

MALT Small Grants Program Guidelines

Marin Agricultural Land Trust

Marin Agricultural Land Trust (MALT) is a nonprofit land trust created in 1980 by a coalition of ranchers and environmentalists to permanently protect Marin County farmland. Some of the Bay Area's most highly acclaimed dairy and cheese products, grass-fed meats, and organic crops are produced on farmland protected by MALT. MALT has permanently protected over 55,000 acres of West Marin's diverse mosaic of coastal grasslands, oak woodlands, rangelands, and pastoral open space through 93 agricultural conservation easements.

Small Grants Program Overview

MALT's small grants program builds on the success of distributing over \$2 million through our Stewardship Assistance Program and Drought Resilience and Water Security initiative to farmers and ranchers throughout Marin County to enhance best management practices and stewardship for natural and working lands. We are excited to launch new rounds of small grants that will help build towards MALT's vision of a thriving and inclusive agricultural community in a healthy and diverse natural environment.

MALT's small grants program funds projects that preserve agriculture, protect biodiversity, connect our community, and build climate resilience. The small grants program values social justice, prioritizes agricultural and operational diversity, and encourages climate-smart conservation practices that increase agricultural utility, protect soil and water quality, and strengthen the long-term viability of both public and private lands across Marin County.

All funded projects will have an additional public benefit by ensuring continued economic agricultural activity in Marin County and supporting the production of local food and fiber. Agricultural activities offer many benefits to the greater community including jobs and revenue to the local economy, as well as locally produced food, fiber, and other agricultural products. Protection of agriculturally productive land in Marin County also helps maintain open space, scenic views, and wildlife corridors. Given that healthy soils are the foundation for productive farms and ranches, Marin's working lands are dependent upon implementing smarter strategies to conserve soils and associated habitat, like grasslands, riparian forests, and other aquatic ecosystems such as creeks, ponds, wetlands, and groundwater, which all provide crucial habitat for native species.

Priority consideration will be given to proposals from applicants serving/and or located in communities of Marin County that are most impacted by social and economic inequities due to race, income level, gender, identity, religion, immigration status, disability, age, sexual orientation, or zip code.

Grant Focus Round 2, Spring 2024: Biodiversity in Agricultural Working Lands

Biodiversity supports our basic needs, underpins global health, and drives everything from fresh water to healthy soils to food security. In agricultural working lands, farmers and ranchers can rely on biodiversity for ecosystem services such as pollination, soil fertility, water quality, and

natural pest control. Agricultural methods such as rotational grazing, cover cropping, hedgerows, pasture seeding, tree planting, conservation tillage, and producing value added products can help promote biodiversity through maintenance and creation of diverse habitats, improving soil health, and reducing reliance on chemical inputs. The goal of this small grants cycle is to provide resources to help agriculturalists promote biodiversity in their working lands.

Grant Impact

Grants will fund agricultural practices that promote biodiversity through innovative approaches and techniques. Projects will help increase understanding of the connection between agricultural working lands and biodiversity, lead to more diverse landscapes, increase productivity, and protect environmental resources and services.

Funding Guidelines

1. Maximum award amount is \$50,000. Proposals between \$5,000 - \$50,000 will be accepted.
2. MALT will award up to a total of \$200,000 in grants for the Round 2, Spring 2024 cycle.
3. Projects **must be completed within 18 months of grant execution**, unless otherwise noted in the executed grant agreement. MALT will follow up nine months after project approval if we have not heard from the landowner/applicant. MALT reserves the right to rescind funding if the project is not complete within 18 months of a signed Grant Agreement.
4. Proposals must include an estimated project cost and budget, preferably with quotes or bids for the proposed project work (see grant proposal form for more information).
5. Successful proposals include an applicant cost share of at least 10% of the total project cost. The 10% cost share is calculated from the total project cost once the project is completed (*e.g. for a project that costs \$40,000, the landowner will be reimbursed \$36,000 and for a project that is \$75,000 the applicant will have maxed out the grant amount at \$50,000*).
6. Grants will fund materials and labor that are used for the specific project outlined in the Grant Agreement. Labor recorded by the applicant will be reimbursed at a rate of \$25/hour.
7. MALT's small grants program is a reimbursement program. No grant will be paid out until the project is complete, MALT has confirmed project completion, and project standards have been met, as defined in the Grant Agreement. However, project applicants may submit a special request for advance payment. Advance payment would allow for a portion of the grant (*up to 50% of the estimated project cost*) to be paid before completion of the project. Advance payments will be considered on a case by case basis.

