit organization\_\_\_\_\_\_\_\_\_\_\_\_

**Required:** Please list the California Native American Tribe(s) your organization will be serving and/or partnering with during the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. University of California\_\_\_\_\_\_\_\_\_\_\_\_
	2. Other, please explain: \_\_\_\_\_\_\_\_\_\_\_\_
1. Is the applicant’s organization the owner of the community food hub operation, meaning the applicant’s operation will conduct the day-to-day operations? **Please note**: If the project is conducting planning related to a community food hub that does not currently exist, lead applicants do not have to be the projected owner of the future community food hub. If the project is conducting planning for a community food hub that is currently operating, the lead applicant must be the owner of the community food hub, meaning the entity conducts the day-to-day operations.
	1. Yes \_\_\_\_\_
	2. No \_\_\_\_\_
	3. We do not know the owner at this time because the project is conducting planning related to a community food hub that does not currently exist. Please clearly describe how the proposed planning project will identify the community food hub owner(s):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What was the community food hub operation’s average annual gross income the past three years? Place an “X” for your choice. **Tip:** read the definition of “community food hub” in Section 1.2 of the Request for Application.
	1. Not applicable. The applicant has never conducted community food hub operations \_\_\_\_\_
	2. $1 million or less \_\_\_\_\_
	3. $1,000,001 - $5 million \_\_\_\_\_
	4. Greater than $5 million *(****Note:*** *in this case, the operation is not eligible to apply. Please see eligible entities in Section 1.4 in the Request for Application)* \_\_\_\_\_
3. What type(s) of food does the community food hub currently aggregate and distribute? Please type “x” for all that apply. **Tip:** “source-identified” refers to knowing and identifying the food producer and/or general location (e.g. county; ancestral land) of where the food was produced.
	1. Not applicable. The community food hub does not exist yet. \_\_\_\_\_\_
	2. Source-identified Fruits \_\_\_\_\_
	3. Source-identified Vegetables \_\_\_\_\_
	4. Source-identified Herbs \_\_\_\_\_
	5. Source-identified Poultry \_\_\_\_\_
	6. Source-identified Meat \_\_\_\_\_
	7. Source-identified Seafood \_\_\_\_\_
	8. Source-identified Legumes \_\_\_\_\_
	9. Source-identified Nuts \_\_\_\_\_
	10. Source-identified Seeds \_\_\_\_\_
	11. Source-identified Eggs \_\_\_\_\_
	12. Source-identified Dairy \_\_\_\_\_
	13. Source-identified Grains \_\_\_\_\_
	14. Source-identified Native foods, including wild-harvested food \_\_\_\_\_
	15. We aggregate and distribute foods that we do not source-identify \_\_\_\_\_

**Note:** In this case, the operation is not eligible to apply. Please see the definition of “community food hub” in Section 1.2 in the Request for Application.

* 1. Other, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Will the entity be using grant funds for plans related to direct-to-consumer food distribution, such as delivering boxes of food to individuals’ homes?

**No** \_\_\_\_\_ **Yes** \_\_\_\_\_

***Note:*** *using funds for certain direct-to-consumer activities is not allowed for this program. Please see Section 1.6 Allowable and Unallowable Costs in the Request for Application for details. Including certain direct-to-consumer activities and costs could disqualify the application from scoring.*

## FUNDING AMOUNT REQUESTED

How much funding is the project requesting? \_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## PREVIOUS GRANTS

Has the applicant received a different grant from the California Department of Food and Agriculture related to this project? Type an “x” for your answer.

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_\_\_

**If yes,** answer:

* What is the name of the California Department of Food and Agriculture grant program?
* What year was the applicant awarded the grant?
* What was the grant agreement number?
* How will this Farm to Community Food Hubs Grant enhance or supplement the other grant award?

**[type your text here]**

## PLAN TYPE

Select the type of plan(s) this project proposes to complete. Type “x” for all that apply.

