



Zion United Methodist Church

2108 REVERE ST, N. LAS VEGAS, NV 89030

NOTICE OF FUNDING OPPORTUNITY (NOFO)

**A Micro-Grant Initiative of the “Southern Nevada
Urban Agriculture Assistance Program”**

2025-2026

The “Southern Nevada Urban Agriculture Assistance Program” is co-led by Zion United Methodist Church and To Improve Mississippi Economics (T.I.M.E.) Inc., with funding provided by the USDA Farm Service Agency (FSA) Urban and Innovative Agriculture Community-Based Organization Fund.



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DEADLINE: August 15, 2025 (5:00 PM PST) Summary

The “Southern Nevada Urban Agriculture Assistance Program” is co-led by Zion United Methodist Church and To Improve Mississippi Economics (T.I.M.E.) Inc., with funding provided by the USDA Farm Service Agency (FSA) Urban and Innovative Agriculture Community-Based Organization Fund.

The “Southern Nevada Urban Agriculture Assistance Program” team is excited to announce the availability of micro-grant funds and request proposals for projects that will support urban farming and strengthen the local food system. The funding range for all micro-grants is between \$1,000 - \$8,000. The period of performance for these projects is no more than 12 months.

The overall goal of micro-grant funding is to build the capacity of urban agriculture work in Nevada. This funding opportunity aligns with the USDA Farm Service Agency (FSA) to define urban agriculture broadly to include farming and growing activity in an urban area. These funds are aimed to assist individuals, organizations, and/or community-based groups in urban agriculture.

Timeline

- Notice of Funding Opportunity Announced — **July 1, 2025**
- Application Submission Deadline — **August 15, 2025 (5:00 PM PST)**
- Proposals Reviewed by Project Team — **August 2025**
- Proposals Reviewed by USDA FSA — **September 2025**
- Awardees to be Notified — **October 1, 2025**
- Period of Performance — **October 6, 2025 – October 9, 2026***
- Deadline to submit final report, financial report, and project data – **November 9, 2026**

***Please note:** Once the NOFO is closed and applications are received, the Project Team will go through the applications and ensure that they are complete as to the requirements set in the NOFO. The Applications will then be reviewed and rated by the Project Team. All awards will be made on the merit of the proposed project. Selected proposals will then be reviewed by USDA FSA. All successful proposal applicants will need to fulfill funding requirements through the USDA FSA. Zion United Methodist Church will provide administrative assistance to fulfill legitimate payment requirements. **The timeline is dependent on the USDA review process.**



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ELIGIBILITY CHECKLIST

A Micro-Grant Initiative of the

“Southern Nevada Urban Agriculture Assistance Program”

The goal of micro-grant funding is to build the capacity of urban agriculture work in Nevada. This funding opportunity aligns with the USDA Farm Service Agency (FSA) to define urban agriculture broadly to include farming and growing activity in an urban area. These funds are aimed to assist individuals, organizations, and/or community-based groups in urban agriculture through educational, technical assistance, outreach, and networking opportunities. These are one-time-funds for short-term urban agriculture projects.

Checklist

- ✓ The proposal will be submitted by an individual, non-profit organization, community-based organization, Tribal entity, or an urban agricultural farmer (for-profit or not-for-profit).
- ✓ The proposed work will enhance and build the capacity of current urban agriculture activities in Nevada.
- ✓ The proposed work will only take place in the State of Nevada.
- ✓ The proposal clearly identifies a need to support urban agriculture and food systems activity.
- ✓ The project will be completed within 12 months (October 6, 2025 – October 9, 2026).
- ✓ The budget does not include equipment costs more than \$5,000.
- ✓ The budget does not include costs for the purchasing of land or for the repayment of loans.
- ✓ The total funding request is between \$1,000 and \$8,000.
- ✓ The applicant is prepared to participate in all project reporting efforts.
- ✓ If awarded, the applicant can receive funding as a contractual service through Zion United Methodist Church. This requires a W-9 form. This also includes the ability to receive an advance payment of 50% of the proposed budget and final 50% at the end of the project with an invoice.

Late and incomplete submissions will not be accepted.



