

# Virginia Agriculture Food Assistance Program

## Notice of Sub-Grant Availability

### *Guidelines and Instructions*

Application Due Date:  
May 9, 2025  
5:00 PM Eastern

Administered by the

VIRGINIA DEPARTMENT OF AGRICULTURE  
AND CONSUMER SERVICES  
P. O. BOX 1163  
Richmond, Virginia 23218

## FUNDING OPPORTUNITY DESCRIPTION

### BACKGROUND

The Virginia Agriculture Food Assistance Program will provide grants to charitable food assistance organizations to purchase Virginia Grown agricultural products. These products must be distributed to food insecure persons in Virginia in accordance with the food distribution guidelines for each charitable food assistance organization. The Virginia Department of Agriculture and Consumer Services (VDACS) has set forth the following guidelines to administer this program.

### DEFINITIONS

*"Charitable food assistance organization" means an organization operating in Virginia that provides nutrition assistance to relieve situations of emergency and distress through the provision of food to needy persons in Virginia.*

*"Virginia Grown" means food grown, packaged, or processed in Virginia.*

*"VAFAP" means the Virginia Agricultural Food Assistance Program.*

### AWARD INFORMATION

#### GRANT PERIOD DURATION

VDACS will award funds for a grant period of up to one year in length.

A total of \$1,100,000 in grant funding is available.

### ELIGIBILITY INFORMATION

#### ELIGIBLE APPLICANTS

VDACS is seeking proposals from charitable food assistance organizations with a plan to engage local farmers and growers to purchase locally grown agricultural products that will be distributed to persons in need. To receive grant funding an organization must clearly demonstrate how the project will benefit people and families who are food insecure.

#### COMPETITIVE GRANT APPLICATION REVIEW PROCESS

VDACS will use a competitive review process to ensure maximum input and benefit. The review panel may also provide a recommended award amount for project proposals. Review panel members will be free from conflicts of interest and conduct fair and impartial reviews. VDACS will notify successful and unsuccessful grant applicants about the outcome of the competitive process as it relates to the applicant's proposal.

Proposals will be evaluated by the following criteria:

**Project Purpose (35 points)**

- The extent to which the applicant defines the specific plan to work with local farmers/vendors to develop a relationship to purchase food.
- The extent to which the project will provide a direct benefit to individuals experiencing food insecurity.
- The ability of the applicant to demonstrate large scale, community-wide, or regional-reach.

**Measurable Outcomes (15 points)**

- The objectives are precise, attainable, and meet the purpose of the grant program.

**Project Plan (35 points)**

- The extent to which the application presents a clear, well-conceived, and suitable overall methodology for fulfilling the goals and objectives of the proposed project.
- There is an articulated timeline for project delivery and execution.
- Project assessment plan is articulated.

**Budget (15 points)**

- The extent to which the application budget provides a sufficient description for each category and that the budget is consistent with the size and scope of the project and that the budget relates logically to the project plan and objectives describing the project.

## 4.0 APPLICATION AND SUBMISSION INFORMATION

### CONTENT AND FORM

Entities interested in applying for the Virginia Agriculture Food Assistance Program must submit the following components:

- A. Cover Page
- B. Narrative
- C. Budget

### A. COVER PAGE

Cover Page Must Include:

- I. Project Title
- II. Project Lead (Primary Point of Contact)
  - a. Name & Title:
  - b. Organization:
  - c. Mailing Address:
  - d. Email:
  - e. Telephone:
- III. Executive Summary (no more than one paragraph)
- IV. Total Amount Requested

## B. NARRATIVE

### I. Project Purpose

Description of how funds will be used to purchase Virginia grown agricultural products that will be distributed to food insecure persons in Virginia.

Descriptions should include the following:

- Demonstrate that the applicant will develop a relationship with Virginia farmers/producers to acquire products for distribution to persons in need.
- The applicant's ability to have large scale, community-wide, or regional-reach.
- Demonstrate that the applicant will utilize or develop adequate distribution sites to disburse food to persons in need.
- Demonstrate that the applicant will utilize or develop a fair and equitable distribution system to ensure persons in need are able to acquire food.
- Demonstrate that the applicant will transport foods to distribution sites.
- Demonstrate that the applicant will provide storage facilities (both cold and dry storage) that will provide secure and sanitary conditions to avoid food loss or contamination.
- Demonstrate that the applicant will provide adequate labor to receive, store, distribute, and track all foods.
- Provide details of the applicants system for keeping an accurate food inventory and tracking system.