* Food system assessment \_\_\_\_\_\_\_\_\_
* Community food hub feasibility study \_\_\_\_\_\_\_\_\_
* Business plan \_\_\_\_\_\_\_\_\_
* Market analysis \_\_\_\_\_\_\_\_\_
* Marketing strategy \_\_\_\_\_\_\_\_\_
* Funding strategy and/or financial plan \_\_\_\_\_\_\_\_\_
* Site/infrastructure designs and plans \_\_\_\_\_\_\_\_\_
* Other, please explain: \_\_\_\_\_\_\_\_\_

## PROJECT TITLE AND SUMMARY

What is the project title? \_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Briefly summarize the proposed project. Consider answering: what does the project ultimately aim to achieve? What are the project’s priorities? Why is this project important? What organizations are involved in implementing this project? **Note:** if awarded the grant, this project summary will be used in public communications about the Farm to Community Food Hubs Program. **(500 word limit)**

**[type your text here]**

## PROJECT TEAM

### Part A - Team Members and Experience

The following section is asking who will be directly involved in implementing the proposed project. Typically these individuals are compensated for their time working on the project. CDFA considers contractors and consultants part of the project team. If compensated, the project team members’ wages, fringe benefits, and fees (when applicable) should be included in the Project Budget.

Applicants are not limited to the following team roles, but CDFA is looking for and evaluating whether the project team includes expertise in at least the roles listed below. Applicants can add as many project team roles as necessary.

One person can fulfill multiple roles**.** People participating on the project team can be employees/representatives of different entities. The project team can include people from one entity.

List the name of each person who is a member of the project team, their title, a summary of their role in the project, and a summary of the expertise they bring to the project. If the Project Budget includes contractors or consultants, include those contractors and consultant in the project team. If the exact contractor is not known at the time of submitting the application, write “unknown contractor at this time” and briefly summarize what criteria will be used to identify a suitable contractor.

**Role: Business Development,** with experience in business or organizational development, financing, external partnership development, and/or sustainability.

* Summary of the person’s responsibilities during the project:
* Name:
* Organization they work for:
* Work title:
* Summary of the person’s expertise (for example: education, work experience, lived experience, other relevant projects they have worked on):

**Role: Food Producer Engagement** with experience working with California food producers, including those using traditional Indigenous food production practices. Especially looking for those with experience working with food producers that are socially disadvantaged, beginning or limited resource food producers, veterans, disabled, operating on 500 acres or less, cooperatively owned, or those using climate smart and sustainable agricultural practices.

* Summary of the person’s responsibilities during the project:
* Name:
* Organization they work for:
* Work title:
* Summary of the person’s expertise (for example: education, work experience, lived experience, other relevant projects they have worked on):

**Role: Buyer Relations**, with experience in institutional sales or procurement, contracting, and/or coordination with buyers and food system partners.

* Summary of the person’s responsibilities during the project:
* Name:
* Organization they work for:
* Work title:
* Summary of the person’s expertise (for example: education, work experience, lived experience, other relevant projects they have worked on):

**Other roles and team members**. Please include the person(s) full name, title, a summary of their role in the project and a summary of the expertise they bring to the project.

* Project team role:
* Summary of the person’s responsibilities during the project:
* Name:
* Organization they work for:
* Work title:
* Summary of the person’s expertise (for example: education, work experience, lived experience, other relevant projects they have worked on):

### Part B - Producer Led Community Food Hub

Will the proposed project be a **producer-led community food hub project**? **Please type a “X” for your choice.** Per the Farm to Community Food Grant Request for Application, a producer-led community food hub means a community food hub in which California food producers are the owners, operators, and/or decision makers. The food producers have decision-making roles that directly affect the planning, design, and/or operations of the community food hub.

