

National Center for Appropriate Technology Request for Proposals

Grants for Food Stamp EBT (Electronic Benefit Transfer) Implementation at Montana Farmers' Markets

What is the Farmers Market Food Stamp EBT Project?

The Farmers Market Food Stamp EBT Project is a three-year project that is funded by a grant to the National Center for Appropriate Technology from the State of Montana Department of Health and Human Services to provide food stamp recipients with an avenue to access fresh healthy food from Montana farmers markets. The Farmers Market Food Stamp EBT Project is offering grants of up to \$7000 to Farmers Markets within Montana who are interested in implementing EBT machines within their market as well as developing community teams that insure the longevity and success of the project beyond the duration of three years.

Partners:

The partners in this project are the The National Center for Appropriate Technology (NCAT), Alternative Energy Resources Organization (AERO), and Montana Department of Health and Human Services (DPHHS).

What's in it for farmers market applicants?

- An opportunity to obtain a Point of Service (POS) device, also called a "Swipe machine." If feasible, a wireless device for EBT and debit/ credit cards. Note: A wireless device is not a requirement to participate in the pilot project.
- An opportunity to increase sales for farmer vendors, therefore increasing the economic viability of the market.
- An opportunity to receive assistance in developing promotional materials and publisizing your farmers market through different channels.
- An opportunity to build and be a part of community teams that foster long term food security within your community.
- Training and support from the project partners and the state of Montana Food Stamp Nutrition Service.

Funds must be used for:

- Purchasing and implementing Point of Service device at the market, wireless if possible
 - Including the costs of installing
 - Monthly charges (see estimated budget in attached information sheet.)
 - Any training required to use the EBT machines (much of this will be provided by the state).
- Administering and developing community work teams, consisting of area food banks, health and human services reps, farmers, and consumers.
- Advertising and promoting the EBT debut at the Farmers Markets
- Designating a staff person to administer the project.
- Participation for the evaluation of this project.

How to apply:

Complete the attached application and mail it to Farmers Market Food Stamp EBT Project; AERO; 432 N. Last Chance Gulch; Helena, MT 59601 or email it to jbarngrover@aeromt.org. Applications must be received by 5:00 p.m., June 15th, 2007. For more information contact Tammy Hinman at NCAT: 406-494-8683 or tammyh@ncat.org.

Note: *This application can be downloaded at <http://www.ncat.org>*

Three grants of up to \$7,000 will be awarded. These grants will run the duration of three years, July 2007 – December 2009. The first year will emphasis developing community work teams and installing, utilizing, and promoting the EBT machines at each market. Subsequent years will focus on promoting the machines, evaluating the effectiveness of the EBT machines in reaching out to low-income community members, and developing a plan to insure the longevity of the project.

How are grant decisions made?

A review committee will carefully consider all proposals. Final grant award decisions will be made by June 25th , and all applicants will be notified by June 29th about the decision.

The review committee will consider the following questions when evaluating the proposals:

- Must be an established Farmers Market within the state of Montana.
- A representative from the Farmers Market must be willing to champion this project, preferably a market master or manager, for the three-year duration of the project.
- Capacity of market masters to participate in project and in a community work team.
- Ability and willingness of market manager and vendors to participate in training session.
- An adequate number of agricultural vendors and an adequate percentage of vendors willing to participate in the project
- Market longevity
- Size of the farmers market—customer base and the number of vendors.
- Use of EBT cards within the farmers market service area.
- Market season schedules
- Market's participation in WIC and Senior Farmers Market Nutrition Program
- Support from the local Public Assistance offices.

The review committee reserves the right to decline any and all proposals that are not of sufficient merit.

If awarded the grant, what are the farmers market responsibilities to the Farmers Market EBT Project?

1. Farmers markets must document implementation of the EBT machine and document experiences through providing pictures and annual reports.
2. Develop and foster connections with a “community work team” with a minimum of four participants to help build longevity in the project. A list of suggested participants are:
 - a. Farmers market masters; market vendors (especially growers); local food banks; local Health and Human Services representative, local Headwaters Resource Conservation and Development members, and consumers.
3. Complete project related surveys.
4. Keep records of EBT transactions for each farmers market. Project partners will provide the market managers with assistance in this.
5. Regularly report to the Project partner/ market liaison on the progress of your project so that we can assure you are meeting the deadlines.
6. Representative from the farmers’ market must attend annual “debriefing” meeting in Helena with project partners and our project Advisory Committee after the season is complete (probably November or early December).
7. A final report will be required documenting how the grant funds were spent.

Project partners will provide support, training, and a liaison to help the farmers market recipients be successful in implementing this project. The Project partner will work with the market masters to resolve any technical and logistical problems to ensure a smooth launch of the EBT process at the three pilot projects by September 2007

**Farmers Market Grants for Food Stamp EBT's
Application Form**

Deadline: June 15th, 2007

Please type or print legibly. Return your application to
Farmers Market Food Stamp EBT Project;
AERO; 432 N. Last Chance Gulch; Helena, MT 59601; or
Email it to: jbarngrover@aeromt.org

Contact Tammy Hinman if you have questions (406-494-3752; tammyh@ncat.org)

Note: This application can be downloaded at <http://www.ncat.org>

1. Project Title _____

2. Contact Person:

Name: _____

Address:

Phone: _____ **Email:** _____

3. Dollar Amount requested: _____

- a. Please include a budget for the three-year duration of this project. The attached information sheet will help with developing a budget for the cost of the wireless EBT machines.
- b. List any matching funds that might be used with this grant. Note: Matching funds ARE NOT required for this grant.

4. Write one to two paragraphs in response to each of the following questions (no more than 2 pages total, please).

- a. Briefly describe your farmers market in terms of area served, number of vendors, number of agricultural vendors, dates of operation, and years of operation.
- b. Does your market currently accept WIC and Senior Coupons? Describe vendor participation in this program.
- c. What resources do you have to devote to this project in terms of market manager, computer capabilities, etc.
- d. Describe how you intend to promote and market this program within your community.
- e. Identify community members willing to be a member of the community work team. Include their name and affiliation.