**Sustainable Food Systems Mini-Grant Narrative Outline**

**Title Page**

1. Title
2. Name the target activity of the proposal that your application seeks to achieve: *1) build community partnerships related to food systems, or 2) conduct food systems research that engages students or benefits the community.*
3. Applicant’s name, department, and college
4. Abstract (summary of proposal – limit to 100 words)
5. Statement of agreement regarding the terms of this mini-grant (*the following can be copied to your title page*):

I understand that this funding is part of a USDA parent grant and there are requirements affiliated with this funding. If selected, I agree to:

* Work with the instructor of the Sustainable Food Systems Seminar course to coordinate a presentation in this seminar on the work funded by this award.
* Support any students who are working with me on this research to also develop a professional presentation that the student will deliver in the Sustainable Food Systems Seminar course.
* Sharing a brief summary of my proposed and final work that is funded by this award for purposes of publishing on the grant’s website, newsletter, and progress reports.

**Proposal** *(limited to three pages)*

1. Purpose
	1. Project rationale
		1. Purpose of the project
	2. Project objectives
		1. What will be done
		2. Why you are doing this project
		3. Expected results of this project
		4. Relation of the project to sustainable food system themes
		5. How this work fits into future research plans
2. Methodology
	1. Description of activities that will be completed
	2. Connection of these activities to your stated objectives
	3. Feasibility of logistics for project activities
	4. Budget justification should include how you intend to spend the funds.

1. Contribution of the project
	1. Professional impact of this project to the applicant
	2. Impact of this project to the field and community of sustainable food systems
	3. Expected end products of this project (e.g., publications, presentations, additional activities with community partners, etc.)