



## Growing Equity - Funding Uses and Programmatic Reporting

### Funding uses:

Awardees will be provided capacity building funds on a quarterly basis (\$5,000 per quarter) upon successful completion of metrics reporting for the prior quarter. These funds may be used by the awardee to cover any aspects of their work directly related to the delivery of BTA services to the audiences supported by the grant. This includes time and resources to report on the grant itself, attendance at the national farm viability conference, and other training or network opportunities provided through this grant to participating partners.

### Reporting requirements:

All awardees will need to report, on their work towards the project outcomes. Reports will be done on a quarterly basis with the following reporting periods: October-December; January-March; April-June; July- September. Reports will be due on or before the 15<sup>th</sup> of the month following the close of a quarter, or on the next business day if the 15<sup>th</sup> falls on a weekend or holiday (for example, the deadline for reporting on the period July, 2023-September 2023 would be October 16<sup>th</sup>, 2023.) Accommodations will be made for unique circumstances that prevent timely reporting, provided reporting from that awardee is generally timely, and arrangements are made ahead of time. Reporting will be done online with Microsoft Forms, and only asks the specific question required to meet the reporting metrics for the grant. The following questions will need to be answered for each reporting period:

- Participants served:
  - How many eligible, unique participants participated in your program during the reporting period? (enter a number)
    - [if the above answer is greater than zero] How many eligible participants did one of the following, during the reporting period as a result (in whole or in part) of their participation in your program? (enter a number for each, and it is o.k. if the same producer is entered in multiple fields below, provided each action is applicable to them)
      - Started farming
      - Increased farm size or capacity
      - Increased farm profits
      - Received USDA benefits
      - Applied for a USDA farm loan
      - Received a USDA farm loan
      - Increased their understanding of USDA programs or services

- Received individualized coaching or other BTA services of any kind or depth of service, that supported the producer in considering or applying for USDA programs or services
    - Received substantive and specialized BTA that resulted in a documented plan intended to increase their overall viability (this could include written business plans, marketing plans, succession plans, etc . . .)?
  - During the reporting period, how many BTA providers within your organization increased their knowledge, skills, or capacity to conduct effective outreach, coaching, or BTA to underserved producers? (enter a number)
    - [If the answer to the above question is greater than zero] Was any of the increased knowledge, skills, or capacity the result of participation in this project through the network it has created? (yes or no)
- Delivery Method: In this section describe how your project was delivered and provide the number of people who participated in the project. Input is divided into four sections: meetings, webinars, websites and online courses. Your project may not use all of these methods of delivery. You only need to answer the questions relevant to your project.
  - For EACH meeting (other than one-to-one meetings) you will be asked to provide:
    - *Date:*
    - *City:*
    - *State:*
    - *# Attendees:*
    - *Meeting Length (in hours):*
  - For EACH webinar you will be asked to provide:
    - *Date:*
    - *# Attendees:*
    - *Webinar Length (in hours):*
  - For the aggregated web pages you used, you will be asked to provide the number of website visits
  - For online courses, you will be asked to enter the number of online course participants.
  - For EACH “one-to-one” meetings you will be asked to provide:
    - Approximate length
    - Number of participants
  - For EACH specific item listed above (for each webinar, for each website, for each meeting, and for each one-to meeting) you will be asked to select the topic(s) that were covered in that instance of BTA. The available topics will be:
    - Accessing USDA programs and services
    - Agricultural production skills
    - Forest planning and agro-forestry

- Agriculture credit or access to capital
  - Rural development / Rural community strengthening
  - Financial management skills
  - Risk management
  - Mediation, discrimination, and legal education
  - Cooperative development
  - Market planning and access
  - Land access and planning
  - Financial planning
  - Business planning
  - Tax planning
  - Food security
  - Transition and estate planning
  - Logistics and supply chain issues
  - Conservation practices
- Stories/Quotes: If possible, please share a story or quote that reflects the impact this project has had on individual participants (producer or BTA provider). Do not include names, but do share specific outcomes for individuals. These individual stories are powerful examples of program results, so please write them in a manner that can be shared with USDA-ARPTA stakeholders. (no word/character limit)