

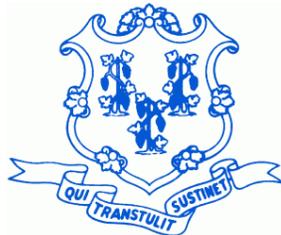
*Connecticut Department of Agriculture's  
Agricultural Viability Grant Program*

**Farm Viability Grant**

**For Connecticut Municipalities and  
Agricultural Non-Profits**

***Grant Application Guidelines and Forms***

**Application Deadline:  
November 19, 2015, 4:00 p.m.**



**Dannel P. Malloy, Governor  
Steven K. Reviczky, Commissioner of Agriculture**

Connecticut Department of Agriculture  
165 Capitol Avenue • Hartford, CT 06106  
860-713-2503 • [www.CTGrown.gov](http://www.CTGrown.gov)

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November 19, 2015, 4:00 p.m.**

Applications must be submitted by email to Jaime Smith, [Jaime.Smith@ct.gov](mailto:Jaime.Smith@ct.gov), between November 16, 2015 and November 19, 2015.

Applications will not be accepted after 4:00 p.m. on November 19, 2015.

Questions can be directed to:  
Jaime Smith at 860-713-2559 or [Jaime.Smith@ct.gov](mailto:Jaime.Smith@ct.gov)

Grant guidelines and forms can also be found online at  
[www.CTGrown.gov/Grants](http://www.CTGrown.gov/Grants)

## **Grant Description**

The Farm Viability Grant provides matching funds to Connecticut agricultural non-profit organizations, municipalities, groups of municipalities, regional councils of governments and/or groups of municipalities through capital projects that foster agricultural viability.

These include, but are not limited to:

- processing facilities;
- farmers' markets;
- the development and implementation of agriculturally-friendly land use regulations and local farmland protection strategies that sustain and promote local agriculture; and
- the development of new marketing programs and venues through or in which a majority of products sold are grown in the state.

Funding for the Farm Viability Grant is provided through the State of Connecticut Agricultural Viability Grant Program, established in 2005 through Public Act 228-05, An Act Concerning Farmland Preservation, Land Protection, Affordable Housing, and Historic Preservation.

## **Eligible Applicants**

The following entities are eligible to apply for the Farm Viability Grant:

1. non-profit organizations with an agricultural mission
2. municipalities
3. groups of municipalities
4. regional councils of governments organized under the provisions of sections 4-124i to 4-124p, inclusive
5. groups of municipalities that have established a regional inter-local agreement pursuant to sections 7-339a to 7-339l, inclusive

To qualify for the Farm Viability Grant as a non-profit, the non-profit must be registered with the Connecticut Secretary of State and provide a copy of federal and state tax identification forms. Non-profits must have submitted Form 990 and been in existence for the previous three years.

Prior grantees may apply for a Farm Viability Grant. However, past awards and corresponding project completion will be taken into consideration.

## **Award Limits and Matching Requirements**

The amount awarded to any applicant through the Farm Viability Grant will not exceed \$49,999.00.

Matching funds from the applicant must be a *minimum* of 40% of the total cost of the project budget; this must be clearly outlined in the application. The match can consist of in-kind and cash contributions. All in-kind matches must be clearly documented and justified.

**Please note: One cash advance of up to 50% of the total grant award may be provided upon request by the grantee. The balance of the award will be paid upon successful project completion.**

## **Project Duration**

Projects must be completed within one year of final contract execution.

The Connecticut Department of Agriculture's grant coordinator or any other agent of the Commissioner of Agriculture may make periodic visits to the project site during the project period.

## **Funding Priorities**

Below are funding priorities of the Farm Viability Grant as they directly relate and respond to furthering agricultural viability:

- Municipal resource plans that define the quantity and quality of farmland and soils;
- Making municipal lands and land trust lands available for agricultural production;
- Farmland protection strategies;
- Long-term planning for agriculture;
- Cooperative/collaborative projects that enhance multiple farmers' markets;
- Municipal marketing and promotion of local agriculture and Connecticut Grown farmers' markets;
- Projects that assist farmers with meeting existing and emerging food safety requirements;
- Community gardens with focused goals and missions that positively contribute to Connecticut agriculture.

## Eligible and Ineligible Expenses

All eligible expenses funded by the Farm Viability Grant must advance farming and agriculture as defined by Connecticut General Statutes Section 1-1(q).

