Virginia Agriculture Food Assistance Program (VAFAP)

Notice of Sub-Grant Availability
Released November 16, 2026

Guidelines and Instructions



Application Due Date:
January 4, 2027
5:00 PM Eastern

Administered by the

Virginia Department of Agriculture and Consumer Services
P. O. Box 1163
Richmond, Virginia 23218

Revised 11.5.26

FUNDING OPPORTUNITY DESCRIPTION

The Virginia Agriculture Food Assistance Program (VAFAP) will provide grant funding to charitable food assistance organizations to provide Virginia - grown agricultural products to food insecure people in need. The Virginia Department of Agriculture and Consumer Services (VDACS) has set forth the following guidelines to administer this program.

BACKGROUND

The purpose of the grant is to achieve two goals:

- Combat Food Insecurity: VAFAP provides reimbursable grants to local charitable food organizations to help distribute fresh food to families in need across Virginia.
- Support Virginia Farmers and Producers: The funds compensate local growers at fair market value for harvesting, packaging, and minimally processed Virginia - grown agricultural products.

DEFINITIONS

"Charitable food assistance organization" An organization that provides nutrition assistance to food insecure people.

"Virginia-grown" Food grown, harvested, packaged, or minimally processed in Virginia.

"Agricultural products "Raw or minimally processed goods grown, raised, or harvested through farming, and livestock management. Examples: fresh produce, dairy, meats, grains and honey.

AWARD INFORMATION

A total of $2.0 million in grant funding is available.

GRANT TERM

VDACS will award funds for a grant period of up to 1.5 years, with anticipated start and end dates of March 1, 2027, through August 31, 2028.

ELIGIBILITY INFORMATION

VDACS invites proposals from charitable food assistance organizations that meet the following eligibility requirements. To be eligible, applicants must:

- be legally authorized to conduct business in Virginia;
- be in good standing and compliant with all applicable state and federal requirements;

- have been in operation for a minimum of three years;
- demonstrate relevant experience related to the proposed project;
- demonstrate the ability to source agricultural products from Virginia farmers and producers;
- have no outstanding reporting or compliance issues associated with previous VDACS grant awards;
- demonstrate the financial capacity to front project expenses, as grant funds are reimbursed after eligible costs are incurred; and
- demonstrate that the applicant will utilize or develop a distribution system to ensure people in need are able to acquire food.

COMPETITIVE GRANT APPLICATION REVIEW PROCESS

VDACS will use a competitive review process to ensure maximum input and benefit. The review panel may also provide a recommended award amount for project proposals. Review panel members will be free from conflicts of interest and conduct fair and impartial reviews. VDACS will make final determinations on recommendations and will will notify grant applicants about funding decisions following the review process.

Applications will be evaluated on the following criteria:

Project Purpose (35 points)

The extent to which the applicant has developed concrete strategies for building strong partnerships with local farmers and producers, including how these collaborations will ensure sustainable food procurement.

The extent to which the applicant will ensure large-scale impact by demonstrating community-wide or regional reach and outlining measurable outcomes that reflect success.

Measurable Outcomes (15 points)

The extent to which the applicant has sound methods for how the defined outcomes will be measured. Note that methods must be precise, attainable based on the applicant's size and budget, and meet the purpose of the grant program.

Project Plan (35 points)

The extent to which the applicant presents a clear, well-conceived, and suitable overall plan for fulfilling the purpose and objectives of the grant. Plans should provide a well-articulated timeline for project delivery and execution.

Budget (15 points)

The extent to which the proposed budget is consistent with the size and scope of the project and relates logically to the project plan and objectives. Budget proposals should provide a sufficient description for each category.

SUBMISSION INFORMATION AND APPLICATION MATERIALS

Entities interested in applying for VAFAP must submit a complete application in WebGrants, VDACS' online grant portal.

Required Document
Applicants must submit a completed Commonwealth of Virginia (COV) W-9 Form. **Federal W-9 forms are not accepted.**

Step 1: Register for a VDACS WebGrants Account

- Create a VDACS WebGrants account before applying.
- Read step-by-step instructions on **Registering with the WebGrants System**.

Step 2: Sign in and complete the VDACS WebGrants Application – **Status**

- Read step-by-step instructions on **submitting application.**

SUBMISSION DEADLINE

Monday, January 4, 2027, by 5:00 p.m. Eastern Time. Applications received after 5:00 p.m. Eastern Time will not be accepted.

APPLICATION MATERIALS

Project Details

Executive Summary: Provide a high-level summary clearly outlining the project's purpose, need and target population, key strategies and outcomes. (No more than 10,000 characters)

Project Purpose

Answer the following to demonstrate how the project will achieve the purpose of the grant program.

