

Richmond Farmers' Market's "Community Kitchen"

Spark Connecting Community Round 1 (2022)

Richmond Farmers Market

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Application Form

Guidelines

Spark Connecting Community grants put building and nurturing community front and center. We aim to support grassroots work that builds social capital—the connective tissue of our communities. Social capital can be described as the value developed from working together, connecting across differences, and sharing common place-based experiences. Higher levels of social capital are correlated with better health outcomes, higher educational achievement, increased civic engagement, and greater resilience—all of which help build community vitality.

Please read the full application guidelines online by [clicking here](#).

Helpful Hints:

- Character limits include spaces and punctuation.
- Be sure to save your work frequently by clicking the "Save" button at the bottom of the page as the system will log out after 90 minutes of inactivity.
- The size of text boxes can be adjusted by dragging on the lower right corner.
- Create a PDF version of your application via the "Application Packet" button at the top of the page. All content and attachments will be included.

All applications must be submitted electronically to the Vermont Community Foundation through the application form in the Online Grants Manager, which can be accessed at www.vermontcf.org/OGM. Applications will not be accepted by mail or email. If you have questions about the Online Grants Manager, please contact grants@vermontcf.org or 802-388-3355 ext. 222.

About Your Project

Project Name*

Richmond Farmers' Market's "Community Kitchen"

Project Description*

Provide a one to two sentence description of what the project will accomplish. Be clear and explicit about what you will accomplish and how. Please use complete sentences. Note: Your answer may be used in publications. *For example: "We will beautify a blighted neighborhood by creating a public mural space for residents to share their hopes and dreams."*

Cooking and eating has the potential to unite, when accessible to all. We will host a booth at the market where any customer can join our "Community Kitchen" to sample produce and collaboratively cook basic summer recipes with their neighbors. This service will be free and open to all.

Amount Requested*

Minimum \$500 / Maximum \$3,000

\$3,000.00

Geographic Area - Town/City*

What Vermont town(s) will be directly served by your project?

Please keep your answer concise and refer to the following guidelines:

- For multiple towns, use commas to separate the town names.
- If your project spans state borders, limit your answer only to Vermont.
- If your project has broader implementation (multiple counties or statewide), you do not need to mention each town. Instead, briefly outline the geographic scope.

The Richmond Farmers' Market's "Community Kitchen" will be open to any customer. It will directly serve Richmond. Many customers come from afar - so it will also serve the greater Richmond community.

Geographic Area - County*

Choose all that apply:

Chittenden County

Alignment with VCF Strategic Focus Areas*

Which of the Vermont Community Foundation's strategic focus areas does your project serve? Read about our strategic focus areas by [clicking here](#).

Support for youth and families
Community and economic vitality

Project Goals*

Describe the goals, the work you'll do, and the overall timeline for your grant. Tell us about your community and who will benefit from this project.

A kitchen is a place of communion, worldwide. Cooking and eating is an activity that can bring a community together - it has the potential to unite, when accessible to all. The Richmond Farmers' Market (RFM) envisions holding a booth at the market (hosted by the market) where any market-goer: child, parent, adult, or senior, can gather in our "Community Kitchen" to sample fresh in-season produce and participate in or observe simple cooking demos (like how to make fresh pesto or hummus to dip veggies in). The vision is that market goers can stop quick for a veggie sample, or settle in to collaboratively work on a short cooking project with their fellow community members. This service will be free and open to all. Activities will be short and "rolling", meaning market-goers will be welcome to join and exit at anytime during a conversation, activity, or sample. We envision this format as to not deter folks from joining if full participation is a barrier, while watching for a short bit and/or sampling may be accessible.

The goal of this project is to bring community members together over food and to provide a fun, free, health-centric, creative, and inspirational environment for people to "break bread", or rather "break vegetables", together. Although staff/volunteers running the kitchen will come with a general activity plan, this will also be a place for market-goers to share what they know about cooking and help tweak recipes creatively as a group. It will be a place to meet new neighbors and forge new connections with food as the uniting force.

The market happens every Friday from 3-6:30pm in Richmond, VT, June 3-October 14 in 2022. Realistically, we envision this project happening twice a month, for a total of 10 markets in 2022. In future years, we hope to have an established program that we can offer at all 20 markets. The majority of these grant funds would be spent at the beginning of the season to purchase all supplies necessary to run the kitchen, ideally before the market starts on June 3. The rest of the funds will be distributed weekly to purchase food

ingredients and pay a staff person. We aim to establish relationships with volunteers in the community who will be interested in helping us run the Community Kitchen for no payment. But for our first year, we want to have funds available to compensate a staff person. And, we will also work to establish a volunteer base for future years.