The following expenses are generally not funded by the Farm Viability Grant, however the expenses below may be considered as an acceptable match expense so long as they directly and meaningfully support the proposed project:

1. Employee salaries and fringe benefits to execute the project;
2. General overhead costs and costs associated with doing business such as heat, rent, maintenance, electricity that would occur in absence of the project, and equipment such as computers or video equipment with usefulness beyond the boundaries of the project;
3. Expenses related to maintaining the status quo of the current operation;
4. Travel including transportation, hotels, meals, or per diem;
5. Agricultural general purpose equipment (tractors, vehicles, etc.)

The following expenses cannot be used as either a match expense or have grant funds applied to them:

1. Any expense incurred prior to contract execution;
2. Land acquisition/mortgages;
3. Expenses to fund the start-up of a new organization;
4. Tuition/tuition reimbursement or career-related/scholarship funds;

## Submission Process

Applications are only accepted as Microsoft Word documents submitted via email to Jaime Smith, [Jaime.Smith@ct.gov](mailto:Jaime.Smith@ct.gov), between November 16, 2015 and 4:00 p.m. on November 19, 2015.

*Please keep in mind there is occasionally a delay with email and to plan accordingly.  
A confirmation email will be sent upon receipt of the application.*

## Application Requirements

A complete application includes:

1. Application Cover Page (Appendix A), submitted as a MS Word doc
2. Budget Page (Appendix B), submitted as a MS Word doc, with itemized budget items for each category.
3. A business/project plan (Appendix C), submitted as a MS Word doc
4. Conceptual drawings (if applicable)

This information can be found on the agency's website, [www.CTGrown.gov/grants](http://www.CTGrown.gov/grants).

## Evaluation Criteria and Process

The Farm Viability Grant is a competitive grant process. Only timely, complete applications will be evaluated. The evaluation will be based on a business/project plan, an essential component of the application. The business/project plan should address the following questions:

- Does the applicant clearly articulate obtainable and realistic goals?
- What approaches will be used to achieve the stated goals?
- How does the project help to sustain and promote Connecticut agriculture?
- What are the long-term benefits to the applicant/target audience as a result of this project?
- Is the financial support necessary to complete the project sufficiently explained and justified?
- How are consulting/contractual services being used? Is it justified?
- How are the results of the project going to positively affect Connecticut agriculture in three, five, and ten years?

Other information, such as quotes, conceptual drawings, and other documentation justifying and supporting the budget and project, is strongly encouraged.

## Award Requirements

Applicants of awarded projects will be responsible for the following:

1. A signed contract with the State of Connecticut, which includes provisions to recapture grant funds.
2. Completing the project within the contractual time-frame.
3. Insurance holding the state harmless or listing the state as an additional insured on the grantee's liability insurance policy.
4. Agreeing to a site inspection once the project is complete and prior to final payment being released for capital enhancement or improvement projects.
5. Submitting a final project report
6. Submitting a final financial report providing an itemized list of actual expenses and in-kind match. Copies of invoices and proof of payment, must be submitted with the payment request at the conclusion of the project.
7. Other requirements as outline in the State of Connecticut contract.

Grantees will have these requirements, among others, reviewed in detail once awarded.

*CT DoAG reserves the right to fund the project in part, add and delete expenses, and/or ask for clarification on any portion of the application. No agreement will be entered into until CT DoAG is satisfied with all the specifications of the project. Any grant award is dependent upon the availability of funds.*

# Appendix A

## CT Department of Agriculture 2015 Farm Viability Grant

### Application Cover Page

Applicant Information			
Applicant Name:			
Application/Project Contact:			
Full Mailing Address:			
Phone:		Fax:	
Email:		Website:	
FEIN or SS Number:		Federal Tax ID Number:	
Project Information			
Project Title:			
Total Project Costs:			
In-Kind Expenses Covered by Applicant:			
Cash Expenses Covered by Applicant:			
<i>At least 40% of expenses (in-kind and/or cash) must be covered by applicant</i>			
Farm Viability Grant Funds Requested:			
<i>Not to exceed \$49,999.00</i>			
Organization Information			
Organization (if different from Project Contact)			
Phone: (if different from Project Contact)		Email: (if different from Project Contact)	
If applicable, describe in detail the production agriculture carried out. Give acreage and quantities of the crops grown, the number and kinds of livestock, forest products, value added products, greenhouses, etc.			
Is any of the land in production or land associated with this project in the Farmland Preservation Program or under any other conservation restrictions?		Yes / No	

