



## GROWBOSTON CAPACITY-BUILDING GRANT APPLICATION 2025

### About GrowBoston

GrowBoston is the City of Boston's Office of Urban Agriculture, and part of the Mayor's Office of Housing (MOH). MOH has been supporting the development of community gardens, urban farms, food forests, and other open spaces for more than 25 years through the Grassroots Program, which is now part of the new GrowBoston. GrowBoston works to increase community gardens, urban farms, and other food-growing spaces throughout Boston; develop and implement innovative food production strategies; provide technical assistance to prospective and existing gardens and farms; develop resources for gardeners, farmers, and other residents; and coordinate with other City departments associated with food production in Boston. For more information:

<https://www.boston.gov/departments/growboston>

### Capacity-Building Grant 2025

GrowBoston is making up to \$160,000 available through grants of up to \$30,000 to increase the capacity of organizations producing food in Boston primarily for Boston residents. These grants are being made available from City of Boston Operating Funds. These awards are intended to assist food-producing organizations to strengthen their food-production infrastructure and, whether in the near- or long-term, to grow more food in Boston for Boston residents. Please see allowed uses of funding on page 3 for details.

- **Source of Funding:** City of Boston Operating Funds
- **Total Amount Available for Grant Program:** \$160,000
- **Award Amount per Grant per Organization:** Organizations may apply for a maximum of **\$30,000**.
- **Eligibility:** Recipients must be a registered 501(c)(3) non-profit or a community-based organization with a fiscal sponsor that is a registered 501(c)(3) nonprofit. No grants will be awarded to individuals or for-profit businesses.
- **Grant Recipient Details:**
  - Grants under \$10,000 will be paid in one lump sum upon grant award, and a signed grant application will serve as a grant agreement.
  - Grants between \$10,000 and \$30,000 will be paid in two installments and will require a separate grant agreement. The first installment (one half of the full grant amount) will be paid upon grant award, and must be expended and its spending documented. Upon submission to GrowBoston of documentation of expenses, the second installment will be disbursed.



### Timeline & Process

Task	Date
Grant Application Opens	Wednesday, January 15, 2025
Information Session Details and link: <a href="https://www.boston.gov/departments/growboston/growboston-funding-opportunities">https://www.boston.gov/departments/growboston/growboston-funding-opportunities</a>	Tuesday, January 21, 2025 from 11-12pm
<b>Application Deadline</b>	Friday, February 14, 2025 at 4pm
Notification of award recipients	Late February 2025
Disbursement of first payment	Early March 2025
<i>For grants over \$10K:</i>	<ul style="list-style-type: none"><li>• <i>Grant recipients that receive over \$10,000 will be required to sign a grant agreement.</i></li><li>• <i>Grants over \$10,000 will be disbursed in multiple payments following signature of the grant agreement and receipt of an invoice.</i></li></ul>
Project implementation period	March 15, 2025 - March 14, 2026
Submission of report outlining project impact and use of funds by grant recipient	April 15, 2026

### Allowed Uses of Funding

- Funds are intended to expand food-producing programs. Funds are meant to be used as one-time investments in food production infrastructure or development, so as to increase the food production capacity of urban farms, community gardens, food forests, or other food-producing spaces for the benefit of Boston residents. Eligible projects include, but are not necessarily limited to:



- Consulting services such as business, strategic planning, design, marketing, and financial planning to support the food production program
- Program development to expand food production
- Board support to build the program
- Staff training and development to deliver the program
- Equipment such as tractors, refrigeration, irrigation equipment, hand tools, etc. to support the program
- Technology, whether administrative technology or food production technology to support program development
- Program-related infrastructure
- Up to 10% of the grant budget can be for indirect/administrative costs or a fiscal sponsorship fee.
- **The following expenses are not allowed using City of Boston operating budget grant funds:** ongoing staff costs, ongoing program costs, ongoing administrative costs, capital improvements, gift cards, rent, utilities, alcoholic beverages, fundraising or lobbying activities, and/or salaries of staff not involved with directly delivering the program.

### **Eligibility**

These funds must be awarded to nonprofit organizations that have current 501(c)(3) status, or community organizations with a 501(c)(3) fiscal sponsor including farms, food forests, community gardens, beekeeping organizations, or other kinds of food growers and producers producing food primarily for Boston residents. **All grant funds must be used for the public purpose of supporting Boston residents, and not for the private benefit of the organization or business.**

Organizations who have received prior capacity-building funding from GrowBoston and have not yet completed those projects will not be eligible for funding in this round.

