

Dear Grantee,

Congratulations on receiving a Montana Harvest of the Month (HOM) 2023 mini-grant. The mini-grants are funded with support from Whole Foods Market in Bozeman and administered by the National Center for Appropriate Technology. Please see the mini-grant details below.

Harvest of the Month 2023 Mini-Grants Agreement

Amount: \$1000

Grant Period: April 14, 2023 – October 1, 2023

The purpose of this grants is to:

- Fund projects that encourage family engagement and/or youth leadership in HOM activities.
- Obtain feedback from sites on the benefits, challenges, and opportunities associated with participation in HOM.

Mini-grantees will receive:

- Financial incentive to support HOM activities (\$1000/site)
- Technical assistance to expand HOM implementation

Requirements:

- Funds must be used for the purposes outlined in your mini-grant proposal. All funds must be spent by October 1, 2023 to support activities in this proposal and within the grant guidelines.
- Grantees must attend a virtual training in April 2023 and complete a verbal progress check-in during the grant period.
- The HOM Team will establish a meeting schedule that consists of at least 3 meetings in the grant period. The meetings are designed to strengthen collaboration and plan for or check progress and response to HOM activities.
- Grantees must keep record of the number of adults and youth who participate in mini-grant activities.
- Grantees must submit content, such as photos, videos, and descriptions of their activities showcasing at least two of the HOM foods. The content should come with photo releases and a photo sharing agreement. This could include taste tests, meals, activities, material displays, cooking classes, field trips, presentations, and other creative HOM activities. The NCAT project coordinator may use these submissions in the HOM portal, newsletter, and Facebook page.
- A final report, including a summary of how funds were expended, must be completed and submitted by October 31, 2023.
- The grantee must assemble a team and meet all regular HOM program requirements. Program requirements differ for each audience group. Registration, reporting links, and HOM program requirements can be found at [Montana Harvest of the Month \(mtharvestofthemonth.org\)](http://mtharvestofthemonth.org).
- Provide a completed W-9 along with this agreement form - <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

By signing this agreement, we agree to the requirements of the Harvest of the Month 2023 Mini-Grant Program:

Name	Organization/Business	Email
Address		Signature

Approved by:

Name	Signature
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