



COUNTY OF SAN DIEGO

Information and Resources on Food Safety Certifications and Potential Funding Sources

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Resources for Good Agricultural Practices (GAP) Certification



GAP Certification Overview

- Farmers participating in the County's Local Food Procurement Program must meet key food safety standards: Good Agricultural Practices (GAP), Good Manufacturing Practices (GMP), and FSMA requirements.
- These certifications ensure safe handling, production, and delivery of local produce.

Available Technical Assistance and Training

- UC Small Farm Food Safety Training: Produce safety support, compliance guidance, and multilingual resources.
- The On-Farm Food Safety Project helps you learn about food safety and create personalized food safety plan and become food safety certified

Grant Funding Opportunities Supporting GAP Implementation



Funding Resources

- **USDA Farm Service Agency** – Food Safety Certification for Specialty Crops (FSCSC)
- **Natural Resources Conservation Service** – Environmental Quality Incentives Program
- **California Department of Food and Agriculture**
 - Resilient Food Systems Infrastructure
 - California Farm to School Incubator Grant Program (Track 4: Producer Grants)
 - Farm to Community Food Hubs
 - Healthy Soils Program
 - Urban Agriculture Program
 - Community Food Hubs Grant
 - Farmer's Equity- Full Portal of Available Grants

Practical Steps and Pathway to Participating in Farm to Institution Programs



1. Complete a Producer Safety Alliance Training (UC Small Farm Food Safety Program)
2. Use templates to build/update Food Safety Plan
3. Consider any gaps in both operations and infrastructure
4. Look into some of the grants and reimbursement programs suggested to help with the costs in addressing gaps
5. Request a USDA GAP Audit
6. Get GAP Certification
7. Participate in a Institution to Farm Program



County of San Diego
Department of Agriculture, Weights & Measures



Thank
You

Grant Writing

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WHAT IS A GRANT?

- Financial award given to support a specific project
- Provide financial support that otherwise would not have been available



GRANT WRITING STEPS



Step 1: Identify your need and create a project or program to address that need. Have a plan in place.



Step 2: Identify potential funding sources.



Step 3: Carefully review the Request For Proposal (RFP) or Notice of Funding Opportunity (NOFO)



Step 4: Assemble your grant writing team!



Step 5: Write the proposal



Step 6: Grant submission

Grant Funding Sources

GRANT WRITING: IDENTIFY POTENTIAL FUNDING SOURCES

Examples of potential funders:
(Most funders have comprehensive websites and downloadable RFP's/NOFOs)



Federal & State

- [grants.gov](https://www.grants.gov)

Grant Lists

- [grantsalert.com](https://www.grantsalert.com)
- [Grantwriters.net/sire-sign-up/](https://www.grantwriters.net/sire-sign-up/)
- www.philanthropynewsdigest.org/rfps
- <https://g>

Foundations & Corporations

- Local
- Statewide
- National
- Take time to search!

GRANT WRITING: Review the Proposal

Carefully review the Request For Proposal (RFP) or Notice of Funding Opportunity (NOFO) which are the application guidelines that will include:

- Deadlines & submission guidelines
- Funding range or maximum grant award
- Funding focus (geographical, community need, etc.)
- Application format
- Allowable & non-allowable expenses (personnel, materials, etc.)
- Eligible applicants
- Other criteria and eligibility requirements

Still not sure they are the right funder?
Call and ask them.



GRANT WRITING: ASSEMBLE YOUR GRANT WRITING TEAM

Why a team?

- Division of labor (writing, research, editing, etc.)
- More opportunities to identify gaps, grammatical and spelling errors, etc.
- Brainstorming ideas for the project/program



Source: [The Perfect Grant Writing Team Roster](#) | Society for the Advancement of Psychotherapy (societyforpsychotherapy.org)

