



# Food Insecure Cost-Share Grant

## *Program Guidelines*

The Missouri Department of Agriculture's (MDA) Ag Business Development (ABD) Division's objective for this program is to provide reimbursement of eligible expenses for projects working to reduce food insecurity in Missouri's urban areas.

### **ELIGIBILITY**

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Applicants may be an individual, groups of individuals, businesses, or organizations related to agriculture. Eligible projects must benefit Missouri residents affected by food insecurity and must reside **within** one of the following urban areas, as designated by the 2020 U.S. Census:

Aurora, MO	Holts Summit, MO	Republic, MO
Bolivar, MO	Jefferson City, MO	Richmond,
Bonne Terre, MO	Joplin, MO	MO Rolla,
Boonville, MO	Kansas City, MO	MO
Branson, MO	Kearney, MO	St. Clair, MO
Brookfield, MO	Kennett, MO	Ste. Genevieve, MO
Camdenton, MO	Kimberling City, MO	St. Joseph, MO
Cameron, MO	Kirkville, MO	St. Louis, MO
Cape Girardeau, MO	Lebanon, MO	Salem, MO
Carthage, MO	Lee's Summit, MO	Savannah,
Caruthersville, MO	Macon, MO	MO Scott City,
Chillicothe, MO	Marshall, MO	MO Sedalia,
Clinton, MO	Marshfield, MO	MO Sikeston,
Columbia, MO	Maryville, MO	MO
De Soto, MO	Mexico, MO	Smithville,
Dexter, MO	Moberly, MO	MO
Eldon, MO	Monett, MO	Springfield,
Eureka, MO	Mountain Grove, MO	MO Sullivan,
Excelsior Springs, MO	Neosho, MO	MO Trenton,
Farmington, MO	Nevada, MO	MO Troy, MO
Forsyth, MO	Odessa, MO	Union, MO
Fort Leonard Wood-St. Robert-Waynesville, MO	Osage Beach, MO	Village of Four Seasons,
Fredericktown, MO	Pacific, MO	MO Warrensburg, MO
Fulton, MO	Peculiar, MO	Warrenton, MO
Hannibal, MO	Perryville, MO	Washington, MO
Harrisonville, MO	Platte City, MO	West Plains, MO
Higginsville, MO	Pleasant Hill, MO	Whiteman AFB-Knob Noster,
	Poplar Bluff, MO	MO
		Willard, MO

The United States Census Bureau defines urban areas as: densely developed territories that encompass residential, commercial, and other nonresidential urban land uses. Each urban area must encompass at least 2,000 housing units or at least 5,000 people. *This is a change from the previous minimum of 2,500 people, which had been in place since the 1910 Census.*

## GRANT TIMELINE

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**To be considered for FY25 funding, your application must be received by MDA no later than Aug. 31, 2024 at 11:59 p.m.**

Anticipated Award Date: Late Sept. 2024  
Reimbursement Request Form Deadline: Feb. 28, 2025  
Final Report Deadline: Apr. 15, 2025

*\*Projects must be complete or near completion at time of final report.*

## FUNDING AMOUNT

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The maximum cumulative award to any individual, group of individuals, businesses or organization under this grant program is 75% of the total eligible project expenditures, up to \$50,000.

Examples:

Total Project Expenditures	Amount to be Reimbursed
\$35,000	\$26,250
\$50,000	\$37,500
\$66,667	\$50,000
\$75,000	\$50,000

## APPLICATION EVALUATION

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Partial applications will not be considered. All applications will be screened for completion and eligibility upon receipt. All applications must include sufficient information to allow the funding criteria to be evaluated.

MDA selects an advisory committee to review applications and make recommendations for funding. The program manager and division director receive recommendations from the committee and perform technical reviews for eligibility. The division director then submits eligible projects to the Missouri Department of Agriculture Director for approval.

Funding allocations are based on the quality of application. The committee will score applications individually, on a competitive basis, within a framework of 100 maximum points. The scoring criteria is as follows:

### **Credibility and Merit** (30 points possible)

Projects should meet the intent of the grant, offering a clear scope of work that addresses the issue of food insecurity. Applicants should show previous history of related projects, with a foundation of business that will allow for the completion of the project. In cases where delivery is dependent upon volunteers or consumers, commitment and demand must be demonstrated.

### **Food Insecurity Impact Potential** (50 points possible)

Projects must clearly define the impact to food insecure urban areas and be able to demonstrate a need and lack of existing services or resources for the targeted population. Projects should quantify the number of persons directly impacted including producers, consumers and the size of the neighborhood or community the project will serve.

**Timeliness:** (10 points possible)

Projects must demonstrate a clear timeline and feasible work plan and time for completion. Projects will be evaluated on the immediacy of impact to food insecure urban areas.

**Community Support** (10 points possible)

Projects must show community support through a minimum of two letters of recommendation defining reasons the applicant should receive funding.

Applications and anticipated project results should demonstrate a reasonable and feasible work plan and time frame for completion. Projects with short term application of funded resources, and the anticipated results, will be major considerations.

**GRANT AWARD PROCESS**

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Applicants will be awarded within 30 days of the grant application deadline, unless otherwise notified by MDA staff.