Lastly, we hope to use this grant as a catalyst to create a self-sustaining community offering for years to come. With the infrastructure and supplies purchased on year one, and with the goal of establishing a volunteer-base to run activities - in future years the only regular expenses would be food ingredients each week. These funds will keep on giving year after year! Lack of money to pilot and establish the program is the main barrier to getting started, and this grant would remove that barrier.

Community Engagement*

Please tell us who your local champions are for this project and how the project was conceived. Describe any partnerships or collaborations with other organizations that will take place as part of this project's planning and implementation.

We accept EBT cards at the market, offer Crop Cash (a NOFA-VT program) and Farm to Family (a State of Vermont program) coupon programs for folks on EBT & WIC. We also provide free music each week. We believe we serve a more diverse population than many offerings in Richmond do - we see customers of different ages, income, body-type, and race at the market.

Because of this, we believe we are uniquely positioned to serve market-goers with this project and opportunity to commune, create & connect over food.

Our Manager, Ariana, conceived the idea for this project and is the local champion. Ariana collaborates with the Richmond Food Shelf and the Community Senior Center (of Richmond, Bolton and Huntington) to promote RFM food access programs and activities. The RFM's "Community Kitchen" will be included in these promotions. She also hopes to promote the program through the local community summer camp "Our Community Cares Camp" which she has a working relationship with. She will also strive to establish robust relationships with volunteers to help run the weekly program.

Lastly, the Town of Richmond will be the Fiscal Sponsor of this grant and they are excited about the project.

What will success look like?*

Please explain what you expect to learn through this project and how you will know that you've achieved your project's goals.

Picture a table covered in chopped veggies, a Cuisinart scraped clean of an eclectic and collaboratively created hummus recipe...kids, parents, seniors, and singles gathered around curiously, tentatively, enthusiastically, and bravely sharing and trying new things together!

Success looks like engagement of as many market-goers as possible. Success looks like people sharing ideas. Success looks like low-income customers cooking alongside high-income customers. Success looks like kids tasting a radish and finding their new favorite vegetable, or finding out they don't like radishes at all. Success looks like following a recipe card. Success looks like inventing a new delicious hummus recipe with fresh herbs from a local farmer.

Success looks like community members engaging in food-centric conversations, activities, and tastings. Different people will engage in different ways and as long as we have interest on a diversity of levels - the project will be a success!

Logistically, success looks like a well outfitted kitchen, quality ingredients used each week, staff to lead the Kitchen, and frequent promotion and flyers distributed in partnership with the aforementioned groups.

Tell us a story that demonstrates how this project is a great fit for your community in this time.

At the VCF, we are often sharing the impact and the activities of our grantees with partners and other funders. Please use this space to tell us why your project is compelling and unique. Example responses to this question can be found on our Online Grants FAQ by [clicking here](#).

The Richmond Farmers' Market was once a community hub binging food producers and customers of all kinds out in droves to the green every Friday. It was a community watering hole providing access to Vermont flavored social capitol to townsfolk and beyond. In recent years it has diminished as an institution with staff and leadership turn-over and lack of creativity in execution. In 2020 the Board and newly hired manager worked to preserve its skeleton in the pandemic, maintaining the market as a vital community resource. 2021 was a year of reinvigoration. The market started to re-grow and to feel like the thriving community resource it once was. Our team is determined to create an even more dynamic offering that will facilitate the communion of all towns-folk over equal access to good food and free shared experiences. We believe the RFM's "Community Kitchen" will do exactly that.

Bonus Words (OPTIONAL)

What else should we know about the project that we didn't ask?

The RFM's "Community Kitchen" will facilitate connection between people of different backgrounds in many ways- it will create connection between:

- farmers and eaters as we will source veggies from our farmers - and folks who may not choose to purchase the veggies normally may be more apt to participate in a free taste-test/cooking project and may then in the future be curious about engaging more with farmers and their offerings.
- "Community Kitchen" participants who may never otherwise cross-paths.
- Kitchen participants and volunteers.
- the market team members and volunteers.
- the market team members and Kitchen participants (when team members host the Kitchen).
- the market and members of partner organizations who receive promotional materials.
- the market and the Town of Richmond, our Fiscal Sponsor.

