



Lakewinds Organic Field Fund: *Making a difference in the lives of local farmers.*

Lakewinds Organic Field Fund is a grant program dedicated to making a bigger impact on local farming and organic food by furthering the development and sustainability of farms in the region. Supporting local and organic farms is key to our mission as a food co-op. Organic farms and producers are part of Lakewinds Food Co-op's ongoing effort to build a local food system that values the financial health of smaller scale agriculture, soil health, environmental responsibility, and the desires of our owners for high quality, organic food.

Overview of Lakewinds Organic Field Fund

The goal of Lakewinds Organic Field Fund (LOFF) is to support local farmers in a variety of ways, such as:

- improvement to packing sheds and other facilities
- purchase of equipment and tools
- financial support for the process of organic transition
- purchases that increase farm productivity or efficiency
- projects that improve soil health
- other projects that benefit the farm

LOFF gives preference to farmers located in Minnesota, northern Iowa, and western Wisconsin.

Applicant Eligibility

Tell us your story! Funding is available for the following types of project proposals:

1. Organic certification
2. Transitioning a conventional farm to organic
3. Any type of project that helps a farm scale its offerings
4. Any type of project that helps a farm improve efficiency or effectiveness

LOFF will not provide funding for:

- Political or religious programs
- General operating or marketing expenses
- Endowment funds
- Scholarships
- Fundraising events
- Proposals that do not address organic farming issues



Proposal Deadline

- The **deadline for application to Lakewinds Organic Field Fund is Friday, February 1, 2019**. Proposals must be postmarked or received by the deadline date.
- If a project is funded, applicants will be notified and funds awarded by mid-March, 2019. Awarded funds will be paid out in full at the time of announcement. If a project or grant contains any special conditions, no monies are disbursed until those conditions have been met.

Funding levels

Lakewinds requests proposals which have objectives that are realistically achievable with a modest level of funding. LOFF will not fund a project for more than \$8,000 per year.

Multi-year projects

LOFF acknowledges the importance of conducting long-term research to verify experimental results. The LOFF Committee will consider funding multi-year projects, but cannot guarantee funding for any project beyond a single year. Submission of an interim report and new proposal is required to be considered for continued funding in subsequent years.

Organic Field Fund Proposal Requirements

In order to fairly evaluate grant proposals, all submissions should follow the requirements as stated below. Proposals that surpass the page limit or otherwise do not meet these requirements will not be considered for funding.

Proposals may be a maximum of five (5) pages in length, single spaced, no less than 12pt font. References and curricula vitae (CVs) may be included as appendices to the proposal. CVs are limited to no more than two pages each.

The successful application will provide a clear rationale for the project and demonstrate a significant need for the proposed project. It is important that the objectives for your project be clear, well-structured, and succinct. Demonstrate why your project is necessary, present measurable outcomes, and explain specifically what you hope to accomplish.

To Apply

1. Complete the Lakewinds Organic Field Fund application form, including cover sheet (provided), complete proposal narrative questions, and all required attachments.
2. Number the pages of your proposal. Limit the proposal to no more than 5 pages (including cover application page).
3. Submit your application. Applications may be mailed, delivered in person, or emailed. By submitting your proposal, you give Lakewinds Food Co-op permission to conduct on-site video and photo shoots and interviews (as requested) to be used for Lakewinds promotional materials, including but not limited to, in-store signage, quarterly owner newsletter, website and social media channels.



Paper option:

via U.S. Postal Service or hand deliver to:

Lakewinds Food Co-op
Attn: LOFF Committee
6321 Bury Drive, Suite 21
Eden Prairie, MN 55346

Telephone: 952-512-2137 (Jennifer Dean)

Electronic option:

Application may be emailed to:

marketing@lakewinds.com

- Send proposal as a Word or PDF attachment to an email.
- Lakewinds will not accept proposals submitted in the body of an email.
- Please include "Attn: LOFF 2019 Committee" in the subject line.

Applications must be postmarked or received no later than Friday, February 1, 2019



Application Review Process

Project proposals are reviewed and awarded by the LOFF Committee. This committee is comprised of Lakewinds Board members, members at large, and employees. LOFF reserves the right to seek outside technical consultation as necessary. The following criteria will be used to evaluate proposals:

1. Presents clear objectives demonstrating that the project will foster the improvement and/or sustainability of organic farming practices, and specifies measurable outcomes that will indicate successful achievement of the objectives.
2. Proposal is well-written and clear; follows the requirements including page limits and font size; demonstrates the conceptual adequacy of the project, and presents a realistic timeline for each of the project's activities.
3. Presents a well-justified and detailed budget appropriate to carrying out the project's objectives, showing any matching funds applied for or already secured.
4. Percent of donation dollars going to overhead vs. project.
5. Inspires community involvement and support.
6. The potential impact of a grant on the farm.

If Your Project Is Funded

Applicants will be notified and funds awarded in mid-March, 2019. Awarded funds will be paid out in full at the time of announcement. If a project or grant contains any special conditions, no monies are disbursed until those conditions have been met.

Final Reporting Requirements

Unless other arrangements have been made, grant recipients are required to provide a project final report by December 13, 2019. Evaluation involves analyzing whether or not the original project objectives were met, not the success or failure of a project.

There is no specific format for reports; however, a report should contain the following:

- Details on how the money was spent: actual cost of the project vs. original budget.
- Any formal evaluation data.
- Project challenges and successes from the organization's perspective.
- Photographs and/or video documentation.

Final reports may be delivered to the address above. If choosing to email, please include "Attn: LOFF- Final Report" in the subject line.