

# Small Grants Program Guidelines

## Round 4, Spring 2025

### **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 58,000 acres of West Marin's diverse mosaic of coastal grasslands, oak woodlands, rangelands, and pastoral open space through 98 agricultural conservation easements.

### **Small Grants Program Overview**

MALT's small grants program, which has awarded \$600,000 to date, builds on the success of distributing over \$2 million through our Stewardship Assistance Program (SAP) and Drought Resilience and Water Security (DRAWS) 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 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.

### **Grant Focus Round 4, Spring 2025: Resilience on Working Lands**

Agriculturalists who steward working lands are directly and regularly impacted by environmental factors and economic markets such as climate change, fluctuating markets and development pressure. Working lands are managed grasslands, shrublands and forests that offer goods such as food and fiber in addition to a myriad of ecosystem services facilitated by

ecological productivity and wellbeing. The goal of this Small Grants cycle is to provide resources to help Marin County agriculturalists plan, design, and implement practices that increase the resilience of these managed and stewarded ecosystems in the face of environmental and economic variability and pressures through long-term solutions that increase ecological biodiversity, climate resilience, preserve agriculture and strengthen the community.

Applications are accepted online: <https://www.grantinterface.com/Home/Logon?urlkey=malt>

### Grant Impact:

Grants will promote agricultural and conservation practices that increase the resilience and vitality of Marin County's working lands through projects that increase ecological biodiversity, climate resilience, preserve agriculture and strengthen the community. Projects should support economic stability by contributing to the maintenance of existing agricultural production during erratic and unpredictable swings in temperature and precipitation (i.e. climatic) conditions. Projects that also have an ecological benefit by improving soil health, increasing species diversity in rangelands, and/or improving water quality are encouraged as part of a nature-based solution for climate resilience. Finally, projects may have an instructive component through planning or educational practices.

### 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 4, Spring 2025 cycle.
3. Projects **must be completed within 18 months of grant agreement 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 \$33/hour (based on basic labor rate from USDA NRCS).
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 are still 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 and Dates

- Thursday, February 6, 2025 - Grant proposal form available to public
- Office hours will also be offered in-person:
  - o Monday, March 3, 2025 - 3pm to 5:30pm at MALT's office
  - o Wednesday, March 5, 2025 - 9am to 12pm at UC Cooperative Extension office, in cooperation with Natural Resources Conservation Service. Learn about multiple grant program opportunities at the same time. 682 Novato Boulevard, 2nd floor conference room, Novato, CA 94947
  - o Monday, March 10, 2025 - 3pm to 5:30pm
- Technical and application assistance is available by phone, email or in-person by appointment 9am-5pm Monday through Friday. Please contact MALT Stewardship staff for assistance.
- Friday, March 14, 2025 - Grant proposal deadline, proposals must be submitted by 5:00pm through online portal or via email.
- April 9th through 25th - Grant awardees contacted
- April 30, 2025 - Grant awardees publicly announced

### Proposal Evaluation and Selection

1. Proposals will be evaluated, scored, and ranked by selection criteria found in [Exhibit C](#).
2. 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.
3. MALT may visit the proposed project site as part of any project proposal evaluation.
4. 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.
5. All necessary permitting must be pursued by the applicant as part of the project. Please contact MALT Stewardship staff with questions.

### Grant Awards

1. MALT will enter into a Grant Agreement with the grant recipients (and landowner, if different from the grant recipient).
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 staff 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 may be included in annual easement monitoring visits for applicants with MALT easements, or separate visits. For projects on properties without MALT easements, MALT may monitor the project for up to five years after the project is completed. Monitoring may take place through visits, email, phone, video, and remote monitoring.

### 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 (content provided for information; application is online)

Exhibit C: Round 4 Selection Criteria

# **EXHIBIT A: EXAMPLE PROJECT LIST**

## **MALT Round 4 small grants program**

The following examples are shared to support applicants. This is not an exhaustive list. MALT staff are available to discuss potential projects during office hours or by appointment.

- Interior/cross-fencing for rotational grazing
  - Permanent
  - Smooth wire
  - Barbed wire
  - Woven wire
  - Temporary electric
  - Permanent electric
  - Virtual
- Woody vegetation (shrubs and conifers) management
  - Mastication
  - Mowing
  - Burning (with appropriate permitting)
  - Concentrated/prescribed/contract grazing
- Rangeland seeding
- Tree planting
- Silvopasture
- Hedgerows
- Soil amendments
  - Compost
  - Lime
  - Gypsum
  - Biochar
- Invasive species management
- Grazing planning, consultation and/or education
- Water distribution through tanks, troughs and pipe

# **EXHIBIT B: ROUND 4 GRANT PROPOSAL FORM**

The following is the content of the application form. It is provided to support thinking through the application process. Applications are accepted through the online form available at <https://malt.org/small-grants/>. Please contact MALT staff for any support with the application process, including the online system.

## **Applicant Information**

1. Project Name \_\_\_\_\_
2. Total Estimated Project Cost (including applicant's cost-share)  
\_\_\_\_\_
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 applicant is not) \_\_\_\_\_ 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.)*

## **Key Logistics and Information**

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

- Technical and application assistance is available by appointment from 9am to 5pm Monday through Friday
- Office hours will also be offered on the following days at MALT's office:
  - Monday, March 3, 2025 - 3pm to 5:30pm
  - Monday, March 10, 2025 - 3pm to 5:30pm

**All proposals must be submitted by 5:00pm Friday, March 14, 2025.** 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 at <https://malt.org/small-grants/>.

