



HFFF FY26 Application

CONTACT INFORMATION

- **Primary Contact Name**
- **Primary Contact Email**
- **Primary Contact Phone Number**
- **Would you like to provide a secondary point of contact?**
- **Potential Interview Notice:** Please make sure your organization's primary contact information is correct. The grant review committee may reach out with questions or request an interview about your application. If you need to update the primary contact information after submitting your application, please contact Sandra Rubalcava at Vida Mejor Capital: sandra.rubalcava@vidamejorcapital.com

ORGANIZATION INFORMATION

- **Organization Name**
- **Organization Address**
- **Which of the following category(ies) does your Organization fall into?**
 - Political subdivisions of the state,
 - Indian nations, tribes and pueblos
 - For-profit business enterprises (including a corporation, limited liability company, sole proprietor, public benefit corporation, social enterprise)
 - Cooperatively owned businesses
 - You must upload a Board Approval Letter confirming this project has been reviewed and approved by your governing board
 - Tax-exempt nonprofit corporations
 - You must upload a Board Approval Letter confirming this project has been reviewed and approved by your governing board
 - Small farmers/ranchers with gross cash farm income under \$250,000 are eligible.
 - Educational institutions (including universities, colleges, and schools)



Eligible Project Types

Projects should be ready for implementation or “shovel-ready” when applying for HFFF funding, with an anticipated completion of December 2026.

Proposed projects could include (but are not limited to):

Predevelopment: Grant needs can include predevelopment and soft costs, including feasibility studies, market analysis, site plan or site location analysis, appraisals, architectural or design assistance, training, or other contractual or consulting uses.

Brick and Mortar Facility Development: Hard capital costs including construction and fixtures, furniture, and equipment for the construction, renovation, or expansion of a brick and mortar facility. Must demonstrate proof of ownership of property or building to be developed.

Other capital needs: Hard costs for the creation, retrofit, expansion, or other one-time investment in capital needs for a retail operation or enterprise that isn't for facility, including refrigerated vehicles, machinery, equipment, technology, hardware, software, purchase of existing business assets, a one-time investment in inventory or raw materials, or other.

Consumer Packaged Goods: This program will support the startup, operation, or expansion of enterprises that produce only one or only a few consumer packaged goods, such as staple health food items.

Agriculture-Only Projects: Projects that are exclusively limited to food production, including farming, ranching, hydroponics, aquaponics, vertical farms, or other agricultural activities that already are or seek to become New Mexico Grown Approved Suppliers. Projects that include growing or production as well as downstream food supply chain activities including distribution and sale will be eligible.

Other soft costs: Soft costs such as training, consumer/community engagement, governance support, financial or development consultants, project management, marketing and merchandising work (including logo or website development), environmental/energy assessments, food safety assistance, project learning and/or impact assessment, and other one-time soft costs that contribute to preserving or expanding access to food retail. This category may also include operating or staff costs directly associated with project implementation; however, these operating or staff costs may not exceed 20% of the total project budget.

Research and Development (Climate Smart Pre-Production Projects Only): Eligible activities include testing, design, and development of climate smart agricultural inputs, products, or technologies that directly support regenerative production. This may involve piloting or validating soil amendments (such as compost or biochar), developing or refining controlled environment kits (e.g., vertical farming, greenhouses), advancing irrigation or water efficiency systems, or other innovative inputs that improve soil health, water conservation, crop productivity, and long-term sustainability.



Please select one or more of the following eligibility criteria that apply to your project (see definitions below):

- **Predevelopment**
- **Brick and Mortar Facility Development**
 - Proof of Ownership: Proof of ownership could include such documents as title, recent tax property bill which reflects, or notarized self-certification affidavit.
 - If your project involves the construction, renovation, or expansion of a brick-and-mortar facility, please list all permits and approvals required below. For each permit, include: Name/type of permit; Issuing agency; Current status (obtained, pending, not yet applied); Expected timeline for approval; Agency's contact information
- **Other capital needs**
 - If your project involves construction, renovation, or installation of large equipment on property not owned by your organization, you must provide a signed Landlord or Property Owner Support Letter. The letter should confirm that you have permission to carry out the project and install/operate the proposed equipment at the specified site for the duration of the grant period.
- **Consumer Packaged Goods**
- **Agriculture-Only Project**
 - Your organization **MUST** be a NM Grown approved supplier or in the process of attaining that vendor status. This could include one or more of the following: ASP certification document, or a letter from the New Mexico Farmers Marketing Association confirming your status.
- **Other soft costs**
- **Research and Development (Pre-Production project only)**
- **None of the above**