MDA reserves the right to decrease the amount of requested funding based on findings and level of available funds. Should the process produce a funding level less than the amount requested in the application, MDA staff will confer with the applicant(s) to determine whether the amount recommended would alter the project's feasibility.

Each applicant will be notified of MDA's decision of award. The decision is binding and not subject to review or appeal.

MDA may recover grant funds not used per the contract or if a misrepresentation should occur. Grant recipients must enter into a contract with MDA and MDA program staff will monitor and evaluate each funded project. The contract will establish an approved project plan of work and budget and will list responsibilities of project personnel.

MDA reserves the right to use basic project information including the award amount and a brief project description to be used in media releases upon grant award.

Reimbursements will only be made for expenditures made during the grant period and for detailed receipts submitted with clear proof of payment.

**REQUIREMENTS**

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Grantees will be responsible for meeting ALL the following requirements prior to reimbursement.

**Required Registration**

1. Grantee must be registered to do business in Missouri and be in good standing with the Secretary of State, if applicable. Visit [sos.mo.gov](https://sos.mo.gov) for more information.
2. Grantee shall provide MDA a Certificate of No Tax Due (valid for 90 days). This certificate can be requested online at <https://mytax.mo.gov/> or by completing and submitting a [Form 943](#) to the Missouri Department of Revenue.
3. Grantee shall enroll in E-Verify and provide a copy of the MOU as proof. <https://www.e-verify.gov/>.
4. Grantee must register as a vendor with the State of Missouri through the [MissouriBUYS](#) web portal and be in "Approved" status.

**Final Report**

Grant recipients will be required to submit a final report to MDA by April 15, 2025 at 11:59 p.m. In 300 words or less, the final report shall include:

1. Project accomplishments including improvements and/or construction;
2. A summary of expenditures during the year in comparison to budget;
3. Other relevant information, including anticipated delays

**Failure to submit the requirements in a timely manner will result in delay of reimbursement, possible grant termination and ineligibility for future funding from the Food Insecure Cost-Share Grant Program.**

**In addition to the final project report, MDA reserves the right to conduct future follow-up visits of funded projects to determine long-term economic impacts.**

## **PROJECT EXAMPLES**

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Eligible project examples include or are similar to the following examples:

**Agriculture Education Centers** – Community or neighborhood centers that focus on teaching residents how to produce their own food.

**Community Gardens or Orchards** – A single or multiple locations within a community that provides residents access to an area where they can grow and/or harvest their own food.

**Permanent Farmers Market** – Creation or renovation of a permanent facility solely being used as a location for farmers market(s).

**Greenhouse Construction** – The construction or enhancement of a greenhouse used to grow and produce food for a community or neighborhood.

**Community Kitchens** – Commercial-like kitchens located in a neutral community area that residents can use to prep or process food.

**Community Pantry or Store** – A permanent location where community members can purchase fresh, healthy food options for little to no cost.

**Hydroponics/Aquaponics** – Projects that demonstrate hydroponic or aquaponics systems being used to grow crops.

## **ELIGIBLE AND INELIGIBLE EXPENSES**

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Awarded funds are intended to be used on project supplies including the following examples:

1. Garden tools (Any tool requiring fuel must be pre-approved)
2. Plants, seeds, soil, fertilizer, etc.
3. Greenhouse materials and installment
4. Fencing materials
5. Construction materials
6. Electrical supplies
7. Plumbing supplies
8. Contracted work within grant period
9. Kitchen equipment
10. Food processing equipment and supplies
11. Storage facilities and equipment

Awarded grant funds are NOT intended for the following:

1. Paying off existing loans
2. Costs incurred prior to the date of grant award
3. Food purchases
4. Livestock and poultry purchases
5. Security system equipment and/or installation
6. Operational costs such as payroll, utilities, or insurance
7. Salaries/fringe benefits of those involved in the grant project
8. Buying or leasing of land or buildings
9. Buying or leasing of machinery or equipment, unless previously approved
10. Fuel Purchases

11. Grant writing expenses
12. Costs incurred through other MDA financial opportunities

## **EXTENSIONS**

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All extensions to deadlines, as presented in the grant contract, must be submitted via a written request outlining legitimate reasoning for extension. Extension length must not exceed two weeks past original deadline. Extension requests must be submitted 48 hours prior to the deadline that cannot be met. Each awardee is only allowed two extensions throughout the duration of the grant period.

## **APPLICATION SUBMISSION**

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Applications may be obtained by visiting the Missouri Department of Agriculture's website at <https://agriculture.mo.gov/abd/financial/food-insecure.php>.

FY24 Food Insecure Cost-Share Grant applications are due to MDA no later than **Aug. 31, 2024 at 11:59 p.m.** Applications may be submitted via:

Mail:

Missouri Department of Agriculture  
ABD – Food Insecure Grant  
P.O. Box 630  
Jefferson City, MO 65102

Email:

[Grants@mda.mo.gov](mailto:Grants@mda.mo.gov)

For additional information or questions, email [grants@mda.mo.gov](mailto:grants@mda.mo.gov) or call (573) 751-7794.