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The Southern Nevada Urban Agriculture Assistance Program Initiative

The “Southern Nevada Urban Agriculture Assistance Program” Initiative focuses on helping to support urban farming and strengthening the local food system by connecting local urban farmers with program opportunities within the USDA. By providing education and training relating to USDA programs to include the integration of high-tech urban agriculture assistance as identified in the 2018 U.S. Farm Bill, the SNUAAP will also promote the growth of business and economic development of urban agriculture in the Vegas Valley. This will enable the expansion by encouraging and promoting urban farming and small-scale agriculture through:

- Increase knowledge, awareness, and participation in FSA and USDA programs and services associated with growing food in an urban area
- Assist farmers with expanding their farming operations and implementing climate-friendly and water conservation practices for farming in the desert
- Increase representation of farmers serving on Urban County Committees
- Improve the coordination and effectiveness of Federal programs, services, and actions affecting urban areas
- Increase access and participation of farmers in FSA and USDA programs and services in urban areas
- To assist urban producers in accessing and utilizing tools, resources, and technical assistance associated with growing food in an urban area and expanding their farming operation.

Micro-Grants

A fundamental component of this Initiative is to provide support for urban farmers and growers to strengthen urban agriculture across Nevada. This support includes the dissemination of micro-grants to eligible non-profit organizations, community-based organizations, Tribal entities, and urban agricultural farmers promote the growth of business and economic development of urban agriculture in the Vegas Valley. Successful micro-grant projects should fill a perceived need of the applicant and their communities of interest. All successful proposals should also focus on supporting urban agricultural issues and needs that align with the goals of the “Southern Nevada Urban Agriculture Assistance Program” Initiative. **Priority will be given to proposals that give attention to farmers in urban communities. Specifically, priority will be given to those urban agriculture projects that aim to:**

- 1. Increase knowledge, awareness, and participation in FSA and USDA programs and services associated with growing food in an urban area**
- 2. Assist farmers with expanding their farming operations and implementing climate-friendly and water conservation practices for farming in the desert**
- 3. Increase representation of farmers serving on Urban County Committees**
- 4. Improve the coordination and effectiveness of Federal programs, services, and actions affecting urban areas**
- 5. Increase access and participation of farmers in FSA and USDA programs and services in urban areas**
- 6. To assist urban producers in accessing and utilizing tools, resources, and technical assistance associated with growing food in an urban area and expanding their**



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farming operation.

The following are example topics that micro-grant projects may include (but are not limited to):

- Community farming or gardening in low wealth urban communities
- Urban agriculture land access programming, policy, and/or outreach
- Equity-based urban agriculture and food systems improvements
- Building urban agriculture resilience to a changing climate
- Urban agricultural marketing, networking, and awareness-building
- Technical assistance to increase healthy urban food production and dissemination.



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Funding

- Funding will be allocated for a period of performance of no more than 12 months with the estimated dates of **October 6, 2025 – October 9, 2026.**
- Awards will range from **\$1,000 to \$8,000.**
- Funding will be set up as a **contractual agreement with Zion United Methodist Church.** With a contractual agreement, Zion United Methodist Church can provide reimbursements after receipt of a detailed invoice with supporting documentation. Otherwise, the full payment will be reimbursed at the end of the project with an invoice.

Funding Restrictions

Funds **may not** be used to buy land or for the repayment of loans. Equipment costs are allowable but must be capped at \$5,000. Funds can only be used for activities directly related to the project.

Deliverables

- A 2-page Progress Report is due 6 months from the start of the project. This will include a budget update. A template will be provided. A scheduled meeting may be an alternative option for the Progress Report if requested, inclusive of a budget update.
- The Final Report, not to exceed 2 single-spaced pages, is due 30 days after the completion of the project. The Final Report should provide a complete overview of highlights of successes, progress towards each objective, and a final budget update. Images and stories are strongly encouraged. A template will be provided.
- Potential project presentations to be delivered at “Southern Nevada Urban Agriculture Assistance Program” project related meetings.
- Scheduled site visits will be conducted by members of the Project Team to meet stakeholders and build capacity.
- All awardees will be expected to sign a Funding Agreement that stipulates these deliverables and funding expectations.

Eligibility

- Only one proposal can be submitted by an entity.
- Eligible applicants include non-profit organizations, community-based organizations, Tribal entities, and urban agricultural farmers (for-profit or not-for-profit).
- Proposals are allowed to include multiple sites of project activity under one application.
- Funding may only be used for projects within the Las Vegas Valley.
- Awardees will be expected to follow Zion United Methodist Church budgeting and reporting policies.
- Projects must meet Zion United Methodist Church’s commitment to Civil Rights: “Zion United Methodist Church, the U.S.D.A., and local governments. Its programs and employment are open to all, regardless of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, military status, or any other basis protected by law.”