Attach a Photograph (OPTIONAL)

Quality photos can be very helpful and inspiring. Sometimes we have opportunities to share your proposal with other potential funders and sometimes we want to promote the good work you are doing through social media and web posts. Images of women and girls involved in activities similar to your proposal are usually the most compelling. Providing an image is optional, but we would be grateful.

Please indicate photographer credit and/or photo description in text area. *File types supported: png, jpeg, or jpg.*

IMG-0583.jpg

Photographer credit to Assistant Market Manager, Marissa Green.

This photo is of an end of season cider pressing event. Here you see a market customer helping to serve cider to other market customers and another customer pressing the cider. Behind the press you see a person

who was part of the apple cutting team! This event engaged customers in spontaneous cooperation, folks just showed up and jumped in to help! The cider was free to all at the market.

Photograph License and Release (if applicable)

Do you wish to give the VCF permission to use your photo in communications? Please indicate below how you'd like it used.

Option 1: Please only use my photo internally if relevant to this application (to be shared among VCF staff only)

Option 2: Please use my photo internally and externally as determined by the VCF (this may include external communications, such as press releases, social media, or communications with potential funders of your project) Your organization &/or the photographer will be credited as the source of the image.

Select option below.

Option 1

By selecting option two, you grant the Vermont Community Foundation (VCF) an unrestricted license to use and publish Your Photograph in VCF communications material in any and all manner and media. You hereby represent that you have permission to grant these rights (please make sure you have a signed photo release on file for any identifiable subjects in the photograph you submit). You hereby release the VCF and its employees from any and all claims and/or liability related to Your Photograph.

Project and Organizational Budget and Financials

Organizational Budget

What is your organization's operating budget?

11450

Organizational Budget*

Upload a copy of your organization's Budget to Actual comparison or Profit Loss (P/L) statement for the most recently completed fiscal year. (Sample budget documents can be downloaded from the Community Foundation's website - visit our [Online Grants Center](#) for more details.)

RFM 2021 Actual v Budget for Grant App.pdf

If you are showing a deficit in your organizational budget, please tell us why.

The attached doc includes the original Board-approved budget & the revised budget that we reviewed mid-season after acquiring grant funding from NOFA-VT & Rise-VT. The funding was directed to certain areas (manager stipend & marketing) and drives a variance to our original budget in those areas.

Project Budget - Narrative*

What will the grant funds be spent on? Note: Administrative costs related to the project (such as staffing, rent, and gas mileage) are acceptable.

The project budget is broken into three categories: supplies, staffing, and ingredients - totaling \$3,000.

The largest section is "supplies" totaling to \$1,600. Supplies purchased will outfit the RFM's "Community Kitchen" as a functional space to chop vegetables & prepare basic recipes. It will include a tent, a banner, a table, cutting & processing supplies, storage supplies, and cleaning supplies. This part of the budget will be spent before the project is launched.

The other two categories, "staffing" and "ingredients", will be paid out weekly when the kitchen is in action. We predict that we will have to pay a staff person at least some of the time (\$65/market) this season while we pilot the project and build a volunteer base. We will also purchase ingredients from our farmers, and some supplemental items from the store each week totaling no more than \$75/market.

Project Budget - Itemized (REQUIRED ATTACHMENT)*

Attach a copy of your itemized project budget. You should include both expenses and revenue, including pending and secured support. (Sample budget documents may be used as a *guide* and downloaded from the Community Foundation's website - visit our Online Grants Center for more details.)

RFM Grant Budget for _Community Kitchen_ Project - Sheet1.pdf

Letter of Support (Optional)

Letter of Support, Spark Connecting Community Grant FINAL.pdf

About Your Organization

What status best describes the applicant?*

Our grants must be paid to a registered 501(c)(3) nonprofit, place of worship/religious group, or town/municipal agency. If your organization or group does not fall into one of these categories, you will need to use a fiscal sponsor. If you have questions, please contact 802-388-3355 ext. 222. We are happy to talk through your options.

Municipal entity (i.e., town, public school, or other municipal department or agency)

Use this space to provide additional information about the applicant's status. (If Applicable)

If you have a fiscal sponsor—or if you operate under the umbrella of a larger registered nonprofit—provide their name below.

The RFM is a non-profit cooperative, not a 501(c)(3) nonprofit. Because of this the Town of Richmond will be our Fiscal Sponsor/the official grant applicant, pending Select Board approval on 3/21/22.

