

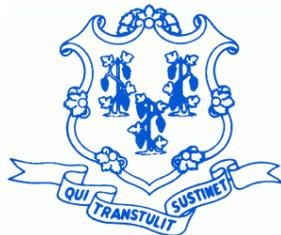
Connecticut Department of Agriculture's Agricultural Viability Grant Program

Farm Transition Grant

For Connecticut Farmers and
Agricultural Cooperatives

Grant Application Guidelines and Forms

**Application Deadline:
April 7, 2016 at 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

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**Applications must be received via email by:
April 7, 2016 at 4:00 p.m.**

Applications must be submitted by email to Jaime Smith, Jaime.Smith@ct.gov, between April 4, 2016 and April 7, 2016.

Applications will not be accepted after 4:00 p.m. on April 7, 2016.

Questions can be directed to:
Jaime Smith at 860-713-2559 or Jaime.Smith@ct.gov

Grant guidelines and forms can also be found online at
www.CTGrown.gov/Grants

Grant Description

The Farm Transition Grant provides matching funds to Connecticut farmers and agricultural cooperatives for the diversification of existing farm operations, transitioning to value-added agricultural production and sales, and developing farmers' markets and other venues in which a majority of products sold are grown in the state.

This can include, but is not limited to:

- Meeting food safety requirements.
- Strengthening of infrastructure to meet changing climate conditions.
- Processing of Connecticut Grown products for year round availability.
- Diversification of existing farm operations.

Funding for the Farm Transition 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 Transition Grant:

1. Agricultural producers, singularly or jointly, whether such producers are owners or tenants* of existing agricultural production facilities located within the State of Connecticut.
2. Agricultural cooperatives.

To qualify for the Farm Transition Grant the applicant must be registered with the Connecticut Secretary of State (if established as a limited liability corporation or incorporated), possess a Farmer's Tax Exemption Permit, and have submitted a Schedule F, Form 1120S, Form 1065, or Schedule C for the previous three years.

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

**Tenants must include a written agreement between all necessary parties regarding the submitted project.*

Award Limits and Matching Requirements

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

Matching funds from the applicant must be *a minimum* of 50% of the total cost of the project budget. The match must be clearly outlined in the application and can only be cash contributions; in-kind matches are not allowed.

The cash match can be self-financed, provided by bank financing, or through another grant (federal, state, or otherwise). If a grant is providing the match, the applicant must disclose who the grant is awarded by, the grant name, and amount awarded. The Farm Transition Grant must be paid directly to the applicant.

Please note: This is a reimbursement grant. Funds shall be reimbursed to the applicant after the entire project is successfully completed. There are no cash advances.

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 Transition Grant as they directly relate and respond to expanding and diversifying agriculture as defined by Connecticut General Statutes 1-1q:

- Meeting food safety requirements for advanced positioning in the market place.
- Strengthening infrastructure to meet changing climate conditions.
- Processing Connecticut Grown products to increase year round availability and farm viability.
- Diversification of existing farm operations into new and emerging crops and/or product lines.

Eligible and Ineligible Expenses

All eligible expenses funded by the Farm Transition 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 Transition Grant, however the expenses below may be considered as an acceptable match expense so long as they directly and meaningfully support the proposed project:

- Employee salaries and fringe benefits to execute the project.
- 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.
- Expenses related to maintaining the status quo of the current operation.
- Travel including transportation, hotels, meals, or per diem.
- Permits.
- Furnishings, fixtures, agricultural general purpose equipment and items considered personal property.
- Machine storage, workshops, housing, classrooms, offices, etc.
- Attorneys' fees, consultants' fees.

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

- Any expense incurred prior to contract execution.
- Land acquisition/mortgages.
- Cost of borrowing (points and other fees).
- Expenses to fund the start-up of a new organization.
- Any portion of expense for which the applicant pays a contractor in merchandise or service in lieu of cash.
- Tuition/tuition reimbursement or career-related/scholarship funds.
- Routine business expenses or disposable supplies.

Submission Process

Applications are only accepted as Microsoft (MS) Word documents submitted via email to Jaime Smith, Jaime.Smith@ct.gov, between April 4, 2016 and 4:00 p.m. on April 7, 2016.

*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 document.
2. Budget Page (Appendix B), submitted as a MS Word document, with itemized budget items for each category.
3. A Project Plan (Appendix C), submitted as a MS Word document.
4. Conceptual drawings, estimates/quotes, production information, etc. can be submitted as PDF documents.

The word documents of the appendices mentioned above can be obtained from the agency's website, www.CTGrown.gov/Grants.

Evaluation Criteria and Process

The Farm Transition Grant is a competitive grant process. Only timely, complete applications will be evaluated. The evaluation will be weighted heavily on the project plan. See Appendix C, Required Format for Project Plan for more information. All elements noted in Appendix C must be included.

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.
2. **NEW:** Participation in a mandatory contract training workshop to review contract logistics and grantee requirements and responsibilities.
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.
5. Completing the project within the contractual timeframe.
6. Submitting a final project report.
7. Submitting a final financial report providing an itemized list of actual expenses. Copies of invoices and proof of payment, must be submitted with the payment request at the conclusion of the project.
8. Other requirements as outlined in the State of Connecticut contract.

