

Grant Application Guidance

Mobile Markets 2017

Grants Gateway ID AGM01-MM2017-2017

1 General

This document is intended to accompany the Mobile Markets Request for Proposals, (RFP) application published on the Grants Gateway. It may be supplemented by a hard copy version of the RFP posted on the website of the Department of Agriculture and Markets.

All questions about the Mobile Markets RFP may be submitted, in writing, by 4:30 pm on Friday, May 18, 2018 to:

Meg McCabe
NYS Department of Agriculture and Markets
10B Airline Drive
Albany, NY 12235
E-mail: meg.mccabe@agriculture.ny.gov

Answers will be posted on the Department website, www.agriculture.ny.gov under "Funding Opportunities" on or before Tuesday, May 22, 2018. **Proposals are due by 4:00 pm on or before Friday, June 8, 2018. No late proposals will be accepted.**

All proposals must be submitted through the Grants Gateway. New York State vendors must register in the Gateway and establish users in the system.

2 Eligibility

Eligible Applicants

Eligible applicants include not-for-profit organizations or governmental entities that operate mobile markets or serve as emergency food providers.

The following entities are not eligible to apply for funding:

- for-profit entities
- individuals

Proposed projects must be completed within 14 months of the contract start date.

Eligible Costs

Grant funds may be used for any of the following purposes directly related to completion of an eligible project, including but not limited to:

- Purchase of vehicle, carts, or other mobile transport unit
- Equipment
- Machinery
- Mobile technology necessary to complete transactions

Ineligible Costs

Grant funds may not be used for the following:

- Purchase of food
- Salaries and wages
- Costs associated with preparing an application
- Costs incurred prior to the award of a grant
- Other soft costs

3 Prerequisites

3.1 Registration: All entities that wish to apply for grants in NY State must be registered in the Grants Gateway. This process includes filling out and mailing a signed and notarized registration form. Your organization will not be able to start a grant application until it has an account with the Grants Gateway.

If your organization does not yet have an SFS (Statewide Financial System) Vendor ID number, you will also need to supply a Substitute W9 form and the registration process will take an extra 2-3 business days to be processed.

Related Links:

- 3.1.1 [Registration Form](#)
- 3.1.2 [Video: Grants Gateway Registration](#)
- 3.1.3 [Grants Gateway Registration](#)

3.2 Prequalification: All non-profit organizations applying for grants in NY State must be prequalified in the Grants Gateway prior to the grant application due date and time.

NOTES:

You may work on your prequalification and grant applications simultaneously; you don't have to wait for prequalification to start an application.

Governmental entities do not need to prequalify.

Related Links:

- 3.2.1 [Vendor Prequalification Manual](#)
- 3.2.2 [Maintaining Prequalification document](#)
- 3.2.3 [Video: Grants Gateway Prequalification](#)

3.3 System Roles: You must be logged in under the right role in order to begin a grant application. The role of *Grantee Delegated Administrator* **cannot** start a grant application. However, this user can create accounts for roles that can start applications.

- 3.3.1 **Grantee:** This role can start, edit, and save a grant application, but can't submit the application.
- 3.3.2 **Grantee Contract Signatory:** This role can start, edit, save, and submit (sign) a grant application.
- 3.3.3 **Grantee System Administrator:** This role has the same rights as the Grantee Contract Signatory.
- 3.3.4 The *Grantee Delegated Administrator* can add a new account by following these steps:

- 1) Click on **Organization(s)**

- 2) Click on **Organization Members**
- 3) Click on **Add Member**
- 4) Click on **New Member**
- 5) Fill out the required fields on the blank New Member page and select the appropriate role.
- 6) Click **[SAVE AND ADD TO ORGANIZATION]** when complete.

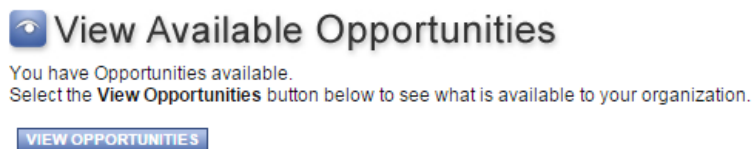
Refer to the section starting on page 15 of the [Grantee User Guide](#) for detailed instructions.

4 Search for the Grant Opportunity

4.1 Log in to the Grants Gateway system in either one of the following roles

- Grantee
- Grantee Contract Signatory
- Grantee System Administrator

4.2 On your home page there is a section called “View Available Opportunities”. Click on the **[VIEW OPPORTUNITIES]** button.



4.3 Search for the grant opportunity by typing “mobile markets” in the Grant Opportunity Name field (without the quotes).