Fiscal Sponsor Agreement Form (If Applicable)

Download a blank Fiscal Sponsor Agreement Form ([click here to download the form](#)) and forward it to your fiscal sponsor to print, fill out, and sign. The form must be filled out completely and you must use the official VCF form.

Please call 802-388-3355 ext. 222 if you have questions.

Upload the form here.

Fiscal Sponsor Form - Completed.pdf

Save and Submit

2022 Round 1 deadline: 5:00 p.m. on Tuesday, March 8.

By submitting your application to the Vermont Community Foundation, you give us permission to share your application and information about your project with other potential funders, both individuals and foundations.

File Attachment Summary

Applicant File Uploads

- IMG-0583.jpg
- RFM 2021 Actual v Budget for Grant App.pdf
- RFM Grant Budget for _Community Kitchen_ Project - Sheet1.pdf
- Letter of Support, Spark Connecting Community Grant FINAL.pdf
- Fiscal Sponsor Form - Completed.pdf



**Richmond Farmers Market
Actual and Budget Summary - 2021**

	2021 Actual	Original	Rev. 8/4/21	Actual vs Budget	
		2021 Budget	2021 Budget	Original	Revised
A Total Swipe fees and revenue	\$58.04	\$74.66	\$74.66	(\$16.62)	(\$16.62)
Token purchases and reimbursement	\$434.00	\$0.00	\$0.00	\$434.00	\$434.00
Net Crop Cash	\$19.00	\$0.00	\$0.00	\$19.00	\$19.00
Net Farm to Family	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B Total Tokens, CC, and F2F	\$453.00	\$0.00	\$0.00	\$453.00	\$453.00
Vendor Fees Collected	\$6,133.75	\$4,875.36	\$6,000.00	\$1,258.39	\$133.75
Manager Stipend	(\$5,500.00)	(\$4,000.00)	(\$5,500.00)	(\$1,500.00)	\$0.00
Directors & Liability Insurance	(\$925.00)	(\$925.00)	(\$925.00)	\$0.00	\$0.00
Land Rent	(\$200.00)	(\$200.00)	(\$200.00)	\$0.00	\$0.00
VTFMA Membership & conference	(\$125.00)	(\$125.00)	(\$125.00)	\$0.00	\$0.00
P.O. Box Fee	(\$56.00)	(\$56.00)	(\$56.00)	\$0.00	\$0.00
Bank check reorder fee	(\$27.25)	\$0.00	(\$30.00)	(\$27.25)	\$2.75
Advertising	(\$1,367.22)	(\$200.00)	(\$1,250.00)	(\$1,167.22)	(\$117.22)
Miscellaneous Supplies / Repairs / Fees	(\$537.71)	(\$100.00)	(\$350.00)	(\$437.71)	(\$187.71)
Entertainment Fees	(\$1,375.00)	(\$500.00)	(\$1,555.00)	(\$875.00)	\$180.00
C Total Operating Revenue and Expenses	(\$3,979.43)	(\$1,230.64)	(\$3,991.00)	(\$2,748.79)	\$11.57
Sponsorships	\$2,775.00	\$800.00	\$2,675.00	\$1,975.00	\$100.00
Fundraisers	\$1,224.00	\$400.00	\$1,344.00	\$824.00	(\$120.00)
Grants	\$3,730.00	(\$700.00)	\$3,740.00	\$4,430.00	(\$10.00)
Merchandise	\$120.00	\$0.00	\$0.00	\$120.00	\$120.00
D Total Fundraising, Grants, Sponsorships	\$7,849.00	\$500.00	\$7,759.00	\$7,349.00	\$90.00
Grand Total	\$4,380.61	(\$655.98)	\$3,842.66	\$5,036.59	\$537.95

Items highlighted yellow were revised mid-season based on actual directed grant funding from NOFA and Rise VT

Description

EBT fees net of grant reimbursement, Square charges, \$2 swipe revenue

Token purchases net of vendor remittances

Crop Cash vendor remittances net of NOFA reimbursement

Farm to Family vendor remittances net of State of VT reimbursement

Standard advertising: Front Porch Forum, Facebook boosts, etc.

Standard budget includes equipment replacement, marking tape, etc.

