

JUST FOOD'S CSA IN NYC AND FRESH FOOD FOR ALL FARMER APPLICATION



INSTRUCTIONS

Please fill out the application to the best of your ability. If you have questions, please call Jen at (212) 645-9880 ext 231 (Se habla español) or Paula at ext 233. 233.

TIMELINE FOR APPLICATION

The following dates are very flexible. We will work with farmers to accommodate their schedules. schedules.

Winter/Early Spring – Fill out application for the following farming season. Return the application to Jen Griffith by email at farmeroutreach@justfood.org, by fax 212.645.9881 or by mail at Just Food, 208 East 51st Street, New York, NY 10022

Spring/Early Summer – Just Food staff will review the applications. We will call each farmer to give an overview of Just Food's role and to answer any questions.

Summer – Applications are sent to two members of our Farmer Advisory Committee (FAC) for review. The FAC is made up of Just Food CSA farmers, Fresh Food for All farmers, and Cornell Cooperative extension agents.

Late Summer/Early Fall – Just Food staff plus two FAC members will briefly visit your farm to meet in person, answer any more questions, and ask any questions we have about how to best work together.

Winter – Just Food will match farms with CSA groups and Emergency Food Providers (Fresh Food for All). Farmers will meet with either their CSA groups or Emergency Food Providers to discuss the upcoming season.

CSA in NYC

Just Food matches farmers within our foodshed (250 miles from NYC) with CSA groups in the city. During the growing season, the farmer drops off a variety of farm-fresh food for the CSA members each week. CSA members pay the farmer a share price at the beginning of the season. If you have questions about CSA in NYC call Paula at 212.645.9880 ext. 233.

Just Food will be choosing to work with farmers who:

- Have a basic understanding of and commitment to the CSA concept and goals
- Are experienced in growing and marketing for CSA or in diversified vegetable production
- Have at least two years market garden production experience or hands-on apprenticeship
- Will communicate regularly with their CSA group (being open to and enjoying regular communication) especially being upfront when there is a problem
- Have the capacity to be flexible, see CSA as a learning process and be able to adapt to changing circumstances
- Are open to providing flexibility for low-income members in a mutually beneficial partnership
- Are growing produce organically (certified or non-certified)

Farmer Responsibilities:

- Plan to provide a reasonably sized and varied share at a price fair to farmers & CSA members

- Work with input from the CSA group on vegetable selection
- Drop off vegetables in a timely manner
- Frequently communicate with CSA coordinators about CSA administration, what is happening on the farm, trip/events, etc.
- Meet with CSA members in the city during the off-season
- Offer members at least one visit to the farm per season

FRESH FOOD FOR ALL'S LOCAL PRODUCE LINK

Local Produce Link is a program funded through United Way of NYC and the Hunger Prevention and Nutrition Assistance Program (HPNAP). Just Food and HPNAP match local farms with Emergency Food Providers (food pantries and soup kitchens) to provide fresh produce to low income communities. During the growing season, farmers drop off 900 lbs of produce to a central Emergency Food Provider who distributes the food to four additional EFP's. Farmers are paid by the pound for the produce at the beginning of the season. If you have questions about this program, please contact Abby Youngblood, *Fresh Food for All* Program Coordinator at ext 227.

Just Food will be choosing to work with farmers who:

- Are experienced in growing and marketing diversified vegetables
- Have at least two years market garden production experience or hands-on apprenticeship
- Have a large enough production to be able to provide 900 lbs split between three crops weekly
- Will communicate regularly with Just Food and Emergency Food Providers
- Have the capacity to be flexible, see Local Produce Link as a learning process and be able to adapt to changing circumstances;
- Are committed to sustainable growing practices. Just Food does not exclude farmers who are not practicing organic methods of production. However, we are committed to supporting sustainable growing practices.

Farmer Responsibilities:

- Able to provide 900 lbs of produce weekly split between leafy greens, root crops, and seasonal vegetables
- Communicate with Just Food weekly on what crops will be delivered for the week
- Drop off vegetables in a timely manner
- Provide Just Food with material to create an educational poster about the farm
- Meet with Emergency Food Providers in the city during the off-season
- Attend a kick-off event at the beginning of the growing season
- Offer an annual farm visit for food pantry and soup kitchen staff, volunteers, and guests

Just Food 208 East 51st Street New York, NY 10022

Tel: 212/645-9880 Fax: 212/645 9881

farmeroutreach@justfood.org

www.justfood.org

JUST FOOD CSA FARMER APPLICATION

The information provided below is for Just Food's use only. All information will be available only to Just Food staff and the Farmer Advisory Committee for the purpose of selecting farmers for the 2009 season. *We will not*

publicize any of this information or pass this application onto the core groups. Please call Jen at 212 645 9880 x 231 if you have any questions.

Parts of this intake form were borrowed from the Northeast Organic Farming Association of New York, Greenmarkets and Collaborative Regional Alliance Farmer Training.