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

The Connecticut Department of Agriculture 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 the Connecticut Department of Agriculture is satisfied with all the specifications of the project.

Any grant award is dependent upon the availability of funds.

The MS Word versions of the appendices that follow can be obtained from the agency's website, www.CTGrown.gov/Grants.

Applications must be submitted via email in MS Word format no later than 4:00 p.m. on April 7, 2016.

Appendix A: Application Cover Page

Applicant Information			
Applicant/Farm Name:			
Contact:			
Full Mailing Address:			
Phone:		Fax:	
Email:		Website:	
Project Information			
Project Title:			
Total Project Costs:			
Cash Expenses Covered by Applicant: <i>At least 50% of expenses must be covered by applicant</i>			
Farm Transition Grant Funds Requested: <i>Not to exceed \$49,999.00</i>			
Farm Information			
Owner(s) of Record <i>(if different from Project Contact)</i>			
Property Address <i>(where project will take place if different from mailing address)</i>			
Phone of Owner(s): <i>(if different from Project Contact)</i>		Email of Owner(s): <i>(if different from Project Contact)</i>	
Acres in production agriculture		Do you farm:	Full Time / Part Time
Describe in detail the production agriculture carried out on the farm. 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	
If yes to above, please state under what program/what the restrictions are:			
Have you received other Connecticut Department of Agriculture Grants in the last five years?	Yes / No	If yes state the grant program, year received, and amount for each award.	
Are you a beginning farmer <i>(farming for less than ten years)</i>		Yes / No	

Signature of Applicant	Title	Date
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Signature of Owner of Record	Title	Date
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Typed name serves as signature.

Page two of two

Appendix B: 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.

Applicant Name: _____

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

BUDGET DEFINITION

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 contractors 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.

Additional documentation supporting your expenses will increase the competitiveness of your submission and are the only items which can be provided as PDF documents.

Appendix C: Required Format for Project Plan

Use the following section headings when writing the project plan. Be thorough in each section addressing all questions/statements below.

1. **Cover Sheet** – Name of business and contact information.
2. **Introduction** – Use this as an opportunity to introduce your business to the reviewers. Include information such as:
 - a. How long have you been in business?
 - b. What do you produce and how many acres are in production? Has that changed over the years?
 - c. What are your future project plans?
3. **Project Explanation** – Explain in detail what your project is going to accomplish and what it will do for your business **over the next ten years**.
4. **Funding Requirements and Proposals** – Review and summarize the budget. Include information such as:
 - a. Where the match is coming from – cash, loan, other grant, etc.
 - b. Sufficiently explain and justify the financial support requested
5. **Project Timeline** – Include all project milestones and related deadlines. Include information such as:
 - a. When you need to begin the project
 - b. Main activities/tasks that need to happen to complete the project and when
 - c. When the project will be completed

Below is an example of how to present this information:

Task	Task Completion Date	Person Responsible for Completing Task
Notified of grant award	June 1 st	DoAg
Contractors hired	June 15	Farm Owner
Retail store construction completed	June 25	Contractor
Electrical work completed		Electrician
Retail display items purchased		Farm Owner
Plumbing completed		Plumber
Retail display items installed		Farm Owner
etc		
etc		
etc		
Stand open for retail business		

6. **Target Markets** – What expanded, additional, or new market(s) will your project allow you to serve or reach? Include information such as:
 - a. The number or volume of people, markets, products, etc.
 - b. How the marketing and promotion of your products will change as a result of this project
7. **Business Goals and Objectives** - What are the major objectives and goals for the next five and 10 years? How does the proposed project contribute to those objectives and goals? Be sure they are obtainable, realistic, and measurable (how will you assess if you have reached or will reach your goals.)
8. **Financial History** – Please report the following information for the last three years starting with the most recently filed Schedule F, Schedule C, or Form 1120S. The following information must be provided for the last three years and correspond with the respective boxes from each form:
 - Schedule F: Boxes 9, 33, 34
 - Schedule C: Boxes 7, 28, 31
 - Form 1120S: Boxes 6, 20, 21
9. **Project Summary and Conclusions** – Summarize the project, indicate why the project will succeed and why it should be supported as it relates to your previously stated goals. How does the project help to sustain and promote Connecticut agriculture in five and ten years? What are the long-term benefits to the applicant and target markets as a result of this project?

Submission Check List

ALL of the following must be included to constitute a complete application eligible for review.

- Appendix A: Application Cover Page submitted as a MS Word document.
- Appendix B: Budget Page submitted as a MS Word document.
- Project plan as outlined in Appendix C: Project Plan submitted as a MS Word document.

The application must be received by email between
April 4, 2016 and **4:00 p.m. on April 7, 2016.**

Applications must be sent to Jaime Smith at Jaime.Smith@ct.gov.
A confirmation email will be sent once the application is received.

This check list does not need to be submitted with your application. It is for your reference only.