Eligibility

1. Landowner approval *or* proof of right to manage the land is required for all applicants.
2. All agriculturalists engaging in commercial agriculture (i.e., producing food and/or fiber products for sale) in Marin County are eligible for this grant. A MALT Conservation Easement **is not required** to apply for a grant from this program.

3. Applicants may be awarded only one (1) MALT small grant per fiscal year (July 1 - June 30). Small grants program recipients still are eligible for funding from MALT's Stewardship Assistance Program (SAP) for different projects, if applicable (limited to one (1) SAP grant per fiscal year).
4. Due to a limited funding pool, MALT requests applicants only apply if the resources are needed.
5. Current members of the MALT Board of Directors, MALT staff, and their immediate family members are not eligible for funding. For more information, please see the MALT Conflict of Interest policy. [\[MALT Conflict of Interest Policy\]](#)

Proposal Deadlines

- February 20, 2024 - Grant guidelines and proposal form available to public
- Technical assistance is available by appointment during the work week
- Office hours will also be offered on the following days at the MALT office:
 - Tuesday, March 26, 2024 - 3pm to 6pm
 - Thursday, March 28, 2024 - 3pm to 6pm
- Friday, April 5, 2024 - Grant proposal deadline, proposals must be received by MALT
- Early June - Grant awards announced

Proposal Evaluation

1. Projects are evaluated to the degree that they advance MALT's mission and the goals of the small grants program to preserve agriculture, protect biodiversity, connect our community, and/or build climate resilience. In addition, the small grants program values social equity and justice, prioritizes agricultural and operational diversity, and encourages climate smart conservation practices that increase agricultural utility and protect soil and water quality.
2. Priority consideration will be given to proposals from applicants serving/and or located in communities of Marin County that are most impacted by social and economic inequities due to race, income level, gender, identity, religion, immigration status, disability, age, sexual orientation, or zip code.
3. All eligible proposals will be evaluated by a review committee composed of MALT staff and representatives from partner organizations with expertise in the grant focal area.
4. Proposals will be evaluated, scored, and ranked by selection criteria found in Exhibit C.
4. MALT may visit the proposed project site as part of any project proposal evaluation.
5. Proposals will be reviewed and all proposal applicants will be notified of their proposal status per the timeline above (Proposal Deadlines). A non-exhaustive list of potential projects can be found in the grant proposal form. All necessary permitting must be pursued by the applicant as part of the project.

Grant Awards

1. MALT will enter into a Grant Agreement with the grant recipients (and landowner, if different).

2. The Grant Agreement will include a detailed project scope, deliverables, the grant amount, and property owner approval.
3. Funding reimbursement will occur upon successful implementation of the proposed project, as determined by MALT staff after a site visit. All projects **must be completed within 18 months of execution of the Grant Agreement**, unless otherwise noted in the executed Grant Agreement.
4. Grant recipients must allow MALT to photograph and video any completed projects, develop narratives around the project, and permit MALT to use such photographs, videos, and project narratives for fundraising and publicity purposes. Grant recipients may also be asked to attend MALT events to share their project and the results of the grant.
5. Project evaluation by MALT will be completed after the project is fully constructed and properly functioning. MALT staff will visit the project site to assess functionality, ensure project completion, and confirm that the terms of the Grant Agreement have been met. MALT will take photographs and video of the project, interview the grant recipient about the impact of the project, and confirm project extent and scope.
6. Monitoring of completed projects will be included in annual easement monitoring visits for applicants with MALT easements. For projects on properties without MALT easements, MALT reserves the right to check the status and conditions of the project annually for up to three years after the project is completed.

Reserved Rights

1. MALT reserves the right to request clarification and/or supplemental information from any applicant to facilitate evaluation of the proposed project.
2. MALT reserves the right to award funding it deems fit. This reservation includes and is not limited to: the right to reject any or all proposals for any reason; the right to award funding in different amounts to varying applicants; the right to award funding for multiple projects to the same applicant; and the right to request that an applicant reapply to remedy errors in submission.
3. MALT shall not be held liable for any expenses incurred by applicants before the date of the Grant Agreement.
4. MALT reserves the right to modify these guidelines, the attached exhibits, and any of the procedures at any time.
5. MALT reserves the right to terminate the program at any time and shall not be held liable for any projects without an executed grant agreement at the time of termination.