CONTACT INFORMATION

Today's date: _____

Farmer Name(s): _____

Farm Name: _____

Address: _____

Mailing address (if different):

County: _____

Home phone: _____ Business phone: _____

Fax: _____

E-mail address: _____ Website: _____

Preferred method of contact (check one):
 Fax Email
 Mail Phone: Best time to call: _____

FARM BACKGROUND

- In what year was the farm founded? _____
- # Years on current land: _____
- Total acreage of farm and leased land used _____

Of this total, how many are:

Owned by you: _____ acres, for _____ years

Leased by you: _____ acres, for a total of _____ years of which _____ years have passed

Held in a land trust: _____ acres

- Land usage:
Current acreage in vegetable production: _____ acres
Current land in orchards _____ acres
Current land in pasture or hay _____ acres
Current land in woods _____ acres
Other _____ acres

- How many additional acres of unused land do you have for vegetable production?

- The farm business is (place an X next to all that apply):

Sole proprietorship Partnership Limited Liability Company
 Non-Profit Organization Incorporated (in which state?) _____

- Explain your business structure. (For example: Who is the business owner? Are you employed or self-employed? Do you have any business partners? Do you work with a board of directors? Is the farm for profit or a non profit?)

FARMING EXPERIENCE

- Describe your past farming experience. Include how you learned to farm (apprenticeship, family farm, agricultural classes) and number of years of growing experience.

- Describe any current or past CSA experience. If you are currently managing a CSA, how many shares do you grow for? Where are you current CSA drop-off/pick-up locations?

- Do you participate in any mentoring/support programs for farmers? If yes, please list.

PHILOSOPHY

Why do you farm? What are your short and long term goals? What challenges do you face? What is your greatest satisfaction in farming? (Attach additional paper if needed).

LABOR

	# Employed Year Round	# Employed During Growing Season
Farmers		
Family		
Apprentices/Interns		
International Workers		
Seasonal wage employees		

- What is the pay rate for your labor?
- Are there other employee benefits offered (housing, transportation, etc)?
- How do you find your labor?

ADMINISTRATION AND FINANCE

- Describe your record keeping system. How do you keep track of finances, yields, crop rotation?
- What forms of insurance do you have for your farm, products, and workers?
- Do you have any outstanding debt on your farm? What kind and how much?

- Do you have sources of off-farm income (other jobs or enterprises based on the farm, ex: a store, manufacturing facility, etc)? If yes, please list.

PRODUCTS AND MARKETING

- Please list current or past New York City marketing outlets.

In the first column (% Total Farm Income) please indicate % of total farm income that each product category provides. Then in the following columns, please indicate % of the product category sold in each market. (When added, the first column down and market outlet rows across should equal 100%.)

% of Total Farm Income	Product Category	% Sold on Farm	% Sold through CSA	% Sold at Farmers' Markets	% Sold through Wholesale	Other:	Total %
	Fruit						100
	Vegetables						100
	Herbs						100
	Dairy						100
	Eggs						100
	Meat						100
	Other:						100
	Other:						100

- What do you estimate your share cost to be? How many people is your share intended to feed?
- Ideally, how many members do you need to make a trip to NYC worth your efforts for the first year?
- Ideally, how much would you want the CSA to grow after the first year:
 Estimated # of members: 2nd Year _____
 3rd Year _____
- Do you plan on buying any crops from other farms to supplement your CSA share?

- **If you plan to purchase vegetables from nearby farms, please provide information below.**

Vegetables You Plan to Purchase	Farm Name	Growing Practices (Certified or non-certified organic conventional, IPM, biodynamic)

- In the chance of a hard year or crop failure, would you purchase crops from other farms?
- Do you produce any non-vegetable products or value-added products that you would be interested in marketing through a New York City CSA? Please describe.
- If you have experience managing a CSA, have you ever worked with a core group of members? How have your members been involved in helping manage or run the CSA? How would you communicate with your CSA core group or members?

- In the chance of a hard year or crop failure, would you purchase crops from other farms?
- Long-term, what percentage of your income would you like Fresh Food for All to be?

DELIVERIES

- Do you have a vehicle for deliveries? If yes, what type – van, truck, box truck, other? Does the vehicle have refrigeration?
- Would you need to purchase a vehicle for NYC deliveries?
- Who from the farm would be driving into the city?
- Would you like to combine your trip to the city other marketing stops? If yes, please describe where and when you make these other deliveries.
- Would you be interested in working with other farms to share in transportation and deliveries to NYC?

Other comments, personal/family history, farming background, anecdotes you want to share (attach additional sheet, if necessary):

REFERENCES

Referred to Just Food by: _____

Provide contact information for all 3 categories: (extension agent, farmer and buyer):

1. Extension Agent:

Name: _____

Phone # _____

2. Farmer

Name: _____

Phone # _____

3. CSA Member or Customer (could be wholesale account, restaurant, farmer's market customer)

Name: _____

Phone # _____

Fill out the budget below or attach your own budget for the current year.