

# How to Apply?

## a. Application Requirement

- Applicants should submit the completed proposal by email to [che.deer@conservation.ok.gov](mailto:che.deer@conservation.ok.gov) no later than  
**5 PM on February 13<sup>th</sup>, 2026. Or postmarked by February 13<sup>th</sup>, and mailed to:** MSC-Ardmore Campus  
2901 Mt Washington Rd, Ardmore,  
OK 73401 Suite 158
- **Each proposal must contain the following:**
  - **Proposal Cover Sheet (template provided)**
  - **Proposal Narrative (template provided)**
  - **Proposal Budget (template provided)**
  - **1 Reference (template provided)**
  - **Letter(s) of support from other organization(s) that have agreed to collaborate on the project (if applicable).**
- For accessibility and language assistance, please contact [che.deer@conservation.ok.gov](mailto:che.deer@conservation.ok.gov)

*Late and incomplete submissions will not be accepted.*

## b. Address questions about this Request for Proposals to:

[che.deer@conservation.ok.gov](mailto:che.deer@conservation.ok.gov)

***All applications will be shared with the grant provider, To Improve Mississippi Economics (TIME), and the USDA Farm Service Agency.***

# Eligibility

The Grow Local Support Fund is intended for farms, organizations, and community-based groups who are already active in urban agriculture or small-scale farming through food production, access or education/outreach. **These are one-time funds for short-term urban agriculture-enhancing projects.**

## a. Definitions

**Project Area – Projects must take place within the Chickasaw Nation Treaty Territory.** A map of the boundaries can be viewed at <https://www.chickasaw.net/our-nation/government/geographic-information.aspx>. Applications will only be accepted for projects located within the boundaries of the Chickasaw Nation Treaty Territory. Please note that while some counties are only partially included, only the portions of those counties within the Chickasaw Nation are eligible. Counties fully or partially included are Grady County, McClain County, Garvin County, Pontotoc County, Stephens County, Carter County, Murray County, Johnston County, Jefferson County, Love County, Marshall County, Bryan County, and Coal County.

**Urban Agriculture** – Urban agriculture includes the cultivation, processing, and distribution of food and agricultural products within urban, suburban, small town, and tribal communities. It encompasses a wide range of systems—including community gardens, rooftop farms, hydroponic, aeroponic, and aquaponic systems, and vertical farming. **Regardless of scale or setting**, any operation actively contributing to their local food system through growing or producing food is considered part of urban agriculture.

**Small-Scale Farm** –a farm with annual gross cash farm income (GCFI) under \$350,000.

## b. Eligibility Checklist

- ✓ Urban/small-scale producer (for-profit or non-profit), non-profit organization, community-based organization, or tribal entity.
- ✓ Only one application can be submitted by an entity. Applications are allowed to include multiple sites of project activity.
- ✓ The applicant is currently active in urban/small-scale farming.
- ✓ The proposed work will enhance and build capacity for existing efforts and take place within the project area.
- ✓ The proposal clearly identifies a need related to food production, access, or community education.
- ✓ The project aligns with the goals of the Grow Local Support Fund and supports resilient, community-based food systems.
- ✓ The project will be completed within 11 months (April 1, 2026 – March 1, 2027).
- ✓ The budget does not include costs for the purchasing of land, livestock, vehicles or the repayment of loans.
- ✓ Project must not trigger the site-specific USDA Environmental review process (see page 9 for reviewing criteria).
- ✓ The awardee will be responsible for staying in contact with the project planner and fulfilling reporting and documentation requirements.
- ✓ If awarded, the applicant must submit a W-9 to the Urban and Small Farm Hub staff before payment can be issued.

***Late and incomplete submissions will not be accepted.***

## Proposal Cover Sheet

**Total Amount Requested (\$500-\$8,000):**

**Name of Applicant (e.g., Organization, Farm Business, Tribal Entity):**

**501(c)(3) Status, if applicable (yes or no):**

**Project Contact (list one person as primary contact):**

- ☐ **Name:**
- ☐ **Mailing Address:**
- ☐ **Project Address (if different from mailing):**
- ☐ **Lat/Long of Project:**
- ☐ **Phone:**
- ☐ **E-mail:**
- ☐ **Website (if applicable):**

**Is this farm or property currently enrolled in any cost share or financial assistance programs? If so, please list below and describe the work that is being funded:**

**Do you have control of the property that this project will impact for the next 3 years?**

☐ Yes ☐ No

**Do you consider your agricultural operation to be:**

☐ Full time ☐ Part time

**Which of the following best characterizes your agricultural project?**

- |   |   |
|---|---|
| <input type="checkbox"/> Start up                       | <input type="checkbox"/> Diversification of agricultural activity |
| <input type="checkbox"/> Expansion of current operation | <input type="checkbox"/> Other                                    |

**How long have you owned, leased or performed work on the farm which this project will impact?**

- |  |   |
|--|---|
| <input type="checkbox"/> Have not bought or leased yet | <input type="checkbox"/> 2-5 years        |
| <input type="checkbox"/> Less than 1 year              | <input type="checkbox"/> 6-9 years        |
|  | <input type="checkbox"/> 10 or more years |

*If you are not the landowner, the applicant must provide a properly executed consent form (provided) from the landowner.*

## Proposal Narrative Template

Please address each of the following sections in your proposal narrative. Use clear and concise language to help reviewers understand your goals, community impact, and how this project builds on your existing efforts.

- 1. Describe your current operation. What are you currently growing, typical yield(s), how much space are you growing on?**

- 2. Briefly describe your project. Describe the steps you will take to complete your project. You may include a timeline, activities or milestones you expect to reach:**

- 3. Who will benefit from this project? Describe the community you serve and explain where the food you grow is distributed:**

**4. How will the project improve or grow your existing operation? What new capacity will it help create?**

**5. In what ways does your project align with the goals of the Urban and Small Farm Hub (see page 4). Explain how it supports local food access, producer sustainability, or regenerative practices:**

**6. How will this help you or your community in the next year? What about in 5 or 10 years?**

## Proposal Budget

**Justifications are required to explain expenses and show why they are necessary for this project.**

*Total expenses must be a minimum of \$500 and cannot exceed \$8,000*

### Budget Summary

Expense Category	# of Units	Unit Cost	Total	Budget Justification - Justifications are required to explain these expenses and show why they are necessary for this project.
Equipment (rental, lease, or purchase)				
Plants and materials				
Supplies				
Contractual Labor				
Other				
Total Cost				

## References

Include the name and contact information for **one reference**:

- Organization (if applicable):
- Phone number:
- Email:
- Brief description of how they know you:

**Please include additional references in this document if desired.**