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**If yes**: Please be specific about *how* the proposed project will be a producer-led community food hub project. For example: what roles will California food producers have in the ownership, operation, and/or decision-making for project? How do the food producers’ decisions directly affect the planning, design, or outcomes of the project? ***(800 word limit)***

**[type your text here]**

## PROJECT NEED (1500 word limit for entire section)

Please describe the outcomes of any plans, work, community engagement, and/or business activities accomplished by the applicant’s organization that:

* Demonstrate why the proposed project is needed.
* Demonstrate the need for the project is significant

For each activity described, include when it took place and which organization conducted the activity. If there are any reports, blogs, or articles related to the work you want to share, please include a link to those (not required).

**[type your text here]**

## WORKPLAN AND BUDGET

Use the required workplan template and required budget template. You can download the templates from the [Farm to Community Food Hubs Program website](https://cafarmtofork.cdfa.ca.gov/F2CFHP.html). **Submit the completed documents with your application. The workplan should be submitted as a Word document. The budget should be submitted as an Excel document. Do not submit any document in PDF format.**

* The workplan should include project goal(s), project objective(s), specific activities to meet the objective(s), the anticipated timeline of activities, and who on the project team will be responsible for the activities. The template includes guidance.
* The budget should include all anticipated project costs needed and necessary to complete the project successfully. The template includes guidance.

## OBJECTIVES

### Part A – Increasing Purchasing *(1500 word limit)*

How will this planning project ultimately help increase the purchasing of local, environmentally sustainable, climate-smart, and equitably produced food by institutions (whether private or public) and nonprofit organizations?

**[type your text here]**

### Part B – Priority Food Producers *(1500 word limit)*

Please describe how the proposed project serves groups of California food producers that identify as at least one of the following. Please be specific on which groups of food producers it serves. If the project will not be serving these groups, please write “N/A”.

* Operating on 500 acres or less
* Cooperatively owned
* Using sustainable, climate smart, or regenerative agriculture practices or production systems
* Socially disadvantaged food producers
* Beginning food producers
* Limited resource food producers
* Veterans
* Disabled

**[type your text here]**

### Part C – Financial Sustainability *(1500 word limit)*

Please describe what approach, strategies, tools, or partnerships the project includes to evaluate or ensure the community food hub’s financial health. For example: the plan includes a cost analysis; the project includes identifying partners to share equipment/costs; the plan explores how new investment can increase revenue or reduce costs to cover operational costs.

**[type your text here]**

## ENGAGEMENT PLAN

### Part A – California Food Producers

1. Please describe the food producers and food producer communities the project team will be engaging throughout the project. Please describe the geographical location(s), the food producers’ characteristics (e.g. food they produce; socioeconomic information; size of operations), and what their strengths, challenges, and needs are relevant to the project. **(1500 word limit)Tip:** “food producers” include farmers, ranchers, seafood harvesters, and those using Indigenous food production practices. Please see the full definition in Section 1.2 in the Request for Application.

**[type your text here]**

1. What specific outreach strategies will the project team use to engage the food producers you described above? For example: leveraging deep community relationships/networks; culturally relevant events; providing participation stipends; multilingual materials; etc. **(1500 word limit)**

**[type your text here]**

### Part B – Buyers

1. Please describe the type of buyers or buyer communities the project team will try to engage during the project. Please describe the geographical location(s) and relevant characteristics about the buyers. **(1500 word limit)**

**[type your text here]**

1. What specific strategies will the project team use to engage buyers that are public institutions and nonprofit organizations, especially public schools, food banks, and/or other food distribution nonprofit organizations? **(1500 word limit)**

**Tip**: Please see the definition of “public institutions” in Section 1.2 of the Request for Application.

**[type your text here]**

### Part C– Other Partners

1. What outreach strategies will the project team use to engage other local food system or community partners? Please specify who these other organizations will be. For example: food processors, food hubs, community-based organizations, government agencies, etc. **(1500 word limit)**

 **[type your text here]**

## METRICS (800 word limit for whole section)

Track 1 grant recipients will be asked to report on the following information during the grant term.