<b>If yes to above, please state under what program/what the restrictions are:</b>			
<b>Have you received other Connecticut Department of Agriculture Grants in the last five years?</b>	Yes / No	<b>If yes state the grant program, year received, and amount for each award.</b>	

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**Signature of Applicant**

**Title**

**Date**

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**Signature of Organization Representative**  
*(if different from applicant)*

**Title(s)**

**Date**

## Appendix B

### CT Department of Agriculture 2015 Farm Viability Grant

#### **BUDGET APPLICATION FORM**

For each budget category below, **attach a separate page itemizing the expenses grant funds will cover and what expenses matching funds will cover.** If there are no expenses for a particular category please note with a N/A.

#### *BUDGET DEFINITIONS*

**Equipment.** Itemize equipment to be purchased and the intended use.

**Rental of equipment** to complete the project (cement mixers, rollers, other heavy duty equipment) is allowed and must be described.

**\*\*NOTE:** If you're hiring a contractor do not break up the contractor's estimate into the various budget categories. The contractor's full cost/estimate should be listed as one item in the *Consultant/Contractual* category.

**Materials and Supplies.** Provide an itemized list of projected supply expenditures.

**\*\*NOTE:** If you're hiring a contractor do not break up the contractor's estimate into the various budget categories. The contractor's full cost/estimate should be listed as one entry in the *Consultant/Contractual* category.

**Contractual/Consultant.** These are expenses associated with procuring services performed by an individual or organization other than the applicant. Each contractor/consultant (if more than one) must be described separately. Provide a short description of contractual services.

**Other Costs.** Provide itemized, detailed descriptions of other costs not included in the previous categories.

Category	Grant Funds Requested	Cash Match by Applicant	In-Kind Match by Applicant	Total Cost
Salaries				
Fringe				
Equipment				
Rental of Equipment				
Materials and Supplies				
Contractual/Consultant				
Other Costs				
<b>Project Total</b>				

*Additional documentation supporting your expenses will increase the competitiveness of your submission.*

## Appendix C

### Required Format for Business/Project Plan

Use the following format when writing this portion of the application. Be thorough in each section below to ensure enough information is provided about your business and the project being proposed.

1. **Cover Sheet** – Name of organization and contact information.
2. **Introduction** – Use this as an opportunity to introduce your organization to the reviewers
3. **Project Summary** - Give a summary (fewer than 200 words) of what your project entails and what it's accomplishing for your business **during the next ten years**. This information will be used in the binding state contract's Scope of Work should you be awarded.
4. **Mission, Strategies, etc.** - What are the central purposes and activities of the planned business? What are its major objectives, key strategies, and prime goals?
5. **Present Status of Project** - Summarize achievements and performance (sales, etc.) to date (if applicable).
6. **Product Description if a production entity** - Describe product being produced or processed.
7. **Brief Profile of Target Markets** - Size, trends, competition, and user/customer profiles.
8. **Marketing Strategies and Sales Plans if applicable** - How will the business market its products and sell to customers? What sales will be achieved in its main markets? How will it deal with competitors? Indicate costs.
9. **Operational Plans** - Cover distribution and production activities. Indicate organization, resources, costs, etc.
10. **Financial Position and Projections** – Figures from the most recently filed 990 must correspond with the respective lines: 12, 18, 19, 22
11. **Funding Requirements and Proposals** - Summarize funding requirements, possible sources, terms, etc. For non-profits and municipalities, if are using in-kind services as portion of match, you must address that here.
12. **Implementation** - Explain the major decision points, timeline and actions required.
13. **Conclusion** - Indicate why the project will succeed and why it should be supported.

## **Appendix D**

### **Submission Check List**

ALL of the following must be included/addressed to constitute a complete application eligible for review. Any application submitted with missing components will not be regarded as complete.

- Application Cover Page, Appendix A, completed in its entirety without any blanks and with an electronic signature. Submitted as a MS Word document.
- A Budget Page, Appendix B, with itemized information. Submitted as a MS Word document.
- A full business/project plan which reflects **each** of the sections noted in Appendix C. Submitted as a MS Word document.
- Conceptual drawing if the project includes capital improvements.

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November 16, 2015 and **4:00 p.m. on November 19, 2015.**

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