### II. Expected Measurable Outcomes

Include a plan for how outcomes will be measured. Outcome measures can include total food in pounds, the number of individuals served, regions served, etc.

Additional outcomes are welcome. Note that they must be precise, attainable, and meet the purpose of the grant program.

### III. Project Plan

Provide a clear timeline for project execution and delivery.

Event	Responsible Party	Timeframe
<i>Ex. Final Report</i>	<i>Joe Smith</i>	<i>June 2026</i>

## C. BUDGET

Include a spreadsheet summary of all anticipated costs and expenditures.

Budget	
Direct Project Costs	
Administrative Costs	
Total	

### Budget Narrative

Include a detailed budget narrative, explaining all anticipated costs and expenditures.

The narrative should include the following:

#### Direct Project Costs (Must be at least 90 percent of the budget)

- These funds are what will be reimbursed to the farmer/producer.
- Direct Project Costs include costs associated with Harvesting, Processing, Packaging, or Transporting Virginia agriculture products to charitable food organizations.

#### Administrative Costs (May be up to 10 percent of the total budget)

- Administrative Costs may include:
- Personnel: List all titles (number of hours and rate or pay) as well as the total funds requested for each employee.
- Travel: Break travel down by mileage, lodging, related tolls, and per diem. All travel must fall within the GSA regulations: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Mileage will be reimbursed at the prevailing IRS rate. This travel refers to that incurred by the charitable organization.
- Supplies: List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal.
- Contractual: Contractual costs are those services carried out by an individual or organization, other than the applicant, in the form of a procurement relationship.

#### Unallowable Costs:

- Tuition and stipends are not allowed.
- The purchase of equipment is not allowed. Equipment is defined as an item with a per unit cost of \$5,000 or more and useful life of more than one year.
- Entertainment costs are not allowed.

## SUBMISSION DATE AND TIME

Applicants must submit applications as one PDF to [Seth.Benton@vdacs.virginia.gov](mailto:Seth.Benton@vdacs.virginia.gov) or [keisha.williams@vdacs.virginia.gov](mailto:keisha.williams@vdacs.virginia.gov) by 5:00 p.m. Eastern Time on Friday, May 9, 2025. All attachments (application and letters of support) must be included in one email.

## AWARD ADMINISTRATION INFORMATION

### AWARD NOTICES

Once VDACS selects grant recipients, all applicants will be notified of their grant status. Those selected for funding will receive a letter of agreement that sets forth pertinent information about the grant. Projects do not have to be initiated on the grant effective date but should be initiated as soon thereafter as practical so that project goals may be achieved within the funded project period.

### ACCEPTANCE OF AN AWARD

A signature by an authorized representative of the successful applicant organization on the award letter constitutes acceptance of the award and its associated terms and conditions.

### PAYMENTS

Payments will be made on a reimbursement basis. Reimbursements will be made on a quarterly or not more often than monthly basis, as warranted. Grantees must submit an invoice, reimbursement form, and detailed documentation of expenditures (individual receipts and proof of payment) to the Program Manager. Reimbursements will be made within 30 days of receipt of proper documentation. The final invoice will be paid upon receipt of the final report.

## REPORTING

Grant recipients are required to submit annual performance reports on the following schedule:

Progress Report:	5/1/2025 – 10/31/2025	Due 11/30/2025
Final Report:	11/1/2025 – 4/30/2026	Due 6/1/2026

Performance reports should include the types of foods purchased and the dollar amount spent on foods. The report should include the number of pounds of each food type distributed and the number of people served, regions (counties and cities) that were served, and a summary of how the 10 percent administrative costs were spent.

## 7.0 AGENCY CONTACT

**Seth Benton, Virginia Department of Agriculture & Consumer Services**

Phone: (804) 786-0532

Email: [seth.benton@vdacs.virginia.gov](mailto:seth.benton@vdacs.virginia.gov)

Or

**Keisha Williams, Virginia Department of Agriculture and Consumer Services**

Phone: (804) 786-2776

Email: [keisha.williams@vdacs.virginia.gov](mailto:keisha.williams@vdacs.virginia.gov)