* The number and type of food producers (including California Native American traditional food producers) engaged
* The number of new relationships made with food producers (including California Native American traditional food producers)
* The number and type of buyers engaged
* The number of new relationships made with buyers
1. What approach, tools, and/or team coordination will the applicant use to collect and track this data?

**[type your text here]**

1. What other data or information does the project team want to collect and track that will show the project team has succeeded in achieving a project milestone or objective? How will the team collect and track that information?

**[type your text here]**

## LETTERS OF SUPPORT

Please submit five signed Letters of Support from the two groups detailed below. Download a Track 1 Letter of Support Template that contains guidance from CDFA’s [Farm to Community Food Hubs Program website](https://cafarmtofork.cdfa.ca.gov/F2CFHP.html). Important requirements for Tribal-led nonprofit organization applicants are detailed below. Please include the letters of support with your other application materials when you are ready to submit the full application.

* All letters of support must be signed to count. Signatures can be “wet” or e-signatures.
* Letters of Support should not be from individuals or organizations that are part of the Project Team or receiving a financial benefit from the grant award, such as contractors or consultants.
* Additional letters of support will not earn the application additional points.
* Letters of support can be submitted as separate files or combined into a single file (Word or PDF is acceptable).

**Applicants should include five Letter of Support Forms from the following groups:**

* Three California Food Producers: Three letters of support from a California food producer that supports the project. **Tip:** California food producers include farmers, ranchers, seafood harvesters, and people using Indigenous food production practices. Please review the full definition in Section 1.2 in the Request for Application.
* Two Community Supporters: Two letters of support from individuals or organizations that are tied to the communities where the project is located and serving, expressing support and the unique need for this project. For example, these organizations could be community-based organizations, more food producers, buyers, a California Native American Tribe, or food systems nonprofit organizations.

**Important note for Tribal-led nonprofit organization applicants**: if the applicant is a Tribal-led organization, they must submit a signed letter of support from at least one of the California Native American Tribe(s) that the applicant proposes serving as part of the project. Letters of support from Tribes can count towards one of the two groups described above (for example, the Tribe represents a “community supporter”).

## ADDITIONAL APPLICANT INFORMATION

1. CA Public Records Act: I acknowledge that my application materials, including the application, supporting materials, and any other relevant information submitted to the California Department of Food and Agriculture (CDFA), will be subject to the CA Public Records Act, which states that every citizen has the right to inspect and/or obtain a copy of any public record.

**Yes** \_\_\_\_\_\_

1. Who should CDFA contact for questions regarding this grant application?
* First and Last Name:
* Position Title:
* Work email address:
* Work phone number:
1. Who is writing this grant application?
* First and Last Name:
* Position Title:
* Work email address:
* Work phone number:
1. Grant Agreement Signing Authority: If awarded, which of the project team members has signing authority for the grant agreement?
* Person 1 (required)
	+ First and Last Name:
	+ Position Title:
	+ Work email address:
	+ Work phone number:
* Person 2 (optional)
	+ First and Last Name:
	+ Position Title:
	+ Work email address:
	+ Work phone number:
1. State Representatives. Please visit <https://findyourrep.legislature.ca.gov/> to identify your business/organization’s State Assembly District(s) and Senate District(s) and your State Assembly and State Senate Members. Then, list your findings. Please note if you are awarded this grant, CDFA will use this information to notify your state representatives of your award.
* State Assembly District
* State Assembly Member
* State Senate District
* State Senate Member
1. Do you agree to do all the Track 1 reporting activities if awarded a grant? Please view the reporting requirements in Section 1.8 in the Request for Application.

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_\_\_

1. This is a reimbursement grant program. If awarded a grant and if eligible for advance payment, would your business/organization be interested in requesting an advance payment? Please review Section 1.9 in the Request for Application for more details and requirements about reimbursements vs. advance payments.

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_\_\_

1. Is there anything else you would like to share with us? Answering this question or leaving it blank will not impact scoring.

**[type your text here]**

**[END OF APPLICATION]**