



Narrative Description Application Questions: Please briefly address the following (365 Form).
Point total is 150.

- I. **Organization Information (10 points)**
 - a. Name of the applicant organization
 - b. Name of any partnering organizations/businesses
 - c. Contact information of individual filling out form
- II. **Project Description (25 points)**
 - a. Please provide a clear, concise description of your proposed project, including the objectives, and anticipated outcomes.
 - b. Please provide a clear, concise description of your organization and the role that it will play in the development and/or implementation of this project.
 - c. How will this project contribute to the sustainability and accessibility of grocery service in your rural area?
- III. **Community Need and Impact (25 points)**
 - a. Describe the rural community(s) that will benefit from this project.
 - b. What challenges or issues does this community face relating to food access and sustainability? What evidence or data supports the need to increase food access?
 - c. How will your project positively impact the availability, sustainability, and/or quality of food access in your community?
 - d. How will the project be sustained after the grant period and into the future?
- IV. **Project Budget and Timeline (25 points)**
 - a. Please provide a detailed project budget highlighting sources of any matching funding (including in-kind resources).
 - b. Please provide a detailed project timeline, showing when, if funded, you anticipate the project would commence and be completed. Please include interim and major milestones in the planning process.
- V. **Project Sustainability (15 points)**
 - a. Has your community studied food sustainability? If so, please submit any supporting documents related to that study.
 - b. Please provide a business plan or other justification that supports the need for this project, such as profit and loss statements.

Supplemental Materials (50 points total for this section):

1. **Most recent community plan(s)**
 - a. Please submit or link to a copy of your community's most recent plan(s) that may address the need for increased food access.
2. **Letter of support from local organizations and/or political entities**

- a. Please provide a letter of support, indicating participation in the process and specifically referring to this grant application, from any of the following partners
 - i. Local school district
 - ii. Local parks and recreation district (or similar)
 - iii. JDA, chamber or other economic and/or community development organizations
 - iv. City and/or County Commission/Council
- b. Nonprofits that are applying on behalf of a city/political subdivision must have a letter of commitment from the political subdivision for the application included to be considered for funding.

Application Deadline: Please ensure that you address each of the questions above in your application *on a separate document or respective text boxes within your online application*. All application materials must be received at the Department of Commerce office no later than **5:00 pm CDT Wednesday, August 27**. Applications received after the deadline will not be considered by the review committee.

For more information contact Anya Hondel, Community Development Coordinator, at ahondel@nd.gov.