**Mayor’s Office Local Food Mini-Grant Application Template**

Use this template to fill out your action plan, budget, and maintenance/sustainability plan. After you’ve completed your online Google Form application, email this completed document to catherine.kemp@anchorageak.gov.

**Action Plan:** Please provide a detailed action plan that indicates the various steps your group will take to carry out the project.

**Sample Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Person(s) responsible** | **Date action will take place** | **Intended outcome** |
| Community outreach: pass out flyers in neighborhood | John Doe and Jane Doe | April 17 | Explaining project and recruiting volunteers for event. |
| Host volunteer event | Jane Doe | May 31 | Plant raspberry and blueberry bushes at recreation center. |
| Host community celebration | John Doe | September 5 | Gather with neighbors to harvest fruit and celebrate project success. |

**Your Action Plan**

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| **Action** | **Person(s) responsible** | **Date action will take place** | **Intended outcome** |
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**Budget:** Please provide a budget that includes all planned expenses related to the project. Keep in mind that grant funds MAY NOT be used for real estate, travel costs, labor/service costs, salaries, re-granting, prizes, or fundraising activities. Final approval of your budget is subject to MOA approval.

**Sample Budget**

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| **Item** | **Description of use** | **Cost** |
| Printing flyers | To advertise for volunteer day | $20 |
| Raspberry bushes | To be planted at rec center | $180 |
| Blueberry plants | To be planted at rec center | $140 |
| Mulch | To be used around plants | $100 |
| Rain barrel | To be placed near plants for watering | $300 |
| **Total:** |  | $740 |

**Your Budget**

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| **Item** | **Description of use** | **Cost** |
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**Maintenance/Sustainability Plan:** Please explain how you plan to sustain your project long-term.

**Sample Maintenance/Sustainability Plan**

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| **Component/Method** | **Action Steps** | **Timeline** |
| Identify project committee | Recruit community volunteers with an interest in gardening to help maintain the edible landscaping. | Before project begins |
| Water the plants | Jessie Doe will water the plants. | Weekly (summertime) |
| Harvest fruit | John Doe will help students at the rec center harvest the fruit and do a cooking demonstration. | Every fall |

**Your Maintenance/Sustainability Plan**

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| **Component/Method** | **Action Steps** | **Timeline** |
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