### **Project Description**

Please provide sufficient detail for the review committee to fully understand the size, scope, intended goals, and impact of the proposed project.

- 1. Agricultural operation summary: Describe the size and general land use of the agricultural operation.**
- 2. Project Summary: Describe the proposed project and how it project aligns with the theme “Resilience on Working Lands”. If your project is part of an Agricultural Management Plan, Carbon Farm Plan, or other planning process, please describe this.**
- 3. Project Deliverables: Include key tasks and intended outcomes. Explicitly list the key deliverables of your project, such as feet of fencing or number of acres seeded. (500 word maximum).**
- 4. Project Impact: How will this project impact your agricultural operation(s)? How will it impact agricultural working lands? How does this project align with the short and long-term goals of your operation(s) (350 word maximum).**
- 5. Project Relevance: Describe how the project increases resilience and vitality for agricultural working lands. Are there any unique or novel qualities to this project in relation to your operation? (250 word maximum).**
- 6. Project Readiness: Describe the stage of planning and design of your project. Describe the steps needed and anticipated timing of implementation if the project is funded. For example, is the project fully designed and shovel ready, or do certain details need to be finalized before construction begins? Are there other time considerations such as order processing or shipping or permitting?**
- 7. 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 signed Grant Agreement, or after the end of the term of the Grant Agreement). The Grant Agreement term is for 18 months.

**Anticipated project start date** \_\_\_\_\_

**Anticipated project completion date** \_\_\_\_\_

<b>Project Timeline</b>					
<i>Please describe the phases of your project by using phrases like: planning, designing, construction, starting project, expected completion, in the following boxes.</i>					
Spring 2025	Summer 2025	Fall 2025	Winter 2025-26	Spring 2026	Fall 2026

**8. Does your project require additional permits or trigger compliance issues? If you are unsure, please contact MALT Stewardship Staff.**

- No
- Yes

**If yes, describe permits required or compliance issues below. If no, describe how this determination was made:**

\_\_\_\_\_

**9. Check the box that applies:**

- The project has received funding from external sources (describe below).
- The project is seeking funding from external sources but this funding is not confirmed (describe below).
- The project is not seeking additional funding from external sources.

**Other Funding Sources: If the project has received funds from sources outside MALT or is in the process of seeking funding from other sources, please list them below:**

<b>Funding Source</b>	<b>Received, Committed, or Pending Review</b>	<b>Funding Amount</b>
<b>Total Additional Funding</b>		



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

Description of Material or Labor <i>(i.e. 3 water tanks, 40 solar panels, new harvesting equipment, labor to install X equipment, etc.)</i>	Other Funding Sources (if applicable)	Estimated Project Expense (\$)
<b>Total Requested Grant Funds</b>		

**11. 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).**

**12. Other Considerations: Describe any other expected benefits and/or desired outcomes of the proposed project not listed above (100 word maximum).**

**13. Diversity, Equity and Inclusion: Priority consideration will be given to proposals from applicants that address equity issues. This could be through the applicant meeting the CDEFA definition of limited resource farmer/rancher, beginning farmer/rancher, or socially disadvantaged farmer/rancher. This could also be through the project serving 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. If applicable, complete the table below.**

Name of Applicant	Limited Resource Farmer or Rancher <sup>1</sup>	Beginning Farmer or Rancher <sup>2</sup>	Socially Disadvantaged Farmer or Rancher <sup>3</sup>	Veteran Farmer or Rancher	Other
	<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"/>
<b>If applicable, please describe how the project addresses equity and inclusion:</b>					

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

<sup>2</sup> Has operated a farm or ranch for 10 consecutive years or less

<sup>3</sup> **Socially disadvantaged farmer or rancher as defined by the CA Farmer Equity Act (AB1388), refers to farmers or ranchers that are members of socially disadvantaged groups:** African Americans, Native Indians, Alaskan Natives, Hispanic, Latino/a, Asian Americans and Native Hawaiians and Pacific Islander groups. Other historically underserved groups of farmers include urban farmers, veteran farmers, women farmers and LGBTQ farmers

**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
4. Carbon Farm Plan, Grazing Plan, or other conservation management plan

Please complete and submit your proposal online through this link: <https://malt.org/small-grants/>

## **EXHIBIT C: ROUND 4 SELECTION CRITERIA**

<b>Selection criteria - each will be scored on a scale of 1 to 5.</b>	
<b>Criteria</b>	<i>Description</i>
<b>Project Deliverables</b>	<i>Project deliverables and activities are described clearly.</i>
<b>Project Relevance to Funding Theme</b>	<i>Project promotes the resilience and vitality of Marin County's working lands</i>
<b>Project Impact</b>	<i>Project would create measurable impact.</i>
<b>Innovation</b>	<i>Project presents novel, innovative approaches</i>
<b>Agricultural Resilience</b>	<i>Project contributes to maintaining stability for existing agricultural production during erratic and unpredictable swings in temperature and precipitation (i.e. climatic) conditions</i>
<b>Economic</b>	<i>Project helps reduce long term costs, increases efficiency and/or increase the capacity of agricultural production on the ranch using climate smart practices</i>
<b>Ecological</b>	<i>Project contributes to ecological benefits by improving soil health, increasing species diversity in rangelands, and/or improving water quality are encouraged as part of a nature-based solution for climate resilience.</i>
<b>Additional Benefits/Outcomes</b>	<i>Project narrative clearly describes additional benefits and outcomes not mentioned previously in the application.</i>
<b>Project Budget and Narrative</b>	<i>Project budget is accurate, reasonable, and includes costs of all activities to achieve project deliverables</i>