Attachments

- Exhibit A: Example Project List
- Exhibit B: Grant Proposal Form
- Exhibit C: Round 2 Selection Criteria

EXHIBIT A

EXAMPLE PROJECT LIST

Farm plan implementation

- Resting pastures
- Implementing carbon farm plan recommendations

Wildlife enhancement

- Conversion to wildlife friendly fencing
- Bee/bird boxes
- Pollinator habitat/planting
- Prairie or pollinator strips

Livestock/grazing

- Adding new breeds of crops or livestock to enable alternative usage of land (for example, adopting a new livestock breed that can graze uplands to alleviate pressure on lowlands or using new crop varieties that use less or different resources)
- Multi-species grazing

Water resources

- Riparian fencing
- New or improved water resources

Plant/soil enhancement/management

- Pasture seeding, especially with native perennial grasses and forbs
- Weed/invasive species management
- Restoration (e.g. riparian, grassland, etc.)
- Sudden oak death treatments or remediations
- Cover crop seeding
- Hedgerow plantings
- Prescribed fire
- Silvopasture
- Generalized tree or windrow tree planting
- Soil amendments and/or inoculants, soil biodiversity enhancement

Crop enhancement

- Diversifying orchard/fiber crops

EXHIBIT B

ROUND 2 GRANT PROPOSAL FORM



Grant Proposal Form

Applicant Information

1. Project Name _____
2. Total Estimated Project Cost _____
3. Grant Amount Requested (Maximum \$50,000) _____
4. Property/Ranch Name _____
5. Applicant/Landowner Name _____
6. Project Contact or Operator/Lessee (if different) _____
7. Property Physical Address _____
8. Mailing Address (if different) _____
9. Telephone _____ 10. Email _____
11. Applicant Signature _____ Date _____
12. Landowner Signature (if lessee applicant) _____ Date _____
13. Property Easement Status (please check one) MALT easement No MALT easement
14. Is the applicant or landowner a current board member, staff member, or of immediate relation to either?
[See [MALT Conflict of Interest \(COI\) Policy](#)]
No Yes (explain relation) _____
15. How did you hear about MALT's small grants program? _____

Successful proposals include an applicant cost share of at least 10% of the total project cost. The 10% cost share is calculated from the total project cost once the project is completed. *(For a project that costs \$40,000, the landowner will be reimbursed \$36,000. For a project that is \$75,000 the applicant will be reimbursed at the maximum grant allowance of \$50,000.)*

Small Grants Program: Biodiversity in Agricultural Working Lands	Spring 2024
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Key Logistics and Information

See small grants program guidelines for grant details, eligibility, deadline, and list of selection criteria.

- Technical assistance is available by appointment during the work week
- Office hours will also be offered on the following days at MALT's office:
 - o Tuesday, March 26, 2024 - 3pm to 6pm
 - o Thursday, March 28, 2024 - 3pm to 6pm

All proposals must be received by MALT by Friday, April 5, 2024, at 5pm. All projects must be completed within 18 months of grant execution, unless otherwise noted in the executed grant agreement. MALT will follow up nine months after project approval if we have not heard from the landowner/applicant.

MALT reserves the right to rescind funding if the project is not complete within 18 months of a signed Grant Agreement.

Please complete and submit your proposal online using the following Google Form: [MALT Small Grants Program Proposal Form](#). If using the Google Form, consider drafting your proposal in a separate document and copying and pasting narrative sections to avoid loss of information.

Completed proposals can also be mailed to Eric Rubenstahl, MALT Stewardship, P.O. Box 809, Point Reyes Station, CA, 94956.

Project Description

Please provide sufficient detail for the review committee to fully understand the size, scope, intended goals, and impact of the proposed project. Maximum word counts are provided for most questions.

1. **Project Summary:** Describe how your project aligns with the theme “Biodiversity in Agricultural Working Lands”. Include key tasks and intended outcomes and deliverables of your project (250 word maximum).
2. **Project Impact:** Describe the size and general land use of the agricultural operation(s) and how this project will impact your operation(s). Describe how this project aligns with the short- and long-term goals of your operation(s) (500 word maximum).
3. **Project Innovation:** Describe how the project will employ innovative approaches to address the theme “Biodiversity in Agricultural Working Lands” (250 word maximum).
4. **Project Timeline and Deliverables:** Provide a project timeline with estimated completion dates for each project deliverable (MALT shall not be held liable for any expenses incurred by applicants before the date of the Grant Agreement).

Project start date _____

Project completion date _____

Project Timeline					
<i>Please describe the phases of your project by using phrases like: planning, designing, construction, starting project, expected completion, in the following boxes.</i>					
Summer 2024	Fall 2024	Winter 24-25	Spring 2025	Summer 2025	Fall 2025

Small Grants Program:
Biodiversity in Agricultural Working Lands

Spring 2024

5. Priority consideration will be given to proposals from applicants serving/and or located in communities of Marin County that are most impacted by social and economic inequities due to race, income level, gender, identity, religion, immigration status, disability, age, sexual orientation, or zip code. Complete the table below for applicants who meet the requirements for one or more of these underserved communities. If none, leave blank.

