

Regional Food System Partnerships Program Narrative Form Guide

Executive Summary

Sum up your plan in 250 words or less! (It might be easiest to do this last).

1

Alignment and Intent

What is your "Why"? Talk about the problem you are working to fix and how your plan will address this problem. Use key words and topics from Section 1 of the RFA.

2

Objectives

Describe the goal(s) of the project. Be specific and make sure goal(s) are related to what you said previously. It is good to have more than one objective.

3

Partnership and Beneficiaries

Give a full description of the proposed region (geographic, economic, etc.). Explain why it is the best place to carry out this work. Who will benefit and how will they benefit?

4

Partnership Preparation

Give the history of the partnership, how it was developed, future plans and recent accomplishments.

5

Workplan

Describe in detail the plan to achieve each of the objectives described in the previous section including activities, dates, resources and who will do the work.

6

Community Engagement

Describe how you will involve the community in the project. What challenges will there be with recruiting new partners? What benefits will new partners provide to the project?

7

Outcomes and Indicators

Choose the indicators that apply to your project. For each selected indicator, provide a target number and show how you will measure progress. List potential challenges and how they will be addressed.

8

Adaptation, Dissemination, and Sustainability

How could someone else do this project? How will you share about this work? How will you fund this in the future?

9

Expertise and Partners

List the important people who will help with this work including their role, their relevant experience, and past similar work.

10

Project Management Plan

How will you run the project? How will you communicate with the project team and track their work? How will you coordinate with stakeholders, partners and collaborators?

11

Budget

Provide the total cost of the project and breakdown of project costs by different cost categories. Explain how they align with project activities. A 25% CASH match is required.

12

Regional Food System Partnerships Program Narrative Form Outline

Executive Summary

250 words or less!

Sum up your plan! In 250 words or less, talk about the way this partnership will work, what you are trying to achieve and how you will make things happen with your partners. It might be easiest for this to be the last step.

Alignment and Intent

What is your WHY?

Talk about the problem you are working to fix and how your plan will address this problem. This section should reference key words and topics from Section 1 of the RFA. Choose your project type (Planning and Design, or Implementation and Expansion) and address the specific goals of those projects. Describe why you are doing the project, why it is important and the benefits of your project.

Objectives

Be specific!

Describe the goals of the project in a way that is specific, measurable and something you can achieve. Make sure the objectives relate to what you have said in previous sections. List objectives that align with how you plan to carry out the work because these will be used for the rest of the form. State who this project will help and how it will help them. It's good to have more than one objective.

Partnerships and Beneficiaries

Why this place?
Who will benefit?

Give a full description of the proposed region (geographic, economic, etc.). Explain why this region was chosen, why it is the best place to carry out this work and how this partnership is beneficial to producers and food businesses in the area. Describe the intended benefits (direct and indirect) for producers or food businesses resulting from partnership activities. Will these producers and businesses also be engaged to provide services to the region?

Partnership Preparation

How was this partnership formed?

Give a brief history of how the partnership was developed and the accomplishments of the partnership. Discuss future plans and activities of this partnership and how this project fits into those plans.

Workplan

List the steps!

Describe in detail the plan to achieve each of the objectives described in the previous section. This includes listing each activity to achieve the objective, a timeline including projected completion date, the resources required to complete each activity, project milestones, and who is responsible for completing each activity.

Community Engagement

How will you recruit new community partners?

Describe how you will involve the community in the project, including partnering with other organizations. If you recruit new community partners, how will they contribute to the project? Do you think there will be any challenges with recruiting partners? How will you address those challenges?

Outcomes and Indicators

What are your desired outcomes?

What are potential challenges?

Look through the list of indicators within each of the four objectives and choose the ones that best apply to your project. Choose at least one indicator from Objectives 1-3 and it is strongly encouraged that you come up with your own indicator for Objective 4. For each selected indicator, state your estimated target number, how you determined that target number, and how you will evaluate your progress. Also, list any potential challenges to achieving the estimated targets and how you would address those challenges.

Adaptation, Dissemination, Sustainability

Describe how other communities and businesses might be able to do something like this project. State how you will spread the word about the results of the project.

Explain how you will keep the project and the results of the project going when grant funding is no longer available.

How could you replicate the results?

Expertise and Partners

List the important partners who will help with this work. You should list all the experience that these partners have that will be helpful for the project, and mention whether they have worked on a similar project in the past.

The PEOPLE make the project!

Project Management Plan

Describe your management plan for coordinating, communicating, and sharing among the project team. Explain how you will track and evaluate progress and report on project activities. Express how you will engage community partners, collaborators, and other stakeholders in project activities.

How will you implement and monitor the project?

Budget

Provide the total cost of the project and breakdown the project costs by cost categories (personnel, fringe benefits, travel, equipment, supplies, contractual/subawards, other, and indirect costs). Explain how these costs were determined and how they relate to the project objectives, expected outcomes and the project workplan. Match funds are required. Partnerships must provide a minimum 25% CASH match of the federal portion of the grant.

25% cash match is required.