

## Contract Basic Overview

This document provides a rundown of the key aspects of the Maine Harvest Bucks contract that participating markets will receive in the coming months. **You will still need to read the full contract when it arrives! The contract is the document you must sign and return to our office before we can release *any* funds to you.** You'll receive a copy for safe-keeping that you can tuck into this binder. Below is a basic overview of the contract in terms of what we expect of you and what you can expect from us in regards to the MHB program:

### What you can expect from us:

1. A program update email about once per month March - March (more frequently at the start of the season and then less frequently throughout the winter months unless your market operates year-round).
2. Technical assistance and availability by email / phone for support as needed (487-7114, SNAP@MFFM.org). Assistance and support includes:
  - a. Program setup, such as record-keeping templates and tutorials, info booth material checklists, promotional resources/tools;
  - b. Systems improvement (i.e. if something isn't working quite right, let us know; we can most likely help make it more efficient based on what we see other markets doing and what we know has proven successful elsewhere); and
  - c. Grant reporting as needed (we will provide clear instructions and regular reminders about how to accurately report on required data/info for the grant and will assist with FM Tracks data entry as needed).
3. Statewide promotional efforts on behalf of all MHB-participating markets as well as tools available for you to use in your own community - search "Maine Harvest Bucks resources" at [mainefarmersmarkets.org](http://mainefarmersmarkets.org).
4. Site visits & in-person support as our capacity allows. We love visiting markets to see your programs in action and do our best to get out to see all of you each year!

### ***-Contingent on grant funding, MFFM will provide:***

5. Funding to cover all MHB incentive vouchers redeemed at your market, ideally in up-front installments so your market's bank account can stay funded to ensure timely reimbursement of farmers. FM Tracks reporting will need to be kept up to date on a weekly or bi-weekly basis. A signed contract from your market is required before we can disburse funds to a market.
6. Funding for outreach and info-booth support (admin/outreach expenses), to a limited extent, can be provided via MFFM once we are awarded our grant proposal. When the grant is awarded, MFFM will inform each market of their budgets for outreach and info booth stipend. All outreach expenses must be reviewed and pre-approved by MFFM.

Proper documentation, including receipts, proofs/samples, invoices and timesheets, must be submitted in order to receive reimbursement.

**What we expect of your market:**

1. **Designate one person** affiliated with the market to serve as the MHB/SNAP program point person. This person will be responsible for communication between the market and the MFFM and should have a clear understanding of how the program works. While this person can certainly work with a team to accomplish everything required for a successful program, they are primarily responsible for making sure that everything gets done as is required. It is a market decision whether this person is a volunteer or paid and whether they are a market member or community member / representative from a partner organization.
2. **Ask questions!** Please be in touch when questions or concerns arise so that we can help you troubleshoot before something gets out of hand.
3. **Educate vendors and volunteers/staff** so that everyone at the market can clearly communicate about how the MHB program works and can help customers have a positive experience.
4. **Promote the program** using templates and tools provided as well as resources available in your community. See page 12 for tips and resources. Promotion and outreach will bring more customers, which means more return on your market's investment in this program, so promote, promote, promote!
5. **Keep market records** of all SNAP/MHB sales activity and report on all required weekly market data via FM Tracks (see page 5-9); submit admin/outreach expenses for approval and then for reporting; and track and report on in-kind contributions to the MHB program. Detailed reporting requirements are included on page 3 & 4 and will be reiterated in the program contract.
  - a. NOTE: MFFM can provide record-keeping templates for info booth sales as well as in-kind contributions. If you choose not to use these formats, we need to confirm your record-keeping systems this spring.
6. **Timely participation** in occasional program surveys. We will keep surveys to a minimum but do need market feedback to help inform our work and to provide key information for future program funding.
7. **Proper Acknowledgment** of MFFM and Maine Harvest Bucks (see page 10).