Name of Applicant	Limited Resource Farmer or Rancher ¹	Beginning Farmer or Rancher ²	Socially Disadvantaged Farmer or Rancher ³	Veteran Farmer or Rancher	Other ⁴
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ Has a total household income [at extremely low income level for a family of four](#), defined in Marin County as \$55,750 (2023)

² Has operated a farm or ranch for 10 consecutive years or less

³ Member of a socially disadvantaged group, including: American Indians or Alaskan Natives; Asians; Blacks or African Americans; Native Hawaiians or other Pacific Islanders; Hispanics

⁴ Impacted by inequity due to gender, identity, religion, immigration status, disability, age, or sexual orientation

6. **Project Readiness: Describe the stage of planning and design of your project. Describe whether your project will be ready for implementation if funded. For example, is the project fully designed and shovel ready, or do certain details need to be finalized before construction begins?**

7. **Does your project require additional permits or trigger compliance issues?**

No

Yes. Describe permits required or compliance issues below:

**Small Grants Program:
Biodiversity in Agricultural Working Lands**

Spring 2024

8. Check the box that applies:

- The project has received funding from external sources.**
- The project has not received funding from external sources.**

Other Funding Sources: If the project has received funds from sources outside MALT and proposer resources, please list them below:

Funding Source	Received, Committed, or Pending Review	Funding Amount
Total Additional Funding		

9. Describe any other expected benefits and/or desired outcomes of the proposed project not listed above (100 word maximum).

**Small Grants Program:
Biodiversity in Agricultural Working Lands**

Spring 2024

Project Budget: Please list budget line items that directly relate to the project scope. Include an additional page if necessary and attach available quotes.

Item #	Description	Requested Amount	Other Sources (if applicable)	Total Item Amount
Total Requested Grant Funds				

Project Budget Narrative: Describe the project budget and how the budget line items match with project tasks and intended outcomes and deliverables. Describe any additional sources of funding, including in-kind support (100 word maximum).

Supplemental Information: MALT will ONLY accept the following supplemental materials:

1. One map of the project site. MALT staff are available to assist with the creation of project maps
2. Up to four photos of project site
3. Available quotes as indicated in the Project Budget

Please complete and submit your proposal online using the following Google Form: [MALT Small Grants Program Proposal Form](#). If using the Google Form, consider drafting your proposal in a separate document and copying and pasting narrative sections to avoid loss of information.

Completed proposals can also be mailed to Eric Rubenstahl, MALT Stewardship, P.O. Box 809, Point Reyes Station, CA, 94956 or email completed proposal to Eric Rubenstahl at erubenstahl@malt.org.

EXHIBIT C

ROUND 2 SELECTION CRITERIA

Marin Agricultural Land Trust Small Grants Program Spring 2024 Selection Criteria Scoresheet

Instructions: Please rank each proposal from 0 - 3 based on the criteria listed below, with 0 as the lowest score (least fit with criteria) and 3 as the highest score (most fit with criteria)

Selection Criteria	Score (0-3 points each)
Project Summary Project summary aligns with the theme "Biodiversity in agricultural working lands". Key tasks and deliverables are clearly and comprehensively described.	
Project Impact Impact of project on agricultural operation(s) in respect to biodiversity in agricultural working lands is clearly and comprehensively described.	
Project Innovation Project is innovative and describes new approaches for improving biodiversity in agricultural working lands.	
Project Timeline Project timeline is specific and provides details on project stages and deliverables. Project will be completed before required completion date (18 months following execution of grant agreement).	
Underserved Communities Applicant belongs to one or more underserved communities. One point should be given for each category with 3 points as the maximum number of points possible.	
Project Readiness Project is "shovel ready" and in final stages of planning and ready to be implemented upon receiving award.	
Permit or Compliance Issues Permitting is complete or is not required for project implementation.	
Funding Sources Project is not eligible for any other grant program funding, MALT is only potential match	
Additional benefits/outcomes Project narrative clearly describes additional benefits and outcomes not mentioned previously in the application.	

<p>Project Budget Necessary items for project completion are listed and amount(s) listed are reasonable for line item(s).</p>	
<p>Project Budget Narrative Applicant clearly describes the project budget and makes a convincing argument for how the budget aligns with project tasks, outcomes, and deliverables.</p>	
<p>TOTAL</p>	