If you have other questions about the eligibility of your project, contact **Emily Reckard-Mota, Program Manager, at 617-635-1370 or by email at [emily.reckardmota@boston.gov](mailto:emily.reckardmota@boston.gov).**

### **Selection Criteria**

Eligible applications will be evaluated by an evaluation committee on a comparative basis, and scored based on the following criteria:

- Applicant organization's food-producing experience



- Realistic timeline for programming proposed
- Reasonableness of budget
- Impact/benefit of project to the persons, neighborhoods, and communities served
- Impact of investment in proportion to the size of investment proposed
- Extent to which prior funding from MOH has been utilized, and funded projects completed

### **Information Session**

Staff from GrowBoston will answer any questions you may have about this grant in a virtual Information Session. **The virtual meeting will be held on Tuesday, January 21, 2025, from 11-12pm. Please visit the [GrowBoston website](https://www.boston.gov/departments/growboston) at**

<https://www.boston.gov/departments/growboston> to register. If you are unable to attend the Information Session, questions may be submitted by email to [emily.reckardmota@boston.gov](mailto:emily.reckardmota@boston.gov).

### **Application Form**

Please fill out [this form](#) to apply for this grant. The deadline is February 14, 2025, at 4pm. Contact Emily Reckard-Mota, Program Manager, at [emily.reckardmota@boston.gov](mailto:emily.reckardmota@boston.gov) or 617-635-1370, with any questions about this application and grant opportunity.

See below for application content preview.

- **Grant Program Details & Timeline**
  - **City Department:** Mayor's Office of Housing
  - **Program Manager Name, Phone Number, and Email Address:** Emily Reckard-Mota, 617-635-1370, [emily.reckardmota@boston.gov](mailto:emily.reckardmota@boston.gov)
  - **Source of Funding:** *City of Boston Operating Funds*
  - **Total Amount Available for Grant Program:** \$160,000
  - **Award Amount per Grant per Organization:** The maximum award per organization is \$30,000
  - **Timeline & Important Dates:**
    - Grant Application Launch: January 15, 2025
    - Application Deadline: February 14, 2025 at 4pm
    - Awards Announced: Early March 2025



### Applicant Organization Information

- **Organization Name**
- **Organization Street Address**
- **Organization City**
- **Organization State**
- **Organization Zip Code**
- **Organization's Annual Budget**
- **Number of Full-Time Equivalent (FTE) employees**
- **First Name of Person Completing this Form**
- **Last Name of Person Completing this Form**
- **Title of Person Completing this Form**
- **Email Address of Person Completing this Form**
- **Phone Number of Person Completing this Form**
- **Choose the options below that describe the identity of your organization's Executive Director or equivalent leadership role. These details are used for reporting purposes only and are optional.**
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Hispanic or Latinx
  - Immigrant
  - LGBTQI
  - Living with a disability
  - Man
  - Native Hawaiian or other Pacific Islander
  - Non-binary, gender non-conforming, or genderqueer
  - Older Adult (60+)
  - Returning Citizen
  - Veteran
  - Woman
  - White
  - Youth
  - Other...
- **Is your organization a registered 501(c)(3) nonprofit?** *Nonprofit status is not required to apply for a grant. However, you will be required to partner with a fiscal sponsor before you can receive grant funding.*
  - Yes



- No

**Additional Organization Information** (If you answered “Yes” in the question above.)

- Organization's EIN
- Upload EITHER a copy of your Organization's most recent Form 990 or IRS Letter of Determination
- Upload a signed copy of your Organization's Form W-9
- What is your Organization's Supplier/Vendor ID?
  - If you do not have a City of Boston Supplier/Vendor ID, download the instructions below, leave this answer blank, and move to the next section.
  - How to Obtain a New Supplier/Vendor ID – Follow these detailed [Supplier/Vendor ID Instructions](#) if you are a first-time applicant or returning Supplier/Vendor and you would like additional help. This process typically takes 2-3 business days.
  - How to Find Your Supplier/Vendor ID – If you have previously received funding from the City of Boston, your Supplier/Vendor ID is a 10-digit number that can be found on purchase orders, contracts, check stubs, and payment advice.
  - Why You Need a Supplier/Vendor ID – A Supplier/Vendor ID is not required to apply for a grant, but it must be obtained before a grant is approved and your payment is processed. This also enables you to sign up for direct deposit if you are awarded a grant. If you are using a fiscal sponsor, they must register for a Supplier/Vendor ID in order to receive funding.
  - Additional Assistance – Additional guidance for accessing the [Supplier Portal](#) or requesting a Supplier/Vendor ID can be [Found Here](#). Alternatively, please email [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov) or call 617-961-1058 for additional assistance.

