

UPFE High Tunnel Grant Application Evaluation Rubric

Applicant Farm:

Date of Review:

Farm Operations

	Excellent fit (3)	Fits minimum criteria (2)	Needs assistance in this area (1)	Does not fit program criteria (0)
Own, lease or rent farmland	Own	Stable long-term lease or land contract	Rent	
Food safety plan or training (Produce Safety Alliance Grower Training certificate is NOT the same as a current food safety certification)	A current food safety certification (such as GAPs or MI Produce Safety Certificate) Or Actively working with a Produce Safety Tech and demonstrated implementation of food safety procedures	Demonstrated implementation of food safety procedures	Some awareness of food safety practices, but not fully implemented on-farm	No food safety practices awareness or interest
Farm infrastructure (electricity hook-up, clean water system, farm specific delivery vehicle, Irrigation system, some cold storage, other)	3+ infrastructure elements	2+ infrastructure elements	1+ infrastructure elements	0 infrastructure elements
Season Extension Experience	Experience with building a high tunnel, planning crops, and harvesting.	Experience farming with the use of high tunnels but not with building one.	Experience with other forms of season extension such row covers or cold frames	No experience with season extension

Total Farm Operations Score _____

Market

	Excellent fit (3)	Fits minimum criteria (2)	Needs assistance in this area (1)	Does not fit program criteria (0)
Regularly attends participating Prescription for Health markets as a full-time or part-time vendor.	Attends at least one participating market			Does not attend a participating market
Experience accepting food assistance	Has participated in a food assistance programs		No experience but interested in participating in a food assistance program	Not interested in participating in food assistance programs
Product offerings fit with needs of families	5+ types of produce	4+ types of produce	3+ types of produce	Under 3 types of produce
Has wholesale experience, either to institutions (school, hospital, nursing home, etc) or to grocery stores or restaurants	Has some experience with wholesale account		Interested in selling wholesale	Not interested in selling wholesale

Total Market Score _____

Project Details

	Excellent fit (3)	Fits minimum criteria (2)	Needs assistance in this area (1)	Does not fit program criteria (0)
Detailed and complete budget	Budget covers all details of the project and contains quotes or links to specific items to purchase. If using an outside service provider (electrician, builder, etc) must include a quote from them.	Budget contains cost estimates that are all realistic in the current market but is missing some details.		No budget narrative or has unrealistic budget estimates Budget narrative includes items not allowable under the grant.
Experience or plan for record keeping	Application demonstrates they are tracking both revenue and expenses		Application only indicates the tracking of sales revenue	No recordkeeping practices
Does the project include a detailed plan of crops that will be prioritized in the high tunnel and where they will be sold?	Detailed production planning that maximizes high tunnel benefits and shows how sales will be increased	Project demonstrates good understanding of how best to utilize high tunnel for production and sales	Project provides little information about crops and expected sales	Project contains no information about crops and expected sales
Does the project include a site that has adequate light, a plan for soil amendment, and appropriate clearance for snow removal?	Site information is clear, detailed, and suitable for placement of high tunnel		Site information missing some details but will work for high tunnel placement	Site is not suitable for high tunnel

Project Details Score _____

Additional Points

	Applicable (1)	Not Applicable (0)
Woman/femme owner/operator		
Black/Indigenous owned farm		
Functional water & electric hook-ups already present		
Interested in participating in Farm to School		
Farmer has owned their farm for five years or less		
Farmer has experience on other farms besides their own		
Farm does not currently have a high tunnel		
Farmer has taken a season extension training or is signed up for one		

Additional Points _____

Total Score- add together totals from each section

Category	Points
Farm Operations	
Market	
Project Details	
Additional Points	
TOTAL	