

Regional Food System Partnerships Program Narrative Form Guide

Priority Areas

Use the Distressed Community Index to identify the community distress score for your projects target areas. You can include scores for up to 5 areas. Priority is also given to projects that involve multiple partners, or use significant non-Federal resources and work with other efforts.

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Executive Summary

Sum up your plan in 250 words or less! This is the first impression of the project and is an opportunity to capture the reviewer's attention. It might be easiest to do this last.

2

Alignment and Intent

Issues: Talk about the specific issues your project will address and how your project aligns to RFSP program goals.

Objectives/Partnership's

Goals: Describe the project goals in a way that is specific, measurable and something you can achieve.

Description of Partnership:

Describe the region and why it is the best place to carry out partnership activities. Describe who will benefit from your project and how will they benefit (both short-and long-term impacts). Outline your plans for engaging with these beneficiaries.

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Technical Merit

Partnership Preparation: List any prior partnership activities, current and future plans and how this project fits into those plans.

Work Plan: Describe in detail the plan to achieve each your objectives including activities, timeline, resources needed, project milestones, and responsible staff.

Previously Funded Projects:

Explain how this project differs from any previously funded work or how lessons learned from previous projects can support this project.

Community Engagement:

Present your plan to engage the community in the project and recruit partners.

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Achievability

Outcome

Indicator/Measurement:

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

Dissemination: State how you will spread the word about the results (both positive and negative) of the project.

Sustainability: Explain how you will keep the project, its partnerships and collaborations, and the results of the project going after the grant ends.

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Expertise and Partners

Key Staff: List the important partners who will help with this work including their role, their relevant experience, and past similar work. Provide information for each partner under the partnership agreement (you must include at least one eligible entity and one eligible partner (Section 2.2 and 2.3 of RFA).

Project Management Plan:

Describe your plan for coordination, communication, data sharing and reporting.

6

Fiscal Plan and Resources

Budget and Justification:

Provide the total cost of the project and the breakdown of project costs by cost categories Explain how these costs were determined and how they relate to your Objectives, Outcomes and the project work plan.

Cost Share: You must provide a minimum 25% cost share (must be cash) of the Federal portion of the grant. You must submit signed Letters of Verification for each cost share commitment.

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