



# **New Roots Grant Writing & Management Tips**



# Introduction to New Roots/Background

- International Rescue Committee – non-profit
- New Roots Program: Land access & agricultural business training
- 55 farmers in farm business training program currently (37 farm businesses) farming on our 3 farm sites leased from Salt Lake County & Salt Lake City
- 7 full time staff members
- Primarily funded through USDA grants
- 3 years of grant writing & management experience

# What Grants Have Helped Accomplish

## How Grants Have Supported:

- On-farm infrastructure – middle of the supply chain equipment (RFSI)
- Conservation improvements – irrigation, high tunnels, raised beds (NRCS)
- Programming – farmer training, market facilitation (2501, BFRDP, ARPTAI, ERME)

## How Grants Have Not Supported:

- Very difficult to get funding to support basic costs – lease, water, utilities, supplies for production
- Ongoing costs not directly tied to a project



# Assessing a Grant's Fit



EVALUATION CATEGORY	KEY QUESTIONS	WHY IT MATTERS
<b>Mission Alignment</b>	Does the funder's purpose match our program goals?	Ensures time is spent pursuing grants that advance strategic work.
<b>Eligibility</b>	Do we meet all mandatory criteria in the RFA/RFP?	Applications missing requirements are automatically disqualified.
<b>Capacity Requirements</b>	Can staff meet reporting, evaluation, and project obligations?	Prevents overextension and strengthens long-term grant success.
<b>Allowable Costs</b>	Does the grant fund what we actually need?	Avoids applying for grants that restrict essential expenses.
<b>Competitiveness</b>	Is the funding pool highly competitive?	Helps prioritize efforts with higher chances of success.

# Writing a Strong Proposal



- **Complete every section fully** — incomplete applications are automatically disqualified.
- **Log into the grant portal early** to confirm you have access and everything functions correctly.
- **Copy and paste the application questions** into a word document and work off of that until submission.
- **Reach out to the grant's point of contact** with questions well before the deadline.
- **Use both data and stories** to illustrate your impact and strengthen your case.
- **Follow all word limits** to stay within application requirements.
- **Prepare your budget in a separate spreadsheet** first, then transfer it into the application.
- **Ask someone unfamiliar with your business to review** for clarity and consistency – make it easy for the reviewers
- **Provide a detailed budget narrative** that clearly explains how funds will be used.

# Detailed Budget Narrative Example

+	#	Supplies Item Description	Cost per Unit	Number of Units	Acquisition Date	Funds Requested	Match Value	Match Type
-	1	Stainless Steel Sinks	\$670.00	4	October 2024	\$2,680.00	\$0.00	
-	2	Carport	\$2,600.00	1	October 2025	\$2,600.00	\$0.00	
-	3	High Pressure Rubber Hoses	\$45.00	5	October 2025, 	\$225.00	\$0.00	

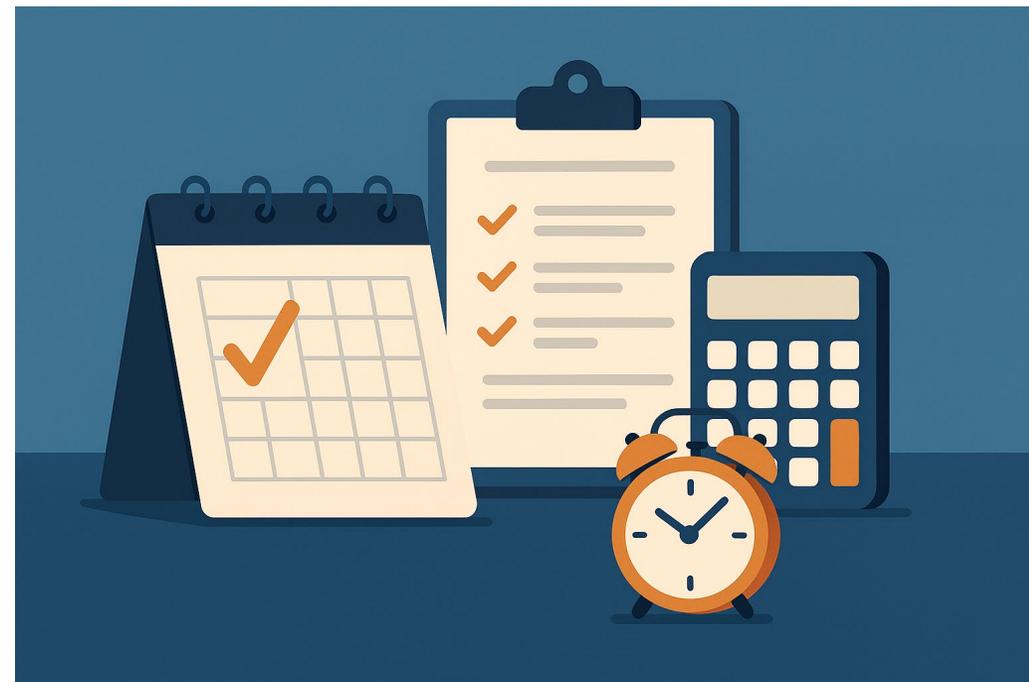
STAINLESS STEEL SINKS - 4 units at \$670/each; Modernized food-quality ready sinks made for easy cleanup, bulk washing and processing, and long-term use improving processing conditions for fresh produce. Quote is attached.