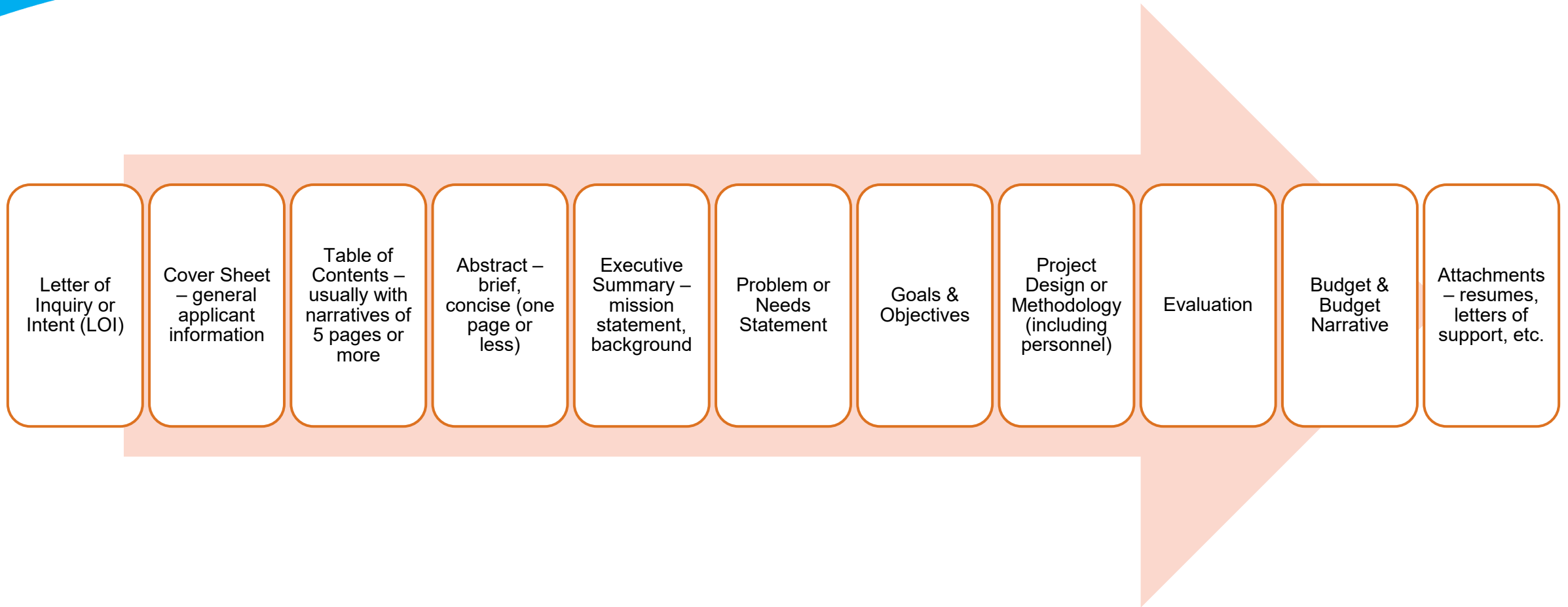


GRANT WRITING: WRITE THE PROPOSAL

- Grant Writing is a skill that can be developed over time!



COMMON ELEMENTS OF A PROPOSAL



Abstract

- Clear, concise, overview of the project
- Avoid use of first person
- Stand alone description of the project (may be the only part of the application the reviewer reads)
- Cover all key elements (anticipated outcomes, who & how many it will impact, key activities, who involved)
- Often used to route the grant to the appropriate reviewer(s)
- This is usually written last – Why?

Need Statement

- The **need statement** is your opportunity to show you clearly understand the needs the funder is trying to resolve and prove that your project is worthy of their investment.

Organizing & Writing the Need Statement

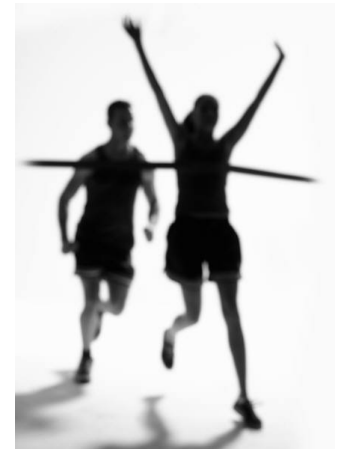
- Establish a foundational statement – what is the need and how do you plan to address it? **Be creative and innovative!**
- Build your case with data
- Be succinct & persuasive
- Anticipate questions
- Use **active voice**, avoid first person references
- Write as though funding has already been approved. Avoid the use of “When funding is received,” and “Upon approval.”
- Draw a logical conclusion that leads into the goals and objectives – what will be the result of your project?
- Address sustainability – how will the project continue after their investment?
- **Follow the guidelines exactly**

Goals & Objectives

- **What is the difference between a Goal and an Objective?**
 - **Goals defined:**
 - Goal(s) are a clear and concise statement of the project's **overarching** purpose
 - **Objectives defined:**
 - Objectives are the **measurable** elements of the goal(s)
 - who is going to do what, when they will do it and how it will be measured
 - **Outcomes defined:**
 - Outcomes are **quantifiable results of actions** taken in pursuit of the goal

Evaluation

- How will you measure your success? Who is responsible for evaluation and reporting?
- What measurement tools will be used?
- How often will progress and/or success be measured?
- When will reports be prepared regarding progress?





Budget Development

- Common budget categories include personnel, fringe benefits, equipment, supplies, contractual, and travel
- Review grantor's range and allowable expenses
- Don't include non-allowable expenses (common exclusions are salaries, food, etc.)
- All expenses must be reasonable and project specific.
- Use a budget format recommended by the funder. If none is recommended, use a Word or Excel document.
- Ensure that anything you ask for in the budget is at least mentioned in your proposal.
- Make sure any matching funds are un-encumbered.
- NEVER include a miscellaneous category.





Budget Narrative

- Clearly explain how you plan to spend the investment.
- Briefly but fully explain each item in your budget
- Reiterate the cost for each item – if it's on the budget, it should be here!
- Include computations
- Recheck your math! All calculations must be correct and equal the project budget total.





YOUR REVIEW PROCESS

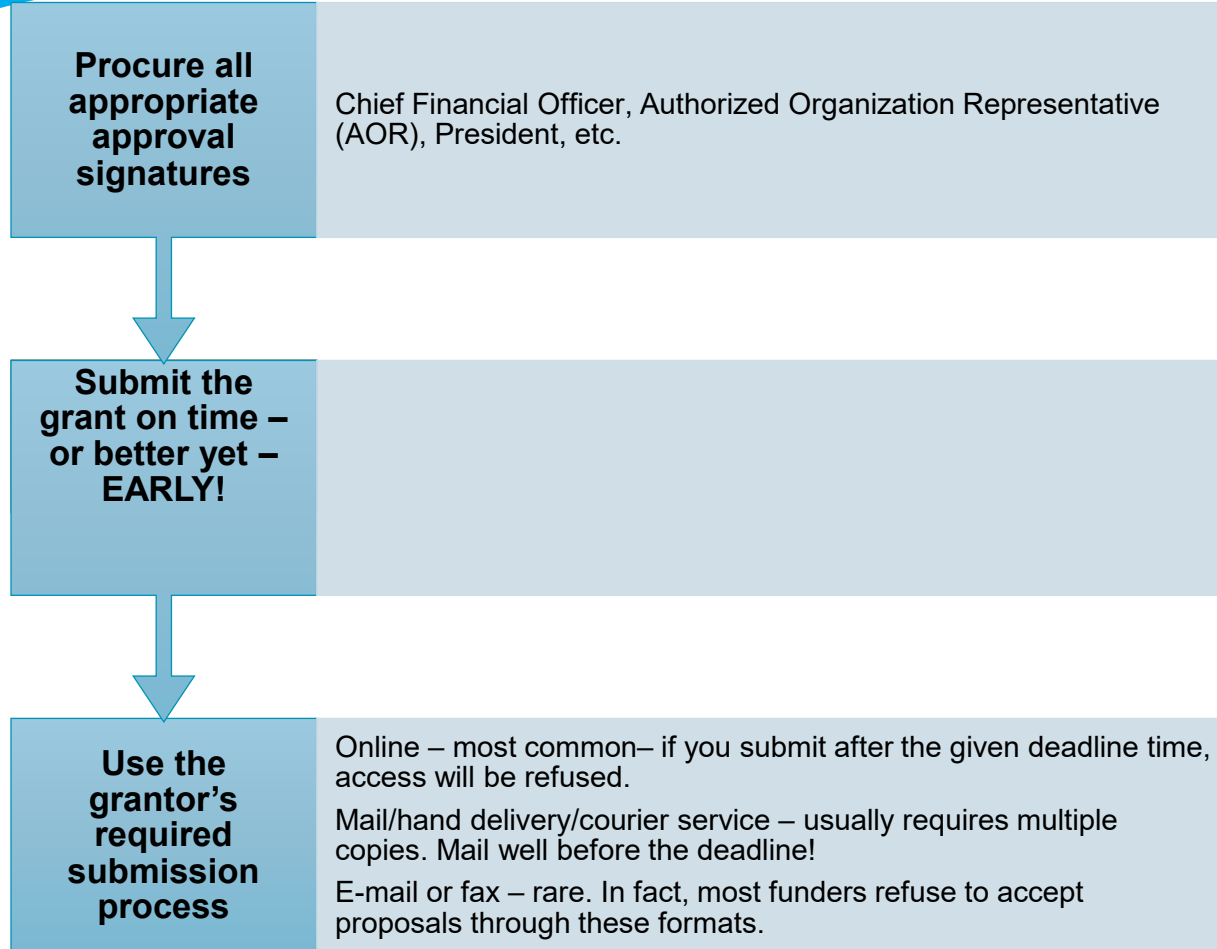
When your proposal is complete, be sure and do the following:

