



College of Agriculture, Food Science, and Sustainable Systems

Small Scale Farm Grant Program Application

Center for Sustainability of Farms and Families



Providing assistance and development in...

Aquaculture farming & marketing
Certified organic farming & marketing
Value-added enterprise development



Cooperative Extension Building, 400 East Main Street, Frankfort, KY 40601



Center for Sustainability of Farms and Families

Small Scale Farm Grant Program Guidelines

The Kentucky State University Center for Sustainability of Farms and Families (KSU-CSFF) Small Scale Farm Grant Program has been developed to support expansion of certain types of agriculture in Kentucky, especially among certain underserved groups. Grant funding decisions are based upon the impact the grant is expected to have on the production and sales of Kentucky-grown or -raised farm products. Applications will be accepted through August 2014. For questions or to submit an application, please contact:

Mr. Mac Stone
Center for Sustainability of Farms and Families
400 East Main Street
Cooperative Extension Building
Frankfort, KY 40601
mac.stone@kysu.edu
502-597-6831

What can I use the money for? Aquatic farmers and certified organic farmers can use the funds for equipment and operating expenses to produce and market their products. Farmers formally seeking organic certification with the Kentucky Department of Agriculture also qualify. Any small scale farmer looking to improve the marketability of their agricultural products by some value-added process may qualify for funds. **Funds cannot be used to purchase motorized vehicles or motorized equipment. You cannot pay yourself or your family for labor.** Contract labor is allowable. If approved, the grant will cover up to 100% of eligible expenses outlined in the application budget; but no more than \$5,000 per year for individuals and no more than \$15,000 per year for organizations.

When can I apply for a grant? The CSFF Grant Review Committee will evaluate all grants received by the following dates:

•December 1, 2012	•June 1, 2013	•February 1, 2014	•August 1, 2014
•February 1, 2013	•August 1, 2013	•April 1, 2014	
•April 1, 2013	•December 1, 2013	•June 1, 2014	

How much time do I get to finish my project? You will have up to one (1) year to complete the project and fulfill all reporting requirements. Projects approved in 2014 will have less than one (1) year, as ALL projects must be finalized and reports submitted to CSFF by December 31, 2014.

Who is eligible for a CSFF grant? Anyone meeting the following criteria is eligible to apply:

- A Kentucky farm that produces agricultural products for sale to the public and had gross agricultural sales greater than \$1,000 and below \$250,000 in 2011. This is a self-declaration, but the contract will have language stating it must be verifiable.
- A formal, non-governmental association including for-profit and not-for-profit corporations and cooperatives that serve Kentucky farms.

Special considerations will be made for limited resource farmers (household income of less than \$23,000/year), small acreage producers, female farmers, minority farmers, and the 53 "Appalachian" counties. Grantees must comply with all health, food safety and other federal, state and local laws. KSU employees and their immediate family members are not eligible.

How long does it take to get a grant? The CSFF Grant Review Committee will consider all applications received by the above dates and vote to recommend funding, deny funding, or seek further clarification. All recommended grants will be submitted to the Dean of the College for final approval. If your application is denied or the committee requires further clarification you will be notified by letter, and a site visit may be necessary to verify your capacity to administer the grant. If your application is approved, you will receive a letter and contract in the mail. Final authorization is typically determined within a few weeks after you return the signed and notarized documents. Once final authorization is given, checks can be issued to begin the project.

What are my obligations in the contract? KSU will create a contract that you must sign before the project is authorized for funding. The contract obligates you to use the funds as requested, provide data related to your project, and submit a final report outlining the impact of the project. The terms and conditions will be specific to your project. **Failure to fulfill reporting requirements, including submittal of receipts, will be considered a breach of contract and funds must be returned to CSFF.**

Why do you need pictures of my farm or business? Photos and videos are a great way to document the success of a project. We will use them to help you with issues that arise and in our reporting to the Agricultural Development Board that funded this program.

Why does the state need my company's taxpayer ID or my individual Social Security number? If you don't include the Taxpayer ID or Social Security number, you can't get a grant. Grants over \$600 are considered income and must be reported as such.

How do you define 'organic'? Those who apply for organic grants through the CSFF must understand and comply with federal laws regulating organic products. 'Organic' is a labeling term that indicates the food or other agricultural product has been produced through methods approved by the USDA's National Organic Program. These methods integrate cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity. Synthetic fertilizers, sewage sludge, irradiation, and genetic engineering may not be used.

Applications will be considered from organic farms that are currently certified by a USDA accredited agency (i.e., the Kentucky Department of Agriculture Organic Program, <http://www.kyagr.com/marketing/plantmktg/organic/>); as well as farms that are registered with an accredited agency as transitional or exempt (i.e., all organic sales are through direct market channels and total less than \$5,000 per year). Materials and methods used in organic projects must be suitable for use on certified organic farms.