- Demonstrate that the applicant will develop a relationship with Virginia farmers/producers to acquire products for distribution to people in need.
- Demonstrate the applicant's capacity to have large scale, regional, or statewide reach.
- Demonstrate that the applicant will utilize or develop adequate distribution sites to disburse food to people in need throughout Virgina.
- Demonstrate how the applicant will transport foods to distribution sites.
- Demonstrate that the applicant will provide storage facilities (both cold and dry storage) that will provide secure and sanitary conditions to avoid food loss or contamination.
- Demonstrate that the applicant will provide adequate labor to receive, store, distribute, and track all foods.
- Provide details of the applicant's system for keeping an accurate food inventory and tracking system.
- Demonstrate efficiency in distributing food products to applicants.

Project Objectives

Provide a plan for how the applicant will achieve the following Objectives.
***Additional outcomes are welcome. Note that they must be precise, attainable, and meet the purpose of the grant program.*

Objective 1 (increased purchases and donations):
Describe how your organization will increase purchases and donations of Virginia grown or produced local foods from Virginia farmers and agribusiness producers.

Objective 2 (distribution and access):
Describe how your organization will develop an efficient food distribution program that serves food-insecure individuals while engaging farmers and producers who reflect the diversity of Virginia agriculture.

Objective 3 (partnerships):
Describe how your organization will create and sustain partnerships between local farmers/producers and local food distribution agencies.

Project Plan

Provide a clear timeline for project execution and delivery.

Task/Event	Date/Time	Location	Responsible Party
Ex.Turkey Giveaway	*1/1/2027 10:00am*	*Central Va.*	*Joe Bean*

Budget

Budget	
Direct Project Costs (no less than 90 percent)	
Administrative Costs (limited to 10 percent)	
Total Project Costs	

Direct Project Costs (Must be at least 90 percent of the total budget)

These funds represent the amount to be reimbursed to the farmer or producer. Direct Project Costs include costs associated with harvesting, processing, or transporting Virginia agricultural products.

Administrative Costs (No more than 10 percent of the total budget)

Administrative Costs may include:

- Personnel: List of all titles, number of hours and rate of pay, as well as the total funds requested for each employee.
- Travel: Break travel down by mileage, lodging, related tolls, and per diem. All travel must fall within the GSA regulations: https://www.gsa.gov/travel/plan-book/per-diem-rates. Mileage will be reimbursed at the prevailing IRS rate. This refers to travel incurred by charitable organizations.
- Supplies: List the materials, supplies, and fabricated parts costing less than $5,000 per unit and describe how they will support the purpose and goal of the proposal.
- Contractual: Contractual costs are those services carried out by an individual or organization, other than the applicant, in the form of a procurement relationship.

Unallowable Costs:

- Tuition and stipends are not allowed.
- The purchase of equipment is not allowed. Equipment is defined as an item with a per unit cost of $5,000 or more and useful life of more than one year.
- Transportation and storage rental costs are not allowed.
- Entertainment costs are not allowed.
- Costs associated with infrastructure, such as construction, remodels, reconfigurations, or renovations are unallowable.

AWARD ADMINISTRATION INFORMATION

AWARD NOTICES

All applicants will be notified of their grant status following the review process. Those selected for funding will receive a letter of agreement that sets forth pertinent information about the grant. Projects do not have to be initiated on the grant effective date but should commence soon thereafter so that project goals may be achieved within the funded project period.

ACCEPTANCE OF AN AWARD

Upon award, the applicant will receive a Memorandum of Understanding from VDACS with the binding terms and conditions for review and acceptance. A signature by an authorized representative of the organization in the Memorandum of Understanding constitutes acceptance of the award and its associated terms and conditions.

PAYMENTS

Payments will be made on a reimbursement-only basis. Reimbursements will be made on a quarterly or monthly basis, as warranted. Grantees must submit an invoice, reimbursement form, and detailed documentation of expenditures (individual receipts and proof of payment) to the WebGrants portal. Reimbursements will be made within 30 days of receipt of proper documentation. Requests received without proper documentation may cause delays in payment until the proper documentation is received and any staff review questions resolved. The final invoice will be paid upon receipt of the final report.

REPORTING

Expected Measurable Outcomes

Provide projected measurable outcomes:

- Number of local producers purchased from
- Number of socially disadvantaged producers purchased from
- Value of food purchased
- Value of food distributed
- Number of individuals served
- List of localities (counties/cities) served
- Pounds of food distributed
- Number of distribution sites
- Types of foods purchased (*fresh produce, dairy, meats, grains and honey*)

Report	Year	Quarter	Period Covered	Date Report Due to VDACS
1	2027	1	March 1 - June 30	July 15, 2027
2	2027	2	July 1 - October 31	November 15, 2027
3	2027	3	November 1 - February 28	March 15, 2028
4	2028	4	March 1 - June 30	July 15, 2028
5 FINAL	2028	5	July 1 -August 31	September 15, 2028

AGENCY CONTACT

Keisha Williams, Virginia Department of Agriculture and Consumer Services
Phone: (804) 786-2776
Email: keisha.williams@vdacs.virginia.gov

Jose Millan, Virginia Department of Agriculture & Consumer Services
Phone: (804) 786-0532
Email: Jose.millandiaz@vdacs.virginia.gov