

2025 SLC Food Microgrant Program

About the Program

The Salt Lake City Sustainability Department created the SLC Food Microgrant Program in 2023 as a funding opportunity to support resident- and community-led projects that increase access to fresh, healthy, affordable, and culturally relevant food in Salt Lake City.

The purpose of the SLC Food Microgrant Program is to build an inclusive community around healthy food choices where people living in Salt Lake City have many opportunities to shape, participate in, and enjoy a sustainable, accessible, and resilient local food environment.

The SLC Food Microgrant Program is available to Salt Lake City residents and community-based organizations that primarily serve in Salt Lake City. Only one application is accepted per household or organization. There are two categories of funding:

- *Home Food Production Grants*: \$250 for residents
- *Community Grants*: up to \$5,000 for community groups, organizations, or small businesses

Funding Priorities

Any food related projects that connect with the purpose and goals of this grant will be considered for funding. Projects that align with the key ideas and recommendations outlined in the [SLC Resident Food Equity Advisors' Final Report \(June 2021\)](#) will be prioritized for funding. The four main categories of prioritized projects include:

- *Growing Food* - projects that support opportunities and access to grow food locally
- *Inclusive Outreach & Communications* - projects that support accessibility of information about food resources to groups that experience challenges with or exclusion from traditional outlets
- *Dignified Food Access* - projects that support improving access to healthy and relevant food opportunities that center and respect the agency and choice of individuals
- *Healthy Food Environments* - projects that support the availability and accessibility of healthy, fresh foods and enhance the quality and character of food environments near where people live

This program aims to support projects led by and benefiting people and communities that have been negatively impacted by the food system or that experience barriers to accessing the foods they need. Identifying with one or more of these groups is not required to receive funding. These groups include but are not limited to:

- Black, Indigenous, and People of Color
- People living in historically marginalized or under-resourced neighborhoods
- People and households living in poverty or with low- or moderate-incomes
- Unsheltered or informally housed people
- LGBTQIA2S+ individuals
- People with disabilities
- Veterans
- Adults 65+ years
- Families with children under 18 years
- Single parent households with children
- Nontraditional students
- New Americans
- Formerly incarcerated people
- Groups for whom funding opportunities are or historically have been limited

How to Apply

The 2025 SLC Food Microgrant application period will be open until March 3rd, 12:00 PM (noon). Awardees will be announced by mid-April.

To apply for the grant, please respond to the questions contained in this document. Please note that questions marked with a * are required. All required questions must be addressed for an application to be complete and considered for funding. There are six parts to the application:

1. *Confirming grant eligibility
2. *Contact information
3. *Project proposal
4. Additional information (optional)
5. Demographic information (optional)
6. *Grant program terms & conditions

Application Format & Submission Options

Applications are available and accepted in multiple formats including:

- *Written options:* online form, digital form (printable or fillable pdf), or paper form
 - Digital applications should be submitted by email to the Program Manager
 - Paper applications should be sent or delivered to the following address: Sustainability Department, Food Microgrant Program, 451 South State Street, Room #418, Salt Lake City, Utah, 84114
 - Paper applications may also be dropped off at any of the SLC Library branches
- *Recorded options:* an audio or video recording responding to the application questions
 - Recorded responses should be submitted by email to the Program Manager
- *Live exchange options:* phone call, video chat, or in-person meeting with the Program Manager
 - To schedule a live exchange application appointment, contact the Program Manager

Application Language Options

Applications are available and accepted in any language. To request an application form in a language other than Spanish or English, contact the Program Manager. If you would like additional interpretation support with a live exchange or recorded response, contact the Program Manager.

Additional Information & Support

If you have questions, would like help with your idea or application, or would like to receive or complete the application in another format or language, contact the Program Manager. For general information about the program, including FAQs, scoring rubrics, and information on past funded projects, please visit our program website: <https://www.slc.gov/sustainability/community-food-microgrant/>

Program Manager Contact Information

Maria Schwarz (she/her) | phone (call or text): (385) 271-7220 | email – maria.schwarz@slc.gov

HOME FOOD PRODUCTION GRANT APPLICATION

Home Food Production Grants are intended to support individual residents, families, and neighbors in growing or raising their own food. Grants provide \$250 to Salt Lake City residents to help buy supplies or access education opportunities for starting, continuing, or expanding a food garden or other home food production project such as backyard chickens, composting, fruit tree maintenance, or beekeeping.

