COMMUNITY FOOD SYSTEMS IMPLEMENTATION GRANTS
REPORTING INSTRUCTIONS

Report dates are listed in your grant agreement. In preparing your reports, please keep in mind that they will be read in the context of the plans and objectives described in the approved grant proposal, and the reports should reflect this.

INTERIM REPORTS

1. Provide an update on progress toward meeting the project goals.

2. What have been the challenges and/or unexpected opportunities in implementing this project?

3. How is fund development going? Have you been able to use this project to build your organization’s base of support? Have you been able to leverage other funds for the project and/or organization (e.g., public, other foundations, earned income)?

4. Have there been any policy and/or funding changes that will benefit or present barriers to the project?

5. What is the status of your relationship with the partners? Have there been changes in the partnerships? Are there any issues or barriers that need addressing?

6. Are there any new CFS activities taking place in the community since you began? If so, do you see opportunities for collaboration of efforts?

7. What is your current capacity for staffing — for the project work and the organization?

8. What additional assistance would be useful from regional stakeholders, state or federal agencies, or MMT (e.g., data, research, technical expertise for grantwriting, topics for convenings, etc.)?

9. Have cross learning activities at MMT’s convenings been helpful in meeting your needs? How so? Do you have any suggestions for improvement?

10. Provide a financial report that contains the following elements: a) a current statement of the organization’s overall financial condition, b) a full accounting of the income and expenditures of the total project in which Trust funds are being used, and c) a clear statement of the specific expenditures of Trust funds in the context of the grant budget approved by the Trust. Be sure that it is clear what period of time is covered by each report.
11. Use the food systems definition developed by the UC Davis Sustainable Agriculture Research and Education Program to address this final question. Where is your community/region on the indicators listed below the definition?

A sustainable community food system is a collaborative network that integrates sustainable food production, processing, distribution, consumption and waste management in order to enhance the environmental, economic and social health of a particular place. Farmers, consumers and communities partner to create a more locally-based, self-reliant food economy. One of the most important aspects of sustainable community food system projects is that they increase resident participation to achieve the following goals:

- Access to affordable, healthy food for all members of the community;
- A stable base of family farms that use sustainable production practices and emphasize local inputs;
- Marketing and processing practices that create more direct links between farmers and consumers;
- Improved access by all community members to an adequate, affordable, nutritious diet;
- Food and agriculture-related businesses that create jobs and recirculate financial capital within the community;
- Improved living and working conditions for farm and food system labor;
- Creation of food and agriculture policies that promote local or sustainable food production, processing and consumption;
- Adoption of dietary behaviors that reflect concern about individual, environmental and community health.

**Final Report**

Instructions for the Final Report will be forwarded after the first convening has been held.

**Submitting Reports:**

Submit your reports online via Meyer Trust’s GrantIS system at http://grants.mmt.org/gp_login.php. (If your organization does not already have a username and password set up, please send an email to grantsadmin@mmt.org or call 503-228-5512.) Please do not email the report to your program officer directly; we need to check the report in before it goes to the program officer for review.

If you have supplementary report material that cannot be submitted electronically, please mail it to: Grants Monitor, Meyer Memorial Trust, 425 NW 10th Avenue, Ste 400, Portland, OR 97209. Be sure to clearly identify your organization name and grant number.

Questions?: Please call 503-228-5512