PROJECT INFORMATION

- **Project Name**
- **Project Location:** Please identify the Underserved Community the project will serve and where the project will be located.
- **Project Primary Location**
- **Are there additional project locations? Please provide all additional location addresses**
- **Please select the County your project will be located in. If your project will be taking place in multiple counties, select the county your project will PRIMARILY be located in:**



Project Category

Please select the category your Project will address: (required)

- **Food Retail (e.g. grocery stores, farmers' markets, co-operatives, mobile grocery projects)**
 - Does your food retail project include any of the following, or include pre-development to achieve any of the following (check as many as apply): Please expand on any of the above project elements that apply to your project in your Project Impact section below.
 - Accepts or plans to accept SNAP benefits, Double Up Food Bucks, and/or other nutrition incentive programs.
 - Increases the square footage of fresh food available.
 - Adds refrigerated or dry warehousing capacity to accommodate additional fresh food.
 - Involves any mobile food retail aspects.
 - Adds to your organization's ability to source from local farmers/ranchers.
 - None of the above
- **Processing/Value-added Products (Meat, Fruit, Vegetables, Dairy, Grain, Other)**
 - If you selected Processing above, please select one or more Processing sub-category(ies) that apply to your project
 - Processing Staple Food: Meat, Fruit, Vegetables, Dairy, Grain or Other
 - If your project involves food processing, list the required food permits and business licenses and upload copies here.(required)
 - Does your project increase your capacity to serve a customer who is a NM Grown buyer or food retailer in an Underserved Community?
 - Yes
 - Please provide details on the project's intended impact for customers including NM Grown buyers or food retailers in an Underserved Community. Please explain existing relationships, agreements, or contract expansion, specifying any Tribal buyer relationships.
 - No
- **Aggregation/Distribution/Transportation (e.g. Food Hubs, cold/dry storage)**
 - Does your project increase your capacity to serve a customer who is a NM Grown buyer or food retailer in an Underserved Community?
 - Yes
 - Please provide details on the project's intended impact for customers including NM Grown buyers or food retailers in an



Underserved Community. Please explain existing relationships, agreements, or contract expansion, specifying any Tribal buyer relationships.

- No
- **Production (e.g. Farmers, Ranchers, co-operatives, non-profit production, hydroponic/aquaponic)**
 - Important Reminder (Agriculture-Only Projects): Your organization MUST be a New Mexico Grown approved supplier or in the process of attaining that vendor status.
- **Climate Smart Pre-Production (e.g. seed companies, compost/biochar producers, equipment/irrigation providers, regenerative soil amendment businesses)**
 - **Note on Climate Smart Pre-Production:** Businesses or organizations that provide climate smart goods or services essential to regenerative agricultural production. This includes suppliers of seeds, sustainable soil amendments (such as biochar and compost), climate smart technologies including controlled environment kits (vertical farming, greenhouses, etc.), climate smart irrigation systems, and other regenerative agriculture inputs designed to enhance soil health, increase productivity, and promote sustainable farming practices. ***Supports businesses that provide tools, products, or services to help farmers grow food sustainably and protect the planet.***

Organization Overview & Partnerships

Briefly describe the applicant organization, its ownership or management structure, size, and relevant project partners including supplier or buyer relationships and/or community partnerships as applicable. Please provide detailed description of partnerships including duration, impact, or other specific information that explains the nature of the partnership. (500 Words Max.)

- If available, please upload partnership agreements, MOUs, or letters of support that demonstrate the nature of your partnership.

Please describe how your organization's experience to date will ensure a successful outcome for this project if awarded this grant. (300 Words Max.)