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Proposal Requirements

Format

- Proposals should be single-spaced and use a 12-point font and 1" margins.
- Cover sheet (1-page, format provided)
- Summary (300 words) (to be included on the Cover Sheet)
- Narrative (3-page max) (template provided)
- Budget (format provided)
- Budget narrative (1-page max)
- Resume of project leads (2-page max each)
- Optional: Document of collaboration with other partners (e.g., letters of support indicating collaboration only if appropriate)

Additional Information

- **Cover Sheet (format provided)**
 - Please complete using the format provided.
- **Summary (format provided)**
 - This 300-word description should clearly state the purpose, aims, audience, location, and overall approach of the project. Please complete using the format provided.
- **Narrative (3-page limit), please include (template provided):**
 1. Statement of goal(s) and supporting objectives.
 2. Demonstrated need for the proposed project.
 3. Identified urban farmer audience and community the project will focus on.
 4. Explanation of how the project will enhance existing urban agriculture activity in Nevada.
 5. Explanation of how the project aligns with the goals of the "Southern Nevada Urban Agriculture Assistance Program" Initiative. Include priority areas, if applicable (see page 3).
 6. Description of the approach to be used in carrying out the proposed project.
 7. Description of expected outcomes of project activities.
 8. Statement of how progress toward achieving project objectives will be monitored.
- **Budget (format provided) and Budget Justification**
 - Please use the budget format provided.
 - Include a separate budget justification document that describes each budget category.
- **Document of Collaboration**
 - If appropriate, provide letter(s) of support from other organization(s) that have agreed to collaborate on the project.



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Review Process

Each application will be screened to ensure that it meets the basic and administrative requirements as set forth in this NOFO. All applications that meet these requirements will be technically evaluated by a review panel. This review panel will make a recommendation for awarding funding using the criteria stated below.

Criteria used in the evaluation of project proposals will include the following:

- **Target Locality:** Las Vegas Valley
- **Relevancy Toward Goals:** A clear explanation of how the project will enhance urban agriculture and food systems activity in Nevada.
- **Relevancy Toward Community Need:** Applicants clearly demonstrate the need for the project within the community.
- **Achievability:** Probability of success to complete project aims by the end of the project.
- **Funding Need:** Applicants demonstrate financial need for the project.
- **Qualifications of Applicant(s):** Applicants demonstrate experience and ability in serving the proposed urban agriculture stakeholder community.
- **Applicant Priority:** Applicant is explicitly addressing a farmer population(s) identified in the narrative and clearly demonstrates cultural competence and experience in serving the needs of the farmer community identified.
- **Project Management:** Applicant is prepared for the administration of the proposed project and its maintenance, partnerships, budgeting, and reporting, efforts.
- **Budget:** Clear rationale and feasible plan to spend funds in order to achieve project goals.

Each category will be evaluated using the following scoring: 1= lowest, 5=highest (Total points possible =100)

Exceeds: The applicant provides specific and comprehensive information, and provides complete, detailed, and clearly articulated responses to address the questions. The description is well conceived, and the ideas are fully developed. (4-5)

Meets Expectations: The applicant provides general but sufficient detail, adequately addresses the criteria questions, however some areas are not fully explained and/or questions remain. The application has some minor inconsistencies and weaknesses. (2-3)

Does Not Meet Expectations: The applicant omitted a very large portion of the requested information, fails to provide information, provides inaccurate information, or provides information that is hard to understand. (1-2)



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USDA Environmental Review Process:

Proposals that are selected to be recommended for an award by the Project Team will submit proposal materials to the USDA for a required review process. This includes:

USDA Farm Service Agency (FSA) will comply with the National Environmental Policy Act (NEPA), and the implementing regulations in 40 CFR Parts 1500 – 1508, and FSA's NEPA implementing Regulations in 7 CFR Part 799 for cooperative agreements entered under the FSA Urban and Innovative Agriculture Community-Based Organization Fund. After review at the programmatic level, USDA determined that, in general, cooperative agreements entered under Section 1001 of the Build Back Better Act, Food Systems Transformation Effort do not have the potential for significant impacts to the human environment. FSA has determined that the following categories of activities are categorically excluded from further review under the National Environmental Policy Act, per 7 CFR § 799.31:

- Educational or informational (i.e., outreach) activities; and
- Procurement actions for goods and services conducted in accordance with Executive Orders.

