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:
February 14, 2017 at 4:00 p.m.

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

Please note our new address as of January 9, 2017
Connecticut Department of Agriculture
450 Columbus Boulevard, Suite 703
Hartford, CT 06103
860-713-2503 • CTGrown.gov
Table of Contents

Grant Description 4
Eligible Applicants 4
Award Limits and Matching Requirements 4
Project Duration 5
Funding Priorities 5
Eligible and Ineligible Expenses 5
Submission Process 6
Application Requirements 6
Evaluation Criteria and Process 6
Award Requirements 6

Appendices
  A: Application Cