2023 REGIONAL NAVIGATOR GRANT GUIDELINES

Due: 5pm on August 18, 2023

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FARMLAND FOR A NEW GENERATION NEW YORK BACKGROUND

According to the 2017 census, nearly a third of farmers in New York State are over the age of 65. At the same time, new and beginning farmers face major obstacles to finding suitable farmland at prices they can afford. Without pathways to support bringing the next generation of farmers on the land, approximately 2 million acres of farmland are vulnerable to being lost to development as senior farmers retire over the next decade.

Farmland for a New Generation New York (FNG-NY) is a program coordinated by American Farmland Trust (AFT), with support from the State of New York. FNG-NY is designed to address these challenges by supporting farmers seeking land and landowners who want to keep their land in farming. FNG-NY began in 2018 and consists of a statewide Resource Center, which includes a land linking website, and a network of Regional Navigators across New York State. More information about the program can be found at www.NYFarmlandFinder.org.

FNG-NY Regional Navigators offer specialized expertise to assist beginning farmers in finding land as well as aiding senior farmers and non-farming landowners in making their land available for farming and transferring their farmland. Regional Navigators serve as advisors, applying knowledge of regional conditions and resources to offer support tailored to address local needs through one-on-one assistance, workshops, networking events and other activities. Regional Navigator grants are administered by AFT with funding from the State of New York.

As a network of agricultural service providers, FNG-NY recognizes that social and racial injustices are entrenched in the history of our nation and our agricultural system including land access and tenure. We acknowledge the history of genocide, land theft, enslavement, and other injustices perpetrated against Indigenous, Black, and other marginalized peoples. We also recognize that this past informs the inequities that persist today with regards to land tenure and in farming, and that marginalized producers—Black, Indigenous, and people of color (BIPOC) in particular—have long been denied equal opportunity to resources and continue to face challenges such as loan discrimination, barriers to accessing federal and private programs, exploitative labor practices, intimidation, and theft and appropriation of land.

The result of this history can be seen in today’s disparate agricultural system, where over 98% of producers in New York state (those involved in making decisions for the farm or ranch) are white, while most farm laborers or not. Access to farmland remains the number one barrier facing aspiring farmers today, and this barrier is even higher for farmers of color.

AFT is working to address equity and racial justice within programs like Farmland for a New Generation New York and within the culture of our organization. This effort began with a formal assessment of our programs and culture, and FNG-NY has begun to develop programming that addresses the needs of historically and currently marginalized farmers. We are working to deepen relationships with and respond to the needs of frontline partners and are incorporating principles of language justice to increase resource accessibility. Concurrently, we are working to direct program resources to support marginalized communities and organizations prioritizing support for marginalized communities.

Regional Navigators are strongly encouraged to apply for activities that directly support equitable and secure farmland tenure for historically and currently marginalized farmers. Under this umbrella of marginalized, we include Black, Indigenous, and people of color, or BIPOC; women; immigrants; small-scale and limited-resource farmers; people with disabilities; and LGBTQI+ communities.
TIMELINE

2023:
- Regional Navigator Grant Applications open in June 2023
- Informational Webinar scheduled for July 19, 2023, at 10:00am
- Proposals must be received via online form by 5:00pm August 18, 2023
- Awards announced in October 2023
- Grant period begins December 1, 2023
- First grant installment processed in November 2023

2024:
- Interim check-in, May/June 2024
- Second grant installment processed May 2024
- Grant period ends November 30, 2024

2025:
- Final report must be submitted by January 8, 2025

REGIONAL NAVIGATOR GRANT GUIDELINES

Regional Navigators applicants have the option to apply for grant funding to support any eligible and required activities, as listed below. Please read the grant guidelines below. Applicants for funding must complete the online application form (FNG-NY Regional Navigator Application) and upload two (2) attachments: FNG-NY Regional Navigator Activities & Outcomes and FNG-NY Regional Navigator Budget Form. Templates for these attachments can be found here: https://nyfarmlandfinder.org/RNgrantapplication

**Attachments must be uploaded as PDF documents.**

2023-24 FNG-NY Regional Navigator Grant applicants may submit proposals for up to $20,000 for 12-months. Grant funds may be used for activities between December 1, 2023 and November 30, 2024. Announcements of awards will be made in November 2023. Grants will be distributed in two equal installments. The first installment will be processed in December 2023, and the second will be processed in May 2024. Please allow 30-60 days for payment.

Matching funds are not required, however organizations that demonstrate a match equal to 25 percent of the amount requested (up to $5,000) for an FNG-NY Regional Navigator Grant may be more competitive. Matching funds can be cash or in-kind contributions. No funding from the State of New York may be used as a match for this grant. If using a match, you will be asked to include the source and status of matching funds in the budget form.

Indirect costs must not exceed 15% of direct costs. Indirect costs include rent, mortgage, support equipment and support service departments (i.e. general administration, development, finance, or other departments).

Any grant proposal that is approved will require completion of a Funding Agreement by the 501(c)3 grant recipient or fiscal sponsor. No grant funds will be delivered without a signed Funding Agreement.

The Funding Agreement clearly states the purposes of the grant and includes an agreement by the grant recipient to:
- Return any portion of the amount granted that grant recipient does not use for the purposes of the grant or which the grant recipient uses in contravention of the terms of the grant;
- Follow the interim and final report guidelines of the RN Program on outlined below;
- Maintain records of receipts and expenditures and make these available to AFT if requested;
● Not use any of the funds in a manner not permitted by Section 501(c) of the Internal Revenue Code;
● Not use any of the funds for a purpose that is not specified in Section 170 (c) (2) (B) of the Internal Revenue Code;
● Not use any of the funds for any political lobbying activity; and
● Acknowledge that all information and reports provided to AFT in relation to any grant application or agreement may be made available to the Internal Revenue Service.

REGIONAL NAVIGATOR ACTIVITIES
FNG-NY Regional Navigators should support activities to facilitate farmers’ access to farmland within New York State. Specific focus and activities that increase equitable and secure farmland tenure for historically and currently underserved farmers are strongly encouraged.

ELIGIBLE ACTIVITIES
Eligible activities may include, but are not limited to, the following:
● Provide technical assistance to beginning farmers in assessing their personal and business goals and financial readiness to secure access to farmland;
● Advise farmers and landowners on topics such as farm leasing, determining farm rental rates, preparing to secure farm financing, using conservation easements to facilitate farm transfers and access to farmland, and farm transfer planning;
● Create land tenure models like trusts or cooperatives that advance civil rights and support farmers to build ownership equity;
● Support efforts that reduce language barriers, legal obstacles, and ingrained systems of oppression for historically and currently marginalized farmers;
● Redesign and develop resources and template documents to facilitate farm transfers that increase opportunities for farmers who speak a language besides English;
● Connect farmers and/or farmland owners with attorneys, lenders, business consultants or other professional service providers;
● Support farmers and non-farming landowners in evaluating properties and their appropriateness for different agricultural enterprises;
● Support the building of relationships and interpersonal networks between land seekers and landowners through activities such as facilitating in-person meetings and gatherings;
● Offer in-person or virtual trainings or participate in professional development on aforementioned and/or similar topics for farmers and landowners;
● Conduct trainings and discussions for landowners about bias, race and equity and how these behaviors negatively impact the involvement and inclusion of people of color in farming;
● Build a network of culturally competent and antiracist professional service providers through professional development, training or engagement of service providers who identify as people of color;
● Participate in peer learning opportunities with other Regional Navigators, American Farmland Trust and others.

OTHER EXPECTATIONS OF REGIONAL NAVIGATORS
● Be prepared to assist farmland seekers and farmland owners (i.e. senior farmers or non-farming landowners) with creating profiles on the Farmland for a New Generation New York website (www.nyfarmlandfinder.org);
● Participate in up to 4 networking calls and 2 professional development training opportunities organized by AFT on topics requested by Regional Navigators.

GRANT EVALUATION CRITERIA
• Applicant must be a 501(c)3 non-profit organization or have a fiscal sponsor;
• Activities must be focused on accessing and/or transferring farmland in New York state, in line with the Eligible Activities and Other Expectations of Regional Navigators;
• Applicant demonstrates the proposed work is important to its mission as well as FNG-NY goals.
• Applicant demonstrates interest or previous efforts related to the purpose of the FNG-NY Regional Navigator program;
• Proposed work supports, expands, or improves the services the applicant currently provides to help farmers access and landowners transfer farmland;
• Proposed work supports historically and currently marginalized farmers in securing long-term land ownership in New York state.
• Applicant clearly identifies the need for land access and transition services among target populations in the organization’s geographic reach.
• Applicant clearly shows ability to measure success of activities
• The Activities & Outcomes attachment clearly describes the following for each proposed activity:
  o Type of activity – Applicant may choose Event or Event Series, Technical Assistance, Capacity Building, Professional Development, or Other Activity. If selecting Other Activity, the applicant must clearly describe the type of activity in the space provided.
  o Anticipated Reach – Applicant must provide an estimate for the number of Farmland Seekers, Farming Landowner, Non-Operating Landowners, and Others. Activities do not need to reach all categories. If selecting Others, the applicant must clearly describe the audience in the space provided.
  o Narrative – Applicant must address the following items in the Narrative for each proposed activity:
    ▪ Target population – please describe in more detail the population the activity is intended to serve. Be as specific as possible.
    ▪ Outreach methods – please describe how you intend to engage the target population. Indicate whether this is a population the organization has worked with in the past?
    ▪ If and how proposed activities are designed to support more historically and currently marginalized farmers accessing land.
    ▪ If and how proposed activities were designed in collaboration with multicultural stakeholders
    ▪ If and how proposed activities build upon previous efforts as a Regional Navigator or in other contexts
    ▪ Additional collaborations with Regional Navigators, partner organizations, or individuals that will strengthen the activity
  o Outcomes – Applicant must identify outcomes anticipated from proposed activity. Outcomes may include, but are not limited to, farmland matches that result in lease, sale or partnership agreement or a change in knowledge of target population.
  o Evaluation – Applicant must describe how they will measure the success of the activity. Qualitative and quantitative methods of evaluation are accepted and encouraged.
• The Budget Form will be evaluated based on the following criteria:
  o Demonstration of reasonable staff commitment to proposed activities in relation to funding request.
  o If including salary, applicant must provide either 1) number of hours and hourly billing rate or 2) percentage of time and annual salary for each staff person included in the grant in column F.
If including fringe, applicant must provide the organization's fringe rate or a detailed description of expenses included in this category in column F.

- A description for each expense listed in the budget in column F
- Indirect costs (row 16) may not exceed 15% of subtotal
- While a funding match is not required, demonstration of a match will strengthen application.

FNG-NY Advisory Committee will work with AFT in reviewing Regional Navigator grant proposals. The Committee is a multiracial group committed to the goals and purpose as outlined above.

**REPORTING**

These reporting processes are intended to track progress and outcomes, changes to work plan, potential needs for assistance and areas the FNG-NY program can better support farmers of color and organizations supporting these constituents. FNG-NY will provide a template form for Regional Navigators to use to track activities, although Regional Navigators may use their own format.

All FNG-NY Regional Navigators must complete the following reports:

- **Interim Check-in:** Provide a short, written report and participate in a 30-minute phone or video call with an FNG-NY staff member. Interim reporting will take place in **Spring 2024**.
- **Final Report:** Provide an annual written report documenting activities that engage with land seekers and farmland owners directly connected to this program, including but not limited to any of the eligible activities. The final report must be submitted no later than **January 8, 2025**.

**APPLICATION PREVIEW**

**CONTACT INFORMATION**

1. Organization Name:
2. Organization Address:

Please provide the following information for the organizational contact for this application:

3. Name:
4. Email Address:
5. Phone Number:

Please provide the following information for the Regional Navigator contact (if different than above):

6. Name:
7. Email Address:
8. Phone Number:
ORGANIZATION INFORMATION

9. Is your organization a 501(c)3? Yes ☐ No ☐

5a. If no, what organization will be serving as your fiscal sponsor?