**Fiscal Sponsor Information**

If you are not a 501(c)(3) nonprofit organization you will need to establish a partnership with a fiscal sponsor in order to receive funding from the City of Boston. If you have your fiscal sponsor's information, please provide this below. If you do not yet have a fiscal sponsor, please leave this question unanswered and move to the next section.

- Fiscal Sponsor Name
- Fiscal Sponsor Street Address
- Fiscal Sponsor City
- Fiscal Sponsor State



- Fiscal Sponsor Zip Code
- Fiscal Sponsor Contact First Name
- Fiscal Sponsor Contact Last Name
- Fiscal Sponsor Contact Email Address
- Fiscal Sponsor Contact Phone Number
- Fiscal Sponsor EIN
- Upload a copy of your Fiscal Sponsor's most recent Form 990 or IRS Letter of Determination
- Upload a signed copy of your Fiscal Sponsor's Form W-9
- What is your Fiscal Sponsor's Supplier/Vendor ID?
  - If your fiscal sponsor does not have a City of Boston Supplier/Vendor ID, download the instructions below and move to the next section. Please share these instructions with the leadership representative from your fiscal sponsor.
  - How to Obtain a New Supplier/Vendor ID – Follow these detailed [Supplier/Vendor ID Instructions](#) if you are a first-time applicant or returning Supplier/Vendor and you would like additional help. This process typically takes 2-3 business days.
  - How to Find Your Supplier/Vendor ID – If you have previously received funding from the City of Boston, your Supplier/Vendor ID is a 10-digit number that can be found on purchase orders, contracts, check stubs, and payment advice.
  - Why You Need a Supplier/Vendor ID – A Supplier/Vendor ID is not required to apply for a grant, but it must be obtained before a grant is approved and your payment is processed. This also enables you to sign up for direct deposit if you are awarded a grant. If you are using a fiscal sponsor, they must register for a Supplier/Vendor ID in order to receive funding.
  - Additional Assistance – Additional guidance for accessing the [Supplier Portal](#) or requesting a Supplier/Vendor ID can be [Found Here](#). Alternatively, please email [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov) or call 617-961-1058 for additional assistance.

### **Organizational Experience Narrative**

- A brief overview of the organization's mission, programs, and experience in urban agriculture. *200 word limit.*
- Documentation of current food production, including methods of food production, distribution, and quantity of food produced annually. *300 word limit.*



### **Project Proposal**

- Project Title
- Project Dates
- Provide a project narrative detailing your capacity-building project. Please include the following:
  - Goals and objectives of this project and how it will increase food production in the near or long term.
  - The need for this investment: how is your food production capacity limited by your existing resources?
  - The expected impact of the proposed investment on your food production and operations.
- Share project timeline, detailing the work required to complete the project, including a list of tasks and key milestones from project start to finish.
- Describe your plan for evaluation and measuring the success of this capacity-building investment.
- Target Community *Please describe the communities that your project will primarily serve. If you focus on specific neighborhoods, please mention which. If your proposal aims to outreach to communities not primarily served by your organization, please outline your strategy to do so.*
- Narrative and evidence of community participation and support, in the case of a significant physical change to a food production site, including:
  - The approach to community engagement
  - Documentation of community support
  - Letters of support from elected officials, abutters and other community members
  - Documentation of landowner support of the project, if applicable

### **Population Served**

*Please select which populations your program will primarily serve. These responses will be used for reporting purposes only and are optional.*

**Race**

- Will your project primarily serve any of the following races?
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or other Pacific Islander
  - White





- No, we are not primarily serving any particular race
- Other (write-in)
- **Hispanic or Latino/-a/-e/-x Ethnicity**
  - Will your program primarily serve people who identify with any of the following Hispanic or Latinx/-a/-e/-o communities in Boston?
    - Brazilian
    - Colombian
    - Cuban
    - Dominican
    - Mexican
    - Puerto Rican
    - Salvadoran
    - No
    - Yes, but not listed here or Other (write-in below)
- **Non-Hispanic or Latino/-a/-e/-x Ethnicity**
  - Will your program primarily serve people of non-Hispanic and non-Latinx/-a/-e/-o ethnic groups common in Boston?
    - Cape Verdean
    - Chinese
    - Haitian
    - Indian (not American Indian or Alaskan Native)
    - Jamaican
    - Middle Eastern or North African
    - Vietnamese
    - No
    - Yes, but not listed here or Other (write-in below)
- **Gender Identity**
  - Will your program primarily serve people of the following gender identities?
    - Men
    - Women
    - Non-binary, gender non-conforming, or genderqueer
    - No
    - Yes, but not listed here or Other (write-in below)
- Neighborhoods Served *What neighborhood(s) will your project primarily serve?*
  - Allston
  - Back Bay
  - Bay Village
  - Beacon Hill