Fees paid to market musicians and other entertainers

Business and private sponsorships

Silent auction, Evolution Yoga

NOFA, Rise VT directed funding

Shirt and tote sales net of cost

CATEGORY	ITEM	COST
Supplies	10x10 Tent	\$200.00
	Banner	\$200.00
	Table	\$75.00
	Chair for staff or volunteer	\$50.00
	Cuisinart and/or immersion blender	\$225.00
	Extension cord	\$50.00
	Knives (large adult knives & kid friendly)	\$200.00
	Cutting boards	\$125.00
	Containers	\$150.00
	Large wash bin container	\$45.00
	Soap	\$10.00
	Sanitizer	\$20.00
	Cloths	\$25.00
	Paper towels	\$10.00
	Togo containers for samples	\$20.00
	Rubber gloves	\$20.00
	Promotion	\$50.00
	Extra unforeseen items	\$125.00
		Category Total: \$1600
Staff for 10 markets	Pay per market	\$65.00
		Category Total: \$650
Ingredient budget for 10 markets	Budget per market	\$75.00
		Category Total: \$750
		GRAND TOTAL: \$3,000



TOWN OF RICHMOND

RICHMOND TOWN CENTER
203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



March 8, 2022

Vermont Community Foundation
3 Court Street
Middlebury, Vermont 05753

Re: Letter of Support for the Richmond Farmers' Market Application to the Spark Connecting Community Grant

Dear Spark Connecting Community Grant Review Committee,

The Richmond Farmers' market is applying for a Spark Connecting Community Grant to support a Community Kitchen project at the Farmers' Market. The Richmond Farmers' Market is a weekly highlight for many Richmond residents and for Vermonters from surrounding communities. The Market brings together hundreds of people each week to shop and to gather as a community. The Community Kitchen will lend an equitable opportunity for all people in our town, and beyond, to connect over food and cooking in a communal environment - sharing ideas and experience.

While I write to you today as the Town Manager, it is the Richmond Selectboard which has the authority to approve the request that the Town of Richmond act as the fiscal sponsor for the Richmond Farmers' Market's grant application. The Selectboard will consider this request at their meeting on March 21, 2022. I will update the Grant Review Committee on March 22 on the decision reached by the Selectboard on this request.

Sincerely,

Josh Arneson
Richmond Town Manager
802-434-5170
jarneson@richmondvt.gov



THE Vermont Community Foundation

Fiscal Sponsor Agreement for Competitive Grant Rounds

The Vermont Community Foundation (VCF) may make a grant to a fiscal sponsor (the "Grantee") to further its charitable work by assisting in and supporting programs and projects of a non-501(c)(3) organization (the "Sub-Grantee") that is consistent with the mission of the fiscal sponsor. The fiscal sponsor can be a 501(c)(3) public charity, a municipality or government agency, or a religious institution recognized as a public charity by the IRS.

Please complete this form to help us process grants to you, the fiscal sponsor, and comply with IRS requirements. All advised fund grant recommendations and competitive grant round applications are subject to VCF approval.

APPLICANT/SUB-GRANTEE NAME: <i>Richmond Farmers' Market</i>		
FISCAL SPONSOR/GRANTEE NAME: <i>Town of Richmond</i>		
Executive Director (or equivalent): <i>Josh Arneson</i>		Title (if other): <i>Town Manager</i>
Street: <i>203 Bridge St.</i>	City: <i>Richmond</i>	State, Zip: <i>VT, 05477</i>
Tel: <i>802-434-5170</i>	Email: <i>jarneson@richmondvt.gov</i>	
EIN Number: <i>03-6000646</i>	Non-Profit Status (501c3, church, etc): <i>Municipality</i>	
Mission: <i>Please note this is not final until a vote by the Richmond select board on 3/21/2022</i>		

By signing this form, the FISCAL SPONSOR/GRANTEE agrees to the following conditions:

- The fiscal sponsor's board of directors (or equivalent governing body) has agreed to be the fiscal sponsor for the applicant/sub-grantee.
- The fiscal sponsor will review the applicant/sub-grantee proposal prior to its submission to the Vermont Community Foundation.
- If the applicant is awarded a grant, the fiscal sponsor agrees to retain complete control and discretion over the applicant/sub-grantee funds received from the Vermont Community Foundation and the purpose of each grant.
- The fiscal sponsor agrees to retain records about how each grant was used.
- This agreement will remain in effect until the fiscal sponsor contacts the VCF in writing to request the termination of this agreement.

Josh Arneson
Signature of Executive Director, or equivalent

3/8/2022
Date

Josh Arneson, Town Manager
Name and Title (please print)