10. EIN of the 501(c)3 applicant organization:

11. Please select the option that best describes the racial makeup of leadership at the applicant organization. Leadership includes senior level management (Executive Director, CEO, CFO, etc. and Board of Directors).
   ☐ Majority Black, Indigenous, and People of Color
   ☐ Multicultural
   ☐ Majority White
   ☐ Other:

12. Have you or your organization participated in Farmland for a New Generation New York (FNG-NY) as a Regional Navigator in previous years? Yes ☐ No ☐

13. How does serving as an FNG-NY Regional Navigator align with your organization’s mission, goals, and strategic priorities? How has the organization’s and staffs’ past experience prepared the organization for this role of supporting farmers access land and landowners transfer land?

14. Please describe if and how your organization is intentionally trying to and supporting historically and currently marginalized farmers and landowners in your land access and transfer efforts. Under this umbrella of marginalized, we include Black, Indigenous, and people of color, or BIPOC; women; immigrants; small-scale and limited-resource farmers; people with disabilities; and LGBTQI+ communities.

COMMUNITIES SERVED

15. In which counties of New York are you planning to work as a Regional Navigator? Select all that apply.

   NEW YORK STATE
   ☐ I work in all of NY State
   ☐ Schenectady County
   ☐ Schoharie County
   ☐ Washington County
   ☐ Seneca County
   ☐ Schuyler County
   ☐ Tompkins County
   ☐ Wayne County
   ☐ Yates County

   ADIRONDACK REGION
   ☐ Clinton County
   ☐ Essex County
   ☐ Franklin County
   ☐ Hamilton County
   ☐ Warren County
   ☐ Herkimer County

   CENTRAL
   ☐ Chenango County
   ☐ Cortland County
   ☐ Madison County
   ☐ Oneida County
   ☐ Onondaga County
   ☐ Oswego County
   ☐ Otsego County
   ☐ Columbia County
   ☐ Delaware County
   ☐ Dutchess County
   ☐ Greene County
   ☐ Orange County
   ☐ Putnam County
   ☐ Rockland County
   ☐ Sullivan County
   ☐ Ulster County
   ☐ Westchester County

   FINGER LAKES
   ☐ Cayuga County
   ☐ Livingston County
   ☐ Monroe County
   ☐ Ontario County

   LONG ISLAND
16. Which of the following communities of farmers and landowners do you **actively** work with through your land access and transition activities? Select all that apply.

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latina(e)(o)(X)
- Middle Eastern or North African
- White
- Immigrants or Refugees
- Limited resource
- Women
- People with disabilities
- LGBTQIA+
- Other, please specify:

17. Please describe the needs of farmland seekers and farmland owners, related to farmland access and transfer, in the region where you work.

**ADDITIONAL INFORMATION**

18. How many completed matches that result in lease, sale, or partnership/management agreement do you anticipate helping to facilitate between farmers and farmland owners/farm properties during the grant year? Completed matches include any leases, sales, and partnership or management agreements that are made using the New York Farmland Finder website and/or where a Regional Navigator provides direct support to the farmer and/or farmland owner in making a connection.

19. What are you hoping to learn or gain as a Regional Navigator that will help your organization better serve farmers and farmland owners in your work?

**DOCUMENT UPLOADS**

20. FNG-NY Regional Navigator Activities & Outcomes Attachment [File Upload]

21. FNG-NY Regional Navigator Budget Form [File Upload]

22. Fiscal Sponsorship Agreement [File Upload]
23. Supporting Attachments [File Upload]

REGIONAL NAVIGATOR PROGRAM & GRANT APPLICATION CHECKLIST

☐ Complete FNG-NY Regional Navigator Grant Form (Online)
☐ Upload FNG-NY Regional Navigator Activities & Outcomes Attachment as PDF
☐ Upload FNG-NY Regional Navigator Budget Form Attachment as PDF
☐ Upload Fiscal Sponsorship Agreement as PDF (if applicable)
☐ Upload any additional supporting materials as PDFs (optional)