CARPORT (YEAR 3): 1 unit at \$2600; Shelter structure for the Wash/Processing Station at Redwood Farm, increasing food safety and quality by providing weather coverage for farmers and produce and longevity of processing station equipment. Quote is attached.

HIGH PRESSURE RUBBER HOSES (Y3): 5 units at \$45/each; Ensures operable and modernized Processing Stations at Redwood Farm, intended for both the new processing station on the new acreage along with improvements to existing processing station water routing system, ensuring long-term outdoor use and water-wise practices. Quote is attached.

# Post Award Organization

- Set reminders for reporting dates and invoicing dates
- Don't fall behind on match!
- Communicate with your grantor if something isn't going to plan
- Adjust your budget with the grantor if changes are needed
- Make notes on your own version of the application on what you are counting so you know in the future



# Make Note of Outcomes



2: Capacity In The Middle Of The Supply Chain For Local/Regional Food Products	2.1	Number of new facilities constructed:	2	
2: Capacity In The Middle Of The Supply Chain For Local/Regional Food Products	2.2	Number of existing facilities improved or expanded:	4	
2: Capacity In The Middle Of The Supply Chain For Local/Regional Food Products	2.3	Number of processing equipment units purchased and installed:	217	
2: Capacity In The Middle Of The Supply Chain For Local/Regional Food Products	2.4	Number of processing equipment units modernized through upgrades, repairs, or retooling:		N/A
2: Capacity In The Middle Of The Supply Chain For Local/Regional Food Products	2.5	Number of aggregation, storage, or distribution equipment units purchased and installed:	3	

Commented [SG14]: Redwood prep station, Glendale processing station

Commented [SG15]: Improve Wheadon wash station  
Lights and power to Redwood  
Lights to Wheadon  
Move cooler from Redwood to Glendale & extend electrical to cooler at Glendale

Commented [SG16]: List of equipment: <https://rescue.app.box.com/file/1479087081199>

Commented [SG17]: Refrigerated truck, Glendale cool storage, Redwood walk in cooler

# Keep an Outcomes Tracker



Name	Status	Trained on New Equipment and Processes	Received food safety training	Benefitted from new or improved processing/aggregation/storage/distribution capacity
Farmer/Staff 1	Active	Y1	Y2	Y1
Farmer/Staff 2	Active	Y1	Y2	Y1
Farmer/Staff 3	Active			Y1
Farmer/Staff 4	Active			Y1
Farmer/Staff 5	Active	Y1	Y2	Y1
Farmer/Staff 6	Active			Y1
Farmer/Staff 7	Active	Y1	Y2	Y1
Farmer/Staff 8	Active	Y1	Y2	Y1
Farmer/Staff 9	Active			Y1
Farmer/Staff 10	Active	Y1	Y2	Y1
Farmer/Staff 11	Active	Y1	Y2	Y1
Farmer/Staff 12	Active			Y1
Farmer/Staff 13	Active			Y1
Farmer/Staff 14	Active	Y1	Y2	Y1
Farmer/Staff 15	Active	Y1	Y2	Y1

# Invoice & Match Tracker



Category	Original Budget	Inv 1: Jan-Feb 2025	Inv 2: Mar-May 2025	Inv 3: Jun-Sept 2025	Totals
Personnel	\$ 246,298.00	\$ 38,478.65	\$ 46,648.55	\$ 30,727.68	\$ 115,854.88
Fringe	\$ 72,190.00	\$ 10,739.59	\$ 12,904.55	\$ 9,056.69	\$ 32,700.83
Travel	\$ 3,206.00	\$ 552.86	\$ 890.12	\$ 27.23	\$ 1,470.21
Equipment	\$ 127,285.00	\$ -	\$ 804.32	\$ 8,924.02	\$ 9,728.34
Supplies	\$ 19,128.00	\$ 5,642.48	\$ 2,534.95	\$ 255.80	\$ 8,433.23
Construction	\$ 76,931.00	\$ -	\$ 18,411.90	\$ -	\$ 18,411.90
Contractual	\$ 2,554.00	\$ -	\$ -	\$ 770.00	\$ 770.00
Direct Costs	\$ 547,592.00	\$ 55,413.58	\$ 82,194.39	\$ 49,761.42	\$ 187,369.39
Indirect	\$ 52,408.00	\$ 7,742.03	\$ 9,594.68	\$ 7,710.03	\$ 25,046.74
Total	\$ 600,000.00	\$ 63,155.61	\$ 91,789.07	\$ 57,471.45	\$ 212,416.13
Match	\$ -	\$ -	\$ 25,189.80	\$ 53,413.08	\$ 25,189.80
Match Category	Original Budget	Inv 1: Jan-Feb 2025	Inv 2: Mar-May 2025	Inv 3: Jun-Sept 2025	Totals
Personnel	\$ 7,650.00	\$ -	\$ -	\$ 17,507.54	\$ 17,507.54
Fringe	\$ 2,242.00	\$ -	\$ -	\$ 5,131.47	\$ 5,131.47
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 10,200.00	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 37,990.00	\$ -	\$ -	\$ 14,812.37	\$ 14,812.37
Construction	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 141,919.00	\$ -	\$ 25,189.80	\$ 15,961.70	\$ 41,151.50
Total Match	\$ 200,001.00	\$ -	\$ 25,189.80	\$ 53,413.08	\$ 78,602.88



| **Thank you!**

**Questions or Request for Resources?**

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