- Brighton
- Charlestown
- Chinatown
- Dorchester
- Downtown
- East Boston
- Fenway
- Hyde Park
- Jamaica Plain
- Kenmore
- Leather District
- Mattapan
- Mission Hill
- North End
- Roslindale
- Roxbury
- Seaport District
- South Boston
- South End
- West End
- West Roxbury
- Citywide (all neighborhoods)

## **Budget Section**

### **→ Budget Guidelines**

- ◆ *Proposals seeking less than \$10,000 are required to submit a budget narrative.*
- ◆ *Proposals seeking \$10,000 or more are required to upload a project budget and submit a budget narrative. A [Project Budget Template](#) is available for you to download and complete.*

### **→ Allowable Expenses for City Grant funds**

- ◆ *Salaries and associated benefits of staff delivering the program, this may include Executive Directors if they spend a certain percentage of their time on the grant funded program*
  - ◆ *Where applicable, please annotate what percentage of the salary and associated benefits you are seeking support for (i.e., 0.5 FTE)*
  - ◆ *Equipment, supplies and/or materials associated with the program*
    - *Temporary space fees and/or rental for the program*
    - *Transportation required for the program*
    - *Advertising and publicity expenses for the program*
    - *Local conference, seminar or training attendance related to the program*
    - *Program planning / evaluation*
    - *Technical assistance*
  - ◆ *Food and beverage for program participants*
  - ◆ *Other direct costs of the program*
  - ◆ *Up to 10% of the grant budget can be for indirect/administrative costs*
- City of Boston Grant Funds may NOT be used for:** gift cards, rent, utilities, alcoholic beverages, fundraising or lobbying activities (including salaries or



associated benefits of fundraising staff), and/or salaries or associated benefits of staff not involved with directly delivering the program.

- What is the funding range you are requesting from the City of Boston for your proposed project?
- Describe your plan for sustainability of the capacity-building investment's impact beyond the first year.

### **Under \$10k Request**

- What is the amount that you are requesting for your proposed project?
- Please provide a Budget Narrative including details on how you plan to spend grant funds, how the budget will be allocated among your partners, and the rate and number of hours used in any personnel calculations. Please include the grant timeline.
  - *The budget can include up to 10% for indirect/administrative costs or a fiscal sponsorship fee. The budget should not include gift cards, rent, utilities, alcoholic beverages, fundraising or lobbying activities, and/or salaries of staff not involved with directly delivering the program.*

### **Over \$10K Request**

- What is the amount that you are requesting for your proposed project?
- Proposals seeking \$10,000 or more are required to upload a project budget and submit a budget narrative. A [Project Budget Template](#) is available for you to download and complete.
- Please provide a Budget Narrative including details on how you plan to spend grant funds, how the budget will be allocated among your partners, and the rate and number of hours used in any personnel calculations. Please include the grant timeline.
  - *The budget can include up to 10% for indirect/administrative costs or a fiscal sponsorship fee. The budget should not include gift cards, rent, utilities, alcoholic beverages, fundraising or lobbying activities, and/or salaries of staff not involved with directly delivering the program.*

### **Submission Certification**

- **Grant Agreement and Terms**
  - By checking the box below and submitting this application, I certify that I accept the terms of the City of Boston's [CM-20 & CM-21 Standard Grant](#)



[Agreement and Terms](#). I understand that if selected for an award, I will be required to have knowledge of this document and may be required to complete and sign it before receiving funding.

- **Notice to Beneficiaries**

- By submitting this application, I certify that I accept the terms set forth in [Form B-1 Notice to Beneficiaries](#). I understand that if selected for an award, I may be required to have knowledge of this form and may be required to take further action to comply with the Boston Jobs, Living Wage, and Prevailing Wage Ordinance before receiving funding.

- **Nonprofit Standing**

- By submitting this application, I certify that the organization I represent, or the organization serving as a fiscal sponsor, is in good standing with both the Massachusetts Attorney General's Office and the IRS.

- **Conflict of Interest**

- By submitting this Application, I certify that there is no conflict of interest within the meaning of the [Conflict of Interest Law, Ch. 268A](#) of the Massachusetts General Laws.

- In order to submit your application, please indicate that you agree with the statements above:

- Agree
- Disagree