



**OREGON**rural  
**ACTION**  
SOWING SEEDS OF **CHANGE**



**OREGON**  
FARMERS' MARKETS  
ASSOCIATION

## 2008 EBT Food Stamp Access Matching Grant

### Introduction

Oregon Rural Action, in conjunction with Oregon Farmers Markets Association, is offering one-time matching grant funds to Oregon farmers markets that introduce access to food stamps in their markets during the 2008 season. These funds were received from the USDA Farmers Markets Promotion Program and may only be used for: to purchase or lease debit and/or food stamp machines; phone lines (if not using wireless machines); wooden token purchases; promotional signage; or other start-up expenditures. Applicants must meet all eligibility criteria.

### Background

The grantors are especially interested in helping rural communities who are challenged to provide fresh fruits and vegetables to low income families. Before securing the funds, markets need to determine if their market size and infrastructure can support a debit and/or food stamp program long term. In the past few years, several Oregon farmers markets have implemented debit and/or food stamp programs. The markets have shared that having adequate accounting procedures and staff/board support are crucial for the program's success. Debit services can increase sales to farm vendors and help defray the cost of machines used for food stamps, but it is important to understand debit services and accounting processes for food stamp programs at farmers markets.

The Oregon Farmers Markets Association (OFMA), with financial assistance from the Oregon Department of Agriculture, assembled a Debit/Food Stamp Services Checklist to assist markets in evaluating their suitability to accept food stamps and implement a successful debit/food stamp program. This checklist is available on the Oregon Farmers Markets Association website: <http://oregonfarmersmarkets.org> and is part of the criteria to qualify for the matching grant.

### Application and Eligibility Requirements

1. Applicants must be an established Oregon Farmer's Market.
2. Applicants must certify they have completed the steps in the Debit/Food Stamp Services link on the OFMA website.
3. Applicants must provide a written summary of how they will implement a food stamp or debit/food stamp program, including how transactions flow through the market; describe who manages the accounting system, and what the market's marketing/promotion program will be. (Sample documents for 4, 5 and 6 below are available on the Oregon Farmers Market Association website: <http://oregonfarmersmarkets.org/>)
4. Applicants must include a sample of your market Vendor Food Stamp Agreement.
5. Applicants must include a copy of Food Stamp application.

6. Applicants must include a copy of signed Market Board Resolution confirming Board's understanding of the USDA Food Stamp Program requirements. Board President and Market Manager signatures are required.

## Available Funds

The total amount of matching funds available from Oregon Rural Action is \$3,500. These funds are available on a first-come-first-serve basis with a 50/50 matching requirement, and they must be committed by June 30, 2008, when the FMPP grant expires.

Your request for funding may be based on quotes and bids received from POS machine vendors, printers, and other projected or estimated costs, and must be matched by an equal dollar amount from your community or market association. However, you will only be awarded funds in the amount equal to your submitted receipts. Markets awarded grants will receive funds FOLLOWING submission of proof of payment (receipts) for qualified expenditures.

A short summary report of your initial start-up season using the EBT program will also be required. Information in that report should include the date the program started, how the program was received by customers and vendors, and a post-season statement of how many transactions and dollars were spent in the market.

Oregon Rural Action may use some of the grant funds to provide one-on-one training/guidance with markets needing more in-depth assistance in implementation of their EBT food stamp access programs or other activities that will assist markets have successful EBT food stamp access programs.

## Application Timeline

Grant application released:	February 23, 2008
Grant applications must be postmarked on or before:	May 1, 2008
Grant application review will occur by:	May 15, 2008
Grant recipients notified in writing on or before:	May 30, 2008

Mail your application and supporting documents to:

Karen Wagner, Project Manager  
Oregon Farmers Market Promotion Program  
Oregon Rural Action  
c/o 504 NW 8<sup>th</sup> St.  
Pendleton, OR 97801

If you have questions, please call: Karen Wagner at 541-215-9346

## Application Evaluations

Karen Wagner will evaluate applications for compliance with application requirements. Incomplete applications will be rejected.

Application complete?	Yes/No
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Applications considered complete will be given a point score based on the following criteria:

- |  |     |
|--|-----|
| a) How transactions will flow through the market | 25% |
| b) Documentation of accounting procedures        | 25% |
| c) Plan to promote food stamp/debit services     | 20% |
| d) Documented support for implementing services  | 10% |
| e) Length of market season                       | 10% |
| f) Average number of produce vendors per week    | 10% |

**Farmers Market Food Stamp/Debit Access Matching Grant  
Application Form**

Name of Market			
Address			
City/St/Zip			
Telephone		Fax	
Contact name/title			
Email			

1.	What date will your Market open for the season? (Month/Day/Year)	
2.	How many weeks will your Market be open for the season?	
3.	What is the estimated number of shoppers you expect per week at your Market?	
4.	What is the average number of produce vendors you expect per week?	
5.	Please provide the date you completed your Debit Food Stamp Services Workshop (or equivalent)	

6. Please list the type of machine you intend to purchase or lease and the name of the vendor you intend to purchase/lease from:

<b>Type of Program:</b> (Food Stamp only; Debit/Food Stamp; Debit/Food stamp/ Credit Card)	<b>Type of Machine/Phone Line Wired or Wireless</b>	<b>Purchase Price</b>	<b>Lease Price</b>	<b>Machine vendor name</b>

7. Describe how transactions will flow through the market and who in the market will be the bookkeeper.

8. Proposed Accounting Procedures, including closures and settlement of how funds return to the Market account.

9. Describe your plan to promote food stamp and/or debit services.

10. Please provide the Food Stamp office location and contact person you will be working with.

Food Stamp office location:		Contact person:	
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Grant amount requested: \$ \_\_\_\_\_

Match Funds \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Market Manager

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Market Board Chair

Mail your application and supporting documents, and post-season report to:

Karen Wagner, Project Manager  
Oregon Farmers Market Promotion Program  
Oregon Rural Action  
c/o 504 NW 8<sup>th</sup> St.  
Pendleton, OR 97801

If you have questions, please call: Karen Wagner at 541-215-9346; or email: karen@oraction.org

**Application packets must be postmarked no later than May 1, 2008**