



CDFA OFFICE OF
FARM to FORK

State of California

California Department of Food and Agriculture

Office of Farm to Fork

Farm to Community Food Hubs Grant Program

Application Submission Checklist: Track 1 and Track 2

Instructions. Applicants can use this document to help track which materials they should submit as part of either a Track 1 or Track 2 Farm to Community Food Hubs Grant application. Applicants do not need to submit this document as part of the application. Find the application materials for both Track 1 and Track 2 on the [Farm to Community Food Hubs Program website](#). Send all the completed application materials as attachments in a single email to cafoodhubs@cdfa.ca.gov.

Track 1 Planning

Application Material	Submit As	Required Template or Form?
Application Questions	Word document	Yes. Find form on website.
Project Workplan	Word document	Yes. Find template on website.
Project Budget	Excel spreadsheet	Yes. Find template on website.
Five letters of support* from:	PDF or Word	Optional template on website.
Three California Food Producers:		
Letter of Support #1		
Letter of Support #2		
Letter of Support #3		
Two Community Supporters:		
Letter of Support #4		
Letter of Support #5		

* For Tribal-led nonprofit organization applicants: submit a signed letter of support from at least one California Native American Tribe that you are serving as part of the project. Please read the Track 1 application Letters of Support section for more details.

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Track 2 Infrastructure and Operations

Application Material	Submit As	Required Template or Form?
Application Questions	Word document	Yes. Find form on website.
Project Workplan	Word document	Yes. Find template on website.
Project Budget	Excel spreadsheet	Yes. Find template on website.
Food Producer Network List	Excel spreadsheet	Yes. Find form on website.
Food Producer Verification Form	Word or PDF	Yes. Find form in English and in Spanish on the website.
<p>Applicants should submit 10 verification forms to receive more points. Please review the Track 2 scoring criteria on the Farm to Community Food Hubs Program website.</p>		
Six Letter of Support Forms* from:	Word or PDF	Yes. Find form on website.
<p>Two Buyers: Letter of Support #1 Letter of Support #2</p> <p>One Business/Economic Development Supporter: Letter of Support #3</p> <p>Three Community Supporters: Letter of Support #4 Letter of Support #5 Letter of Support #6</p>		

* For Tribal-led organization applicants: submit a signed Letter of Support Form from at least one California Native American Tribe that that you are serving as part of the project. Please read the Track 2 application Letters of Support section for more details.