However, a site-specific review will be needed for activities funded through the cooperative agreement, or subsequent micro-grant programs, if any of the following conditions are true:

1. Disturb ground to a level that has not been previously disturbed, remove any trees, remove any tree roots, or use mechanical means to remove damaged fencing or debris that will impact below the level of previous disturbance.
2. Place a farm storage or other facility on a farm eligible for or listed on the National Register of Historic Places and would have a visual impact to the historic character of the farm.
3. Modify, renovate, or remove a structure or building that is 50 years old or older.
4. Involve an activity including new land clearing, impacts to any water body, wetland, floodplain, riparian buffer, threatened or endangered species, their critical habitat, or cultural resources that would otherwise require consultation.
5. Result in any extraordinary circumstances in accordance with Handbook 1-EQ (Rev. 3) Par. 25.
6. Change the existing land use or remove the land from agricultural use.
7. Involve FSA actions or programs not specified in this P-850, not approved in that municipality, or for which an individual site-specific FSA-850 or environmental assessment is required.

For micro-grants, the grantee must satisfy any site-specific NEPA requirements identified by FSA prior to drawing down funds or incurring expenses related to the micro-grant. Once these conditions have been successfully completed, FSA will notify the grantee that the review is complete. At that time, the distribution and expenditure of micro-grant funds will be authorized. Before the NEPA process is completed, Federal regulations specify acceptable actions in 40 CFR § 1506.1.



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How to Apply?

- Applicants should submit the completed proposal by email to pastor@zionmethodist.org no later than
5:00 PM on August 15, 2025. Or postmarked and mailed to:

Zion United Methodist Church
ATTENTION: Jasmine Griffin
2108 Revere Street
N Las Vegas, NV 89030

- Email submissions should be compiled and saved as **one PDF file**.
- *Late and incomplete submissions will not be accepted.*

Notification of Awards

Within the limit of funds available for this NOFO, Zion United Methodist Church management team will make awards to those eligible applicants whose applications are judged most meritorious under the procedures set forth in this NOFO.

Applicants will be notified by October 1, 2025. The timeline is contingent on the USDA review process.

Address questions about this Notice of Funding Opportunity to:

Jasmine Griffin
Program Manager, Zion United Methodist Church
2108 Revere Street
N Las Vegas, NV 89030
contact@suaap.org



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Proposal Cover Sheet

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- **Project Title:**
- **Total Amount Requested (\$1,000-\$8,000):**
- **Name of Applicant (e.g., Organization, Farm Business, Tribal Entity, or Individual):**
- **501(c)(3) Status, if applicable (yes or no):**
- **Applicant Lead (Name and Title):**
- **Project Contact, if different from Applicant Lead (list one person as primary contact):**
 - **Name:**
 - **Address:**
 - **Phone:**
 - **E-mail:**
 - **Website (if applicable):**



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Summary (300 word maximum):

In 300 words or less, provide a very brief description of the project. A Project Summary includes the following: 1) clearly state the purpose, 2) aims, 3) audience, 4) location, and 5) overall approach with activities of the project. Also include the name of the individual applicant or applicant organization. If awarded a grant, the identified applicant will establish an agreement or contractual relationship with the USDA Urban Agriculture



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Proposal Narrative Template (3-page maximum)

By addressing each of these sections in your proposal, you will provide a comprehensive overview of your project and its potential impact on urban agriculture in Nevada. Please see pages 7-8 for more details pertaining to these sections and overall review criteria.

- 1. Statement of goal(s) and supporting objectives:**
- 2. Demonstrated need for the proposed project:**
- 3. Urban farmer audience and community in Nevada:**
- 4. How will the project enhance existing urban agriculture activity in Nevada?**
- 5. Alignment with the goals of the “Southern Nevada Urban Agriculture Assistance Program” Initiative:**
- 6. Description of the approach to be used:**
- 7. Description of expected outcomes:**
- 8. Statement of how progress will be monitored:**



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Proposal Budget

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Total expenses must be a minimum of \$1,000 and cannot exceed \$8,000.

Category	Year Request	Total Request
Salaries and Wages	Year 1	Total
Total		
Fringe Benefits		
Total		
Materials and Supplies (“equipment” under \$5000 to be include here)		
Travel		
Other Direct Costs		
Total		

Note: Include a separate budget justification document that describes each budget category across entire period of performance.