Projects must be directed to Underserved Communities. Please include brief demographics, including a reasonable approximation of the number of individuals who will benefit from the project, as well as geographic characteristics of the area or population involved with or to be served by the proposed project. Also include the critical elements and challenges to residents in these communities. (700 Words Max.)



Project Summary

Project Summary for (1000 Words Max)

Please provide a narrative description of the project for which you are requesting a grant. Your response should include:

- Provide a concise overview of your proposed project, including whether this is a new initiative or an expansion of existing operations.
- Explain why HFFF support is necessary for the project to move forward.
- Describe why HFFF support and this project are important or catalytic to your organization's broader goals.
- Explain how the project fits within your organization's larger mission and other planned activities over the next 12–24 months

If Previous awarded: Project Summary for previous awardees FY 23 & FY24 applicants (1000 Words Max)

How were the previous grant funds used? (Include activities, purchases, or improvements, and note if the project was completed as originally proposed. If not, explain the changes.)

- What measurable outcomes resulted? (Examples: revenue growth, production increases, new customers or markets, job creation, efficiencies.)
- Why do you need additional funding at this time? (Describe challenges or gaps and how this funding will differ from your previous award.)
- What are your future plans and how will you ensure sustainability beyond this grant cycle? (Include leveraged funding, partnerships, or expansion efforts, and how this investment will contribute to regional food system resilience.)

Business Model

Please explain your current business model and how HFFF grant funding might allow your organization to expand your existing business model. (700 Words Max.)

Project Timeline

- Projects should be ready for implementation or “shovel-ready” when applying for HFFF funding; priority will be given to projects that clearly demonstrate "shovel-readiness."



- Projects must be completed and grant funds must be used by Awardee by December 15, 2026.
- Grant agreements will be in effect through December 31, 2027. Reports will be requested throughout the duration of the grant agreement period.

Provide an overview of your project timeline, including current status, key milestones and key factors determining project feasibility and success. (200 Words Max.)

Project Impact

For each Priority Point selected, please limit your response to 250 words per Priority Point (combined total not to exceed 1,250 words). In your response, please include:

- A clear description of how your project addresses the selected priority;
- At least 2–3 measurable outcomes;
- Metrics or quantitative evidence wherever possible (e.g., number of households served, jobs created, contracts secured, square footage added, etc.).

1. Increasing access to food for historically under-resourced communities
2. Addressing workforce development challenges through the creation and retention of jobs in the food and agricultural supply chain
3. Strengthening and diversifying in-state market channel access for small and mid-scale food and agricultural operations
4. Advancing food safe storage/aggregation, distribution and transportation in regional food supply chain networks
5. Supporting producers in the implementation of regenerative agricultural practices

Budget Information

HFFF FY26 Grant Award amounts will be **\$50,000, \$100,000 or \$150,000**, and while applicants may submit budgets for multiple amounts, awardees will only receive ONE award amount.

Please upload a detailed budget for your HFFF project (\$150,000, \$100,00 or \$50,000). The budget(s) should be itemized and presented as a table or spreadsheet. You may submit a budget for both amounts. We advise including a 5% buffer for inflation in all budgets. You may also upload documentation demonstrating how you arrived at the budget figures (such as screenshots, quotes, or estimates). Higher scores will be awarded for thorough budgets and backup documentation. Fifteen (15) Files Max



If awarded, will HFFF grant funding be a part of a larger set of funding sources?

- Yes
 - o If Yes, HFFF grant funding is part of a larger set of funding sources, please describe what the grant will support within the project funding structure, as well as the source of other funding or financing, and the status of other funding sources.
- No

Budget Narrative - Describe with some detail how the elements of your budget support your capacity to achieve the goals of your proposed project. (300 Words Max.)

Alternative Award Consideration

If not selected for a \$50,000, \$100,000, or \$150,000 award, would you like to be considered for 10 hours of Technical Assistance and a \$20,000 Technical Assistance Grant toward your project?

- Yes
- No

Say Connected for Future Opportunities

- Being notified of any future funding opportunities through the New Mexico EDD.
- Receiving more information about other funding opportunities in general (e.g. grants and/or alternative financing)
- Receiving technical assistance or follow-up to support your project.
- Learning more about loan readiness and whether my business qualifies for financing.
- All of the above