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- Incomplete applications will not be rolled over to another award cycle to await information. The applicant must complete the application and resubmit for consideration in another funding cycle.
 - Approvals are dependent on the availability of funds. If more applicants qualify than there are funds available, then awards will be made with applications scoring the highest, continuing down the list until all funds are expended.
 - Eligible items will be restricted to components and investments used solely for the benefit of the agricultural business, which must be located in Kentucky.
 - Improvements to personal residences, non-farm commercial property, and any other non-farm structures are not eligible.
 - Tractors, motorized vehicles, and other equipment with internal combustion engines are excluded from this program.
 - Applicants will be required to provide a detailed listing and verification of all expenditures related to their application. In addition to the normal documentation, the applicant will be required to provide model and serial numbers for all relevant components.
 - Purchases prior to the execution of the legal agreement are not eligible for grant funds.
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Please refer to the following links for other potential financial resources:

<http://agpolicy.ky.gov/funds/caip.shtml>

<http://www.kyagr.com/marketing/kentucky-proud.html>

<http://conservation.ky.gov/pages/conservationdistricts.aspx>

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Kentucky State University
Center for Sustainability of Farms and Families
c/o Mac Stone
400 East Main Street
Cooperative Extension Building
Frankfort, KY 40601

Name of Farm, Company, or Association: _____

Contact Person for Project: _____

Address: _____

Town/City: _____ County: _____ State: _____ Zip Code: _____

Phone #: _____ Email address: _____

Preferred Communication Method: (choose one or more) ☐ Mail ☐ Telephone ☐ Email

Social Security Number or Federal Tax ID Number: _____

Farm Serial Number (FSA farm number): _____

Applicant Type: (choose one): ☐ Producer ☐ Association ☐ Company

Project Type: (choose one): ☐ Aquaculture ☐ Organic Agriculture ☐ Value-added

Is your gross farm income more than \$1,000 and less than \$250,000 year? ☐ Yes ☐ No

Do you qualify as a minority owned farm business owner/operator? ☐ Yes ☐ No

Do you qualify as a female owned farm business owner/operator? ☐ Yes ☐ No

Is your net household income less than \$23,000 per year? ☐ Yes ☐ No

Have you been approved for KADF cost share funds from your county in the past five years? ☐ Yes ☐ No

Do you have an Agricultural Water Quality Plan? If not, contact your local Conservation District office ☐ Yes ☐ No

Is your operation certified: ☐ Organic ☐ Transitional ☐ Exempt Certified by: _____

List the three biggest issues you have to improving your business. Circle the one you want to address with this grant.

1. _____

2. _____

3. _____

Project Title: _____

Description of Project (attach additional sheets if necessary): _____

Timeline of major events: _____

Is this a new enterprise for you? ☐ Yes ☐ No

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Who will do the work? _____

What records will you keep to show your success? _____

Who will write the report at the end of the project? _____

How does this project fit with the rest of the farm? _____

Where will the products be sold? _____

What do you hope to get out of this project? _____

How will you measure and track the benefits of the project? (i.e. sales, photos, production) _____

Who will benefit from this project? (i.e. other organic farmers, customer) _____

How will others learn from your experience? (i.e. field day, tours, training) _____

Are you willing to share pictures or give tours of the project? ☐Yes ☐No

What other groups are you a member of or affiliated with?

☐Kentucky Proud ☐Farmers Market ☐OAK ☐KAA ☐CFA ☐Grasshoppers ☐Others

List all Federal, State, Local Laws/Regulations you are aware of that are required to produce and sell your product.

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BUDGET

Amount Requested: _____ (Maximum \$5,000 per producer or \$15,000 per group)

List below what the grant funds will pay for.

Item	Cost	Explanation
<i>(e.g. Pioneer 8'rotary hoe)</i>	<i>(e.g. \$785)</i>	<i>(e.g. specialized tillage tool for organic weed control of grain crops)</i>
TOTAL	\$	

What related expenses will you be paying for?

Item	Cost	Explanation
<i>(e.g organic seed corn.)</i>	<i>(e.g. \$175)</i>	<i>(e.g. organic variety with strong stalks)</i>
TOTAL	\$	

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Do you have financial support from KSU or other agencies on this project? ☐Yes ☐No

	Match Amount
Organization/Contact Name_____	\$_____
Cooperator funds for project	\$_____
KSU-CSFF grant funds for project	\$_____
Other funds for project	\$_____
Total Project Cost	\$_____

What else will you be providing for the project? (check all that apply)

- ☐Land ☐Equipment/Expenses ☐Labor ☐Transportation of crops
☐Daily management ☐Market outlet ☐Record keeping

I have read and understand the attached guidelines in requesting these funds.

Submitted by: _____ Date _____
Signature of Applicant

Office use only:

Date received _____ Case Manager _____

Grant number _____ Committee Meeting Date _____

Committee Recommendation: ☐Approved ☐Denied ☐Returned for Modifications

Authorization by Director CSFF _____ Date _____