

# FIRST STATE FOOD SYSTEM PROGRAM

## FREQUENTLY ASKED QUESTIONS



Delaware Council  
on Farm and Food Policy



**If I have questions who should I contact?** Contact Delaware Council on Farm & Food Policy for general program questions at [DDA\\_farmandfoodpolicy@delaware.gov](mailto:DDA_farmandfoodpolicy@delaware.gov). For technical assistance using the DCF grant portal, applicants can contact Kelly Sheridan at [ksheridan@delcf.org](mailto:ksheridan@delcf.org).

**Can I apply if I have applied in the past and received funding?** Yes, if you applied for Cycle 1 you are eligible to apply again. If you received funding during Cycle 1, you are eligible to apply again, you must demonstrate some distinction from the project that was already funded.

**Is this program a loan or grant program?** This is a grant program. Funds will be awarded to approved applicants as one-time disbursements.

**Do I need to have a SAM registration before submitting my application?** No, you do not need to have a SAM registration completed to apply, but if awarded a grant you will need to have a SAM registration completed and UEI# by the due date of your signed Project Agreement. We suggest that you begin the SAM registration process immediately upon applying.

**Can I include in the budget items I have already purchased?** No. The grant will only cover item included in your grant application budget and purchased after receipt of the funds.

**When can I expect a decision on my application?** Applicants will be notified of a decision regarding their application by June 27, 2023.

**What types of food supply chain operators are eligible to apply?** The Program recognizes the breadth of food supply chain operators from processors to restaurants and food delivery services. Entities that grow, process, store, transport, distribute, or sell food are eligible to apply. Entities must be in operation for two or more years. Start-ups will be considered and must provide a description of industry experience or for for-profit entities, the budget must describe a financial contribution from the entity owner.

**If my project is approved for a grant award, do I need to sign a project agreement?** Yes. All approved applicants no matter the award amount or the project duration, are required to sign a project agreement. Projects cannot begin until a signed project agreement is received by the Council.

**How will I know if I am approved for a grant award?** The Council will notify all approved applicants via email. Approved applicants will receive a Project Agreement and the Terms & Conditions that must be signed and returned. If you are not approved for a grant award, you will receive notification through the Delaware Community Foundation online portal.

**Why am I applying through Delaware Community Foundation?** The Council is working with the Delaware Community Foundation to facilitate the Program through its grant application portal. This allows applicants to apply to this grant program easily and learn more about additional opportunities available through DCF. While DCF is facilitating the grant application process, this is not a grant program of the DCF.

**If my project is approved for a grant award, when should I expect funds?** The application Review Panel will approve applications and determine award amounts. Once this is completed, approved applicants will be notified and have 15 days to return signed Project Agreements. The Delaware Department of Agriculture will initiate the payment process (can take up to 30 days) and disburse funds no later than July 31, 2022.

**What are eligible and ineligible expenses?** Funds may be used to purchase equipment (capital expenses) or for operational expenses. Overhead or administrative costs are limited to 5% of total budget proposal. Ineligible activities include non-project related travel, scholarships, general operating funds, on-going capital campaigns, political or

advocacy campaigns, conference/workshop attendance fees, etc. Costs associated with developing or submitting an application in response to this request, or with providing oral or written clarification of proposal content, are ineligible expenses.

**Are salaries eligible expenses?** Yes. The Review Panel will evaluate the percentage of funds budgeted to cover employees whose work is traced to project activities. Submissions with majority of funds budgeted to cover salaries will not be approved.

**How many cycles will the Program run, and can I apply for more than one cycle?** The Program will have three application cycles through 2024. All projects must conclude by October 31, 2026. Applicants that are awarded funds in one cycle may still apply to another cycle and must submit a new project application.

**If I am just starting a farm or do not meet the \$20,000 annual sales requirement, should I apply?** Yes. The Program is intended to support entities that have made or have the potential to make a positive impact on Delaware's food supply chain. You must demonstrate that your project will impact individuals other than yourself and members of your household.