

# [Infrastructure] Food Hub Grant Program

This form will be used for all components of your Food Hub Infrastructure grant application. Infrastructure Grants are intended to provide Food Hubs with funding for strengthening local food distribution and regional food system resilience with increased warehousing & cold storage capacity.

Si desea solicitar una aplicación en español, por favor envíeme un correo electrónico a [diadira@ocfsn.org](mailto:diadira@ocfsn.org).

To apply for a Worker Safety Grant, please apply [here](#).

To review all Food Hub Grant opportunities, check our [website](#).

The **Worker Safety Grants** and **Infrastructure Grants** each have a **low barrier (small)** and a **capacity building (large)** funding categories. Having two grant pools helps us meet two granting priorities:

1. get safety and infrastructure dollars to as many hubs as possible and
2. include larger grants that will have a greater impact on individual operations.

Applicants cannot apply for both small and large grants in one funding cycle. You must apply for one or the other. However, you can apply for one Worker Safety Grant and one Infrastructure Grant in the same year. If you received a grant in 2024, you cannot apply again in 2025. If you were not awarded in 2024, you can reapply in 2025. Applicants may be awarded partial funding for their food hub project depending on funds availability and Grant Review Committee project assessment.

- There is no requirement for matching funds for this grant.
- Grant recipients will receive up-front payment.
- Funding from this grant program may be able to be used for match (also known as cost-share) or other funding.

**Infrastructure Grants** are intended to provide Food Hubs with funding for strengthening local food distribution and regional food system resilience with increased warehousing & cold storage capacity. The below list is not exhaustive and hubs may propose other activities/expenses to increase their resilience.

## Low Barrier Infrastructure

- chest freezers
- bins, tables, rolling carts & other packing equipment
- coolers
- storage equipment
- reach-in coolers or merchandisers

## Capacity Building Infrastructure

- Vehicles
- Vehicle refrigeration install
- Walk ins
- Walk in install costs, including electrical upgrades

Do your best to describe your hub's project. This detail will help reviewers understand the impact of your project. We recommend applicants answer the below questions in a separate document (questions provided on the website) and then copy them into the form.

**Name of Food Hub \***

**Years in Operation: \***

2 Years or Less

3-6 Years

7-10 Years

11-years or More

## Contact Information

Please provide us with your contact information

**First Name \***

**Last Name \***

**E-Mail \***

example@example.com

**Phone Number \***

Please enter a valid phone number.

**Mailing Address \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

**Food Hub website or social media (if none, please write "none") \***

**Are you a current and active participant and collaborator in the OCFSN hub network or do you participate and collaborate with other parts of OCFSN? \***

**If you are not a current participant but collaborate with an OCFSN member, please share the organization's name below. [ocfsn.org/current-members](https://ocfsn.org/current-members)**

Name of Organization

**Name**

First Name      Last Name

**Email**

example@example.com

**Phone Number**

Please enter a valid phone number.

**Eligibility Requirements for all Grants:**

Our working definition of a Food Hub includes an organization and/or business that engages in hub & hub-like activities that create economic value in their communities by providing dedicated physical and logistical infrastructure and creating markets for locally or regionally produced ranch, agricultural or value added products. The hub must serve more than one producer. See more examples of eligible activities on [ocfsn.org/food-hub-grant](https://ocfsn.org/food-hub-grant).

**Check if the below statements are "true".**

- 1. The organization or business is a legal entity in Oregon
- 2. My organization is covered under the above working definition of a food hub
- 3. My organization is an active participant & collaborator in Food Hub Network OR participate and collaborate with other parts of OCFSN, OR gain sponsorship from a participating or member organization.
- 4. My organization participates and collaborates with other parts of OCFSN
- 5. My organization has sponsorship from a participating or member organization

**Please describe your hub and your relationship and collaboration with the Oregon Food Hub Network or other parts of OCFSN. [250 word maximum] \***

0/250

**Examples of hub and hub-like activities include but are not limited to:**

- purchasing, distribution, and/or aggregation of local or regional ranch, agricultural or value added products (serving more than one producer)
- online marketplaces and retail storefronts that primarily serve as marketplaces for local or regional ranch, agricultural or value added products (serving more than one producer)
- shared kitchens and micro-food manufacturing facilities

**Does your organization or business currently engage in hub & hub like activities that create economic value in your communities by providing permanent physical and logistical infrastructure and creating markets for locally or regionally produced ranch, agricultural or value added products serving more than one producer. \***

Yes

No

## **Scale of Infrastructure Grant**

Strengthening local food distribution and regional food system resilience with increased warehousing and cold storage capacity.

### **What scale of grant are you applying for?**

Low Barrier: grants of up to \$4,999 for emerging and lower volume hubs. This can include but is not limited to chest freezers, bins, tables, rolling carts & other packing material, coolers, storage equipment, reach-in coolers or merchandisers.

Capacity Building: grants between \$5,000 - 75,000 established hubs and high volume hubs. This can include but is not limited to vehicles, vehicle cold storage install, walk-in coolers, walk-in cooler installation costs including electrical upgrades.

**Please describe what equipment and supplies you will use these funds for, how the new supplies and equipment will improve capacity, and provide detail on any additional training that your hub will provide to safely integrate new equipment into daily workflow. [250 word maximum] \***

0/250

## **Most new equipment will need a safety plan.**

Exceptions would be simple supplies like fatigue mats, gloves. Worker Safety resources can be found on the OCFSN Food Hub Network working group page in this folder. New equipment Worker Safety plan examples and templates can be found here.

- Any equipment with moving parts or equipment intended for lifting and moving such as pallet jacks or hand trucks introduce new hazards into the workplace and require training for proper and safe use.
- Equipment like dry and cold storage racks require safety training around lifting, where to place heavier loads, and potentially ladder safety.
- Vehicles require a fleet safety program and training plan.

## **Describe your safety plan below [250 word maximum]**

## **To be eligible for a Capacity Building Grant, you must be able to demonstrate the following: [Check box to confirm]**

1. Hub is fully operational and well established (over 1 year in operation)
2. Hub aims to use this grant to strengthen and expand regional food system capacity through activities such as (1) adding storage or transportation capacity explicitly to facilitate cross regional sales, (2) adding appropriately scaled storage or transportation capacity to support growing sales volume (3) adding storage capacity to relieve on-farm storage constraints for the purpose of developing local or regional supply.
3. Hub demonstrates the need for the equipment [i.e. matching equipment purchased to volume usage, a box truck is not needed to move low volumes]
4. Hub must demonstrate commitment to worker safety & have a worker safety plan to integrate new equipment. (this can look like, but is not limited to, regular safety meetings, investments in worker safety equipment, safety evaluations, written worker safety plans)

## **For Capacity Building Grants only: please provide a narrative to address the requirements specific to a capacity building Infrastructure grant, 4 requirements listed in the question above. [500 character maximum]**

The four requirements are listed in the question above this one.

## **Scoring Rubric**

This grant program is focused on existing Food Hubs in Oregon.

**This Food Hub is led by Black, Indigenous and People of Color (BIPOC), immigrant, and refugee communities. "Led by" is defined as 50% of leadership identifies as a Person Of Color. \***

4 for yes

0 for no

**Hubs that have limited access to grant funding & have demonstrated commitment to delivering on OCFSN mission: strengthening local and regional food systems to deliver better economic, social, health, and environmental outcomes across the state. (i.e. Cooperatives and LLCs) \***

1 for yes

0 for no

**Hub with headquarters located in a town with a population: \***

2 for below 19,999 people

1 for between 20,000 and 49,999 people

0 for no

## **Project Budget - please use the template provided below to complete your budget**

Instructions: Include all expenses for your project(s). Provide a short description of each expense, if purchasing multiple items under one category describe each. For Labor and Professional Services include number of hours and rate. Explain if expenses are for different projects. Double check that the sum of all the expenses is correct.

Both small and large grant applications require a simple budget. Use this budget template and follow all instructions on the template. Budgets will be uploaded as part of the application.

**What is the total amount you're requesting for this project? \***

**What are your total projected material costs for this project? If none put 0. \***

**What are your total projected equipment costs for this project? If none put 0. \***

**What is the total projected cost of professional services for this project? If none put 0. \***

**What are your total projected labor costs for this project? If none put 0. \***

**If you anticipate having any other costs for this project: a.) Please enter the total amount of any additional anticipated costs for this project. If none put 0. \***

**b.) Please describe these additional anticipated costs.**

## **Other Project Information – Not Related To Eligibility**

**If you are applying for funding for multiple projects, please rate your projects in order of importance. If we are unable to fund your full request we would like to know which projects are your priority for a partial award. (250 words) \***

0/250

**Where did you hear about this grant program? (100 words) \***

0/100

**Do you plan to use these funds for federal or other funding match or cost share? \***

Yes

No

Unsure

**If yes, which program or funding source? (100 words)**

0/100

**Please share public testimonial on how this funding would impact the resilience of your food hub. \***

0/300

**Do you have any feedback for us on this application process? (200 words)**

0/200