- *Spell check* and review grammar
- Compare sections to funder's criteria
- Check to ensure each section flows and is logical
- Recheck all your math
- Review format (font size, margins, page count, etc.)
- Ensure that word count meets requirements.
- Be sure to attach all requested documents.





GRANT SUBMISSION





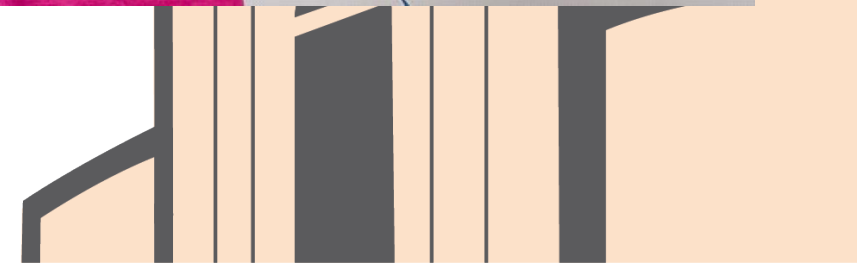
NOW....YOU WAIT.

- The RFP/NOFO or web site should indicate when to expect notification.
- Don't contact the funder about the status until the notification date(s) have expired.
- Promptly acknowledge notification – even if the answer is no.





**The \$ is
Yours...now
what?**





GET TO WORK!

- Put your dream in motion!
- Purchase supplies, equipment, etc.
- Implement all project activities in the appropriate timeframe.
- Keep concise records and conduct all measurement activities.
- Prepare funding reports as required.





WHY DID THEY SAY NO?

- Didn't include everything they required
- Did not follow word or page count limits
- Submitted irrelevant material
- Didn't follow their binding requirements
- Misspelled words and calculation errors
- Missed the deadline
- Your problem isn't a problem, or, not the problem the grant is intended for
- Your solution doesn't address the problem
- No measurable objectives/outcomes





FINAL THOUGHTS

Follow guidelines and criteria exactly.

Proposals should be comprehensive, clear and concise.

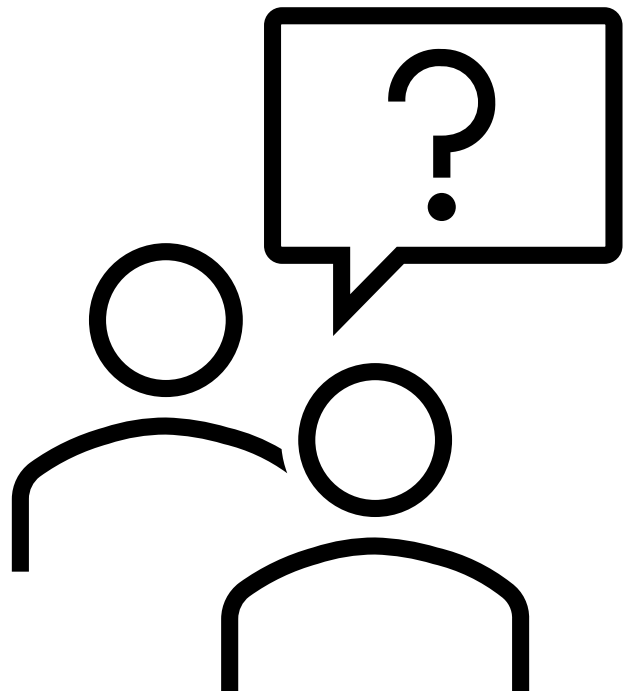
Review, revise, and then review again. Get an outside reader to proofread.

Spend funds as indicated in your proposal.

Keep records of activities, receipts, test results, etc.

Prepare & submit reports to funders on time.

Dealing with REJECTION:



Q&A



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