Opportunities

Search by Grant Opportunity Name

Search by Due Date From: To:

Search by Eligibility

Search by Funding Agency

SEARCH **CLEAR**

4.4 The results will appear below the search box. Click on the link to the Mobile Markets 2017 Grant Opportunity; this will bring you to the Opportunity Funding Profile page.

Funding Agency	Grant Opportunity	Status	Availability Date	Eligibility	Due Date
Department of Agriculture & Markets	Mobile Markets 2017	Available	April 26, 2018	Not-For-Profit	Jun 8 2018 4:00PM

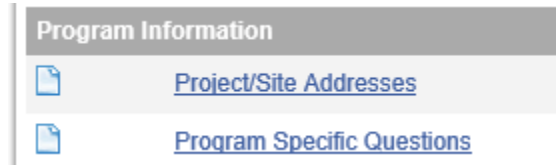
4.5 Begin your application by clicking on the **[APPLY FOR GRANT OPPORTUNITY]** button.



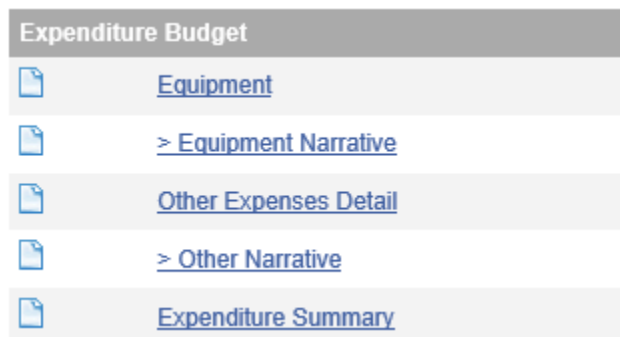
5 Work through the Forms Menu

Everything that is required of you will be found in the “Forms Menu” of the application. The Forms Menu includes several pages of forms and documents that you must complete and save. This includes your project address, questions to be answered (Program Specific Questions), your budget, a work plan, and attachments (Pre-Submission Uploads).

1. Project/Site Addresses: fill out the address where your project will be administered from.
2. Program Specific Questions: answer all questions and provide supporting uploads as needed.



3. Budget: only the categories of “Equipment” and “Other Expenses” are allowed. Enter line items for the grant funds you are requesting in each category. Be sure to also fill out the Narrative sections to describe the reason for your funding requests.



4. Work Plan: While the Grants Gateway has a section for **Work Plan Objectives, Tasks, and Performance Measures**, we are not requiring that you enter details of your Work Plan in that section for your application. We do need you to provide your detailed Tasks and Performance Measures, but you will include them in the “**Project Summary**” section of the **Work Plan Overview Form** found in the Forms Menu. The suggestion is that you create your work plan in a Word (or similar) document, and copy/paste that into the Project Summary field of the Grants Gateway. The Grants Gateway will retain any bullets or numbering you would have added. Refer to the RFP and Instructions document for ideas for your program’s Tasks, but realize that you are free to come up with your own tasks and performance measures for your project.

To satisfy Grants Gateway application requirements, you will need to enter **one Objective, one Task, and one Performance Measure** in the Forms Menu. Please enter the following:

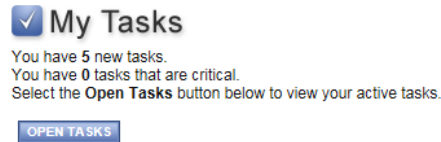
Objective: Establish or expand mobile markets and/or infrastructure that carry fresh, locally sourced food for distribution in Central Brooklyn.

Task: TBD

Performance Measure: TBD

6 Finding an Application You've Already Started

If you've started an application and have logged out of the system, the next time you log in, the application will be found in your "My Tasks" section on the home page. You can also use the "Applications" search function at the top of the page to search for all applications started for your organization.



7 Submitting Your Application

All grant applications have a due date and time. The Grants Gateway system will not accept applications after the specific time applications are due. You are strongly encouraged to submit your application 24 or 48 hours in advance of the deadline to ensure that any problems you encounter are handled before the deadline.

7.1 Log in to the Grants Gateway system in either one of the following roles

- Grantee Contract Signatory
- Grantee System Administrator

7.2 Locate (search for) and access the application

7.3 Review the application: You can go through each section in the Forms Menu and/or you can click on the "Print Application" option which will show you all of your text-based answers (it will not show you the attachments you have added).

7.4 Submit the application

7.4.1 Click on Status Changes and apply the status of **Application Submitted**.

7.5 Confirm that the application was submitted: You will receive an email a few minutes after submission, confirming that the application was submitted; your task will go away (as it is now a task for the state agency); the status of the application will change to "Assignment of Reviewers".