Confirming Grant Eligibility

Please note that this grant is unavailable to people who are not residents of Salt Lake City. A map of the Salt Lake City residential boundaries can be viewed here: <https://www.slc.gov/council/about-us/district-map/>

If you have a question about your eligibility to apply for this grant, please contact the Program Manager, Maria Schwarz, by email – maria.schwarz@slc.gov or by phone/text – (385) 271-7220.

- *I confirm that I am a Salt Lake City resident.
 - Initials: _____

Contact Information

Please complete the following information so our team can communicate with you about your project application.

- *Name of applicant or primary contact person:

- *Email address:

- *Phone number:

- *Mailing address, including zip code:

- What communication method(s) would you prefer to use when communicating with us? (select all that apply)
 - ☐ Email
 - ☐ Phone call
 - ☐ Text message

- What language would you prefer to use when communicating with us?

- If you would like to list an additional contact person, please provide their name and contact information here:

Project Proposal

Please answer the following questions about your proposed project. The questions in this section will be reviewed and scored by our grant committee and used to select projects for funding. Your answers will be kept confidential throughout the review and scoring process.

- *Please describe your proposed project and how this grant will support you in producing food.

- *Why is this project important to you? What impact will this grant have?

- *How would your project incorporate sustainable or environmentally beneficial practices?

- *Please provide a brief budget or general estimate of how you will spend the \$250 grant on your proposed project.

- *Please provide the address of the proposed project, including the zip code.

- *Do you own or have permission from the owner to use the space where you are proposing to locate your project? You may be asked to provide proof of ownership or permission from the owner prior to receiving funding for your project.

- ☐ Yes
- ☐ No
- ☐ I'm not sure
- ☐ Not applicable to my project

- *How many people live in your household?

-
- *What is your household income level?

- ☐ \$0-\$14,999
- ☐ \$15,000-\$24,999
- ☐ \$25,000-\$49,999
- ☐ \$50,000-\$74,999
- ☐ \$75,000 - \$100,000
- ☐ \$100,000- \$150,000
- ☐ \$150,000+
- ☐ Prefer not to say

- *Have you been awarded a grant through this program before?

- ☐ Yes
- ☐ No

- If desired, please use this space to share anything else you would like the Selection Committee to know or consider about you or your project that the application questions did not address.

Please note: The information you provide for this question will be used to better understand what your project is trying to achieve and has no impact on whether your project is awarded a grant. The information provided could increase points awarded on other questions if it provides more clarity or context to those responses. This question is optional.

- Do you have any questions about the grant program, application, or process?

Additional Information

The City is interested in understanding more about who is applying for the SLC Food Microgrant Program and what kinds of projects they are interested in so we can continue to adapt our program, reach a diverse audience of applicants, support various project types, and better serve our community.

The answers to the following questions will not be used to score your application and have no impact on whether your project is awarded a grant. These questions are optional.

- Have you ever applied for a grant before?
 - ☐ Yes
 - ☐ No

- Will this grant be used to start a new project or support/expand an existing project?
 - ☐ Start a new project
 - ☐ Support/expand an existing project
 - ☐ Other (please specify):

- How much experience, if any, do you have producing food?
 - ☐ None or less than 1 year
 - ☐ 1-3 years
 - ☐ 4-10 years
 - ☐ 10+ years
 - ☐ Not applicable

- Would the proposed project do one or more of the following? (select all that apply)
 - ☐ Replace all or part of a grass lawn
 - ☐ Replace all or part of a paved or rock/gravel area with plants
 - ☐ Install a water efficient irrigation system
 - ☐ Plant one or more trees
 - ☐ Change the landscaping in a park strip
 - ☐ None of the above

- How long have you lived in Salt Lake City?

- At what kind of location would the proposed project be located?

- ☐ Single family home
- ☐ Duplex or multifamily building
- ☐ Apartment or condo building
- ☐ Shared community or neighborhood space
- ☐ School
- ☐ Church
- ☐ Business
- ☐ Not applicable to project
- ☐ Other (please specify):

- Do you own or rent the space where your proposed project would be located?

- ☐ Own
- ☐ Rent
- ☐ Not applicable to project
- ☐ Other (please specify):

- How did you hear about this grant program?

- ☐ Email
- ☐ SLCgreen Newsletter
- ☐ From a friend, family member, or neighbor
- ☐ Nextdoor
- ☐ Instagram
- ☐ Facebook
- ☐ Other (please specify):

- Do you have any helpful information you'd like to share with other applicants? This could include local food or gardening resources, organizations, or funding opportunities. If yes, please list the names of the organizations or resources.

- Is there anything else you think would be helpful for the City to know as we seek to support residents and communities in promoting food access through this grant or other programs?

Demographic Information

Salt Lake City strives to reach all our residents with the SLC Food Microgrant Program. The following demographic questions help us know if we have reached a proper representation of residents and helps us better design, implement, and assess the impact of our program.

The demographic information we collect here will be reported only in aggregate, meaning we look at totals rather than connecting data to a specific individual. Your answers to these questions will be separated from your application and kept confidential. Your responses will not be used to score your application and have no impact on whether you are awarded a grant. These questions are optional.

- Do you rent or own the place where you live?
 - ☐ Rent
 - ☐ Own
 - ☐ Other: (please specify)

- What is your current employment status? (select all that apply)
 - ☐ Self-employed
 - ☐ Employed full-time
 - ☐ Employed part-time
 - ☐ Unemployed
 - ☐ Unable to work
 - ☐ Homemaker
 - ☐ Caregiver
 - ☐ Retired
 - ☐ Student
 - ☐ Other: (please specify)

- What is your age?
 - ☐ Younger than 18
 - ☐ 18-21
 - ☐ 22-30
 - ☐ 31-40
 - ☐ 41-50
 - ☐ 51-60
 - ☐ 61 or older
- How do you describe your gender?
 - ☐ Man
 - ☐ Woman
 - ☐ Non-binary/Third gender
 - ☐ Prefer to self-describe
 - ☐ Prefer not to say

- If you prefer to self-describe your gender, please do so here:

- How do you describe your race or ethnicity? (select all that apply)

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino (of any race)
- ☐ Native Hawaiian or Pacific Islander
- ☐ White or Caucasian
- ☐ Prefer to self-describe
- ☐ Prefer not to say

- If you prefer to self-describe your race or ethnicity, please do so here:

- What is the primary language spoken in your household?

- What, if any, is your religious preference?

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- People and households living in poverty or with low- or moderate-incomes
- Unsheltered or informally housed people
- LGBTQIA2S+ individuals
- People with disabilities or specific health needs
- Veterans
- Adults 65+ years
- Families with children under 18 years
- Single parent households with children
- Nontraditional students
- New Americans
- Formerly incarcerated people
- Groups for whom funding opportunities are or historically have been limited

- Do you identify with one or more of these groups?
 - ☐ Yes
 - ☐ No
 - ☐ Prefer not to say

Grant Program Terms & Conditions

By signing below, I acknowledge that I understand the following statements and agree to their terms if I am selected for funding.

1. **Purpose.** The Grant Funds are to be used solely for the purposes stated in the Project Description (the “Project”) submitted with the program application.
2. **Amendments.** If Grantee would like to propose an amendment to the Project, all modifications must be pre-approved by the City in writing prior to any expenditure.
3. **Budget.** Grantee shall use the Grant Funds for Eligible Expenditures (defined below) in alignment with the Project Budget submitted with the program application. Eligible Expenditures include project equipment and supplies, educational opportunities related to the project, and professional services related to the project. Eligible Expenditures do not include personal use (rent, groceries, or other living expenses), business expenses that are unrelated to the Project, and any political activities (lobbying or campaigning) Grantee agrees to make receipts available for review upon request for up to one year upon completion of the Project.
4. **Prohibition on Transfer.** The Grantee assumes full responsibility to carry out the Project. Grant Funds may not be transferred to or used by any other individual.
5. **Required Activities.** The Grantee is required to perform the following activities:
 - a. Provide a completed W-9 Form to request fund distribution via check.
 - b. Satisfactorily engage in the Project described in the grant application.
 - c. Meet reporting requirements, which may include but are not limited to, submitting a project summary report that describes the Project outcomes, submitting a summary of how the funds were spent, submitting photos of the Project, and conducting a site visit with City staff to see the Project, if requested.
6. **Legal Compliance.** The Grantee and any of its contractors hereunder shall fully obey and comply with all laws, ordinances, resolutions, and administrative regulations which are applicable to any work performed under this Agreement. Before proceeding with the Project, the Grantee must receive any necessary approvals from appropriate City Departments or any other governmental agency.
7. **Use of Private Property.** In the event the Grantee intends to use or place an improvement on property under private ownership not their own, the Grantee may be asked to present documentation that they have a written agreement from the property owner for the implementation of the proposed Project.

- 8. Removal of Improvements.** The City reserves the right to remove any improvement made on City property for public safety purposes, if the Project site is sold, and/or if the City deems such removal to be in the public interest.
- 9. Project Deadline.** The Project must be completed by December 1st, 2025. A final project summary will be due to the City no later than 14 days (two weeks) after Project Deadline, or by December 15th, 2025.
- 10. Term of Agreement.** The term of this Agreement shall commence on the date the Agreement is executed below and shall expire at the completion of the Project, including all reporting requirements set forth herein (but in any event, no later than December 31st, 2025). The City may, at its discretion, suspend this Agreement if the Sustainability Office determines that the Project cannot or will not be completed in compliance with the requirements of this Agreement.
- 11. Information:** City shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any photos, Project Description, reports, data, materials, or other generic information prepared under or in conjunction with this Agreement, unless such information would identify specific clients through their personal data. Grantee shall maintain data, including the reports required herein, reflecting all of its business and financial transactions related to Grantee's use of the Grant Funds. Such data shall be available for inspection and copying by City upon reasonable prior notice during business hours. City has the right, but not the obligation, to monitor such records to determine compliance with this Agreement.
- 12. Conflict of Interest:** Grantee shall disclose to the City any conflict of interest or potential conflict of interest described above immediately upon discovery of the same.
- 13. REPRESENTATION REGARDING ETHICAL STANDARDS FOR CITY OFFICERS AND EMPLOYEES AND FORMER CITY OFFICERS AND EMPLOYEES.** The bidder, offeror, or contractor represents that it has not: (1) provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in the city's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a city officer or employee or former city officer or employee to breach any of the ethical standards set forth in the city's conflict of interest ordinance, Chapter 2.44.
- 14. Independent Contractor:** For the purpose of this Agreement, it is understood that the parties are independent contractors and no employee or agent of one is, for any purpose of this Agreement, an employee or agent of the other. Nothing contained herein, or any of the obligations of the parties hereunder, shall in any manner inure to the benefit of third parties.

15. Indemnification: The following indemnification requirements apply to this Agreement:

- A. Grantee shall indemnify, save harmless, and defend City, its officers and employees, from and against all losses, claims, demands, actions, damages, costs, charges, and causes of action of every kind or character, including attorney's fees, arising out of Grantee's intentional, reckless, or negligent performance hereunder. Nothing herein shall be construed to require Grantee to indemnify the indemnitee against the indemnitee's own negligence. The provisions of this section 14 shall survive the termination of this Agreement.
- B. City assumes no responsibility for any damage or loss that may occur to Grantee's property. City has no responsibility to Grantee other than providing the Grant Funds pursuant to the terms of this Agreement. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employment relationship.

All Parties acknowledge that the information contained in this Agreement and supporting documents are complete and accurate. The person(s) named in this application have/has the authority to enter into this Agreement and that they understand and agree to be legally bound by the terms and conditions herein. When all parties accept this Agreement by signing below, the Agreement will be fully executed and effective.

- *If selected for a grant award, I agree to the above terms and conditions.

○ Signature: _____

○ Date: _____

W-9 Form

Submitting a W-9 Form as part of the grant application is optional but will be required to receive funding. Including a completed W-9 Form with your application will expedite receiving the funds if you are awarded a grant. If you prefer to deliver your W-9 Form in person, please contact the Program Manager or you can upload a completed W-9 Form to the secure folder found at this link:

<https://slcgov.sharefile.com/r-rc575d3fb4479456aa064d34726fae3e9>

You can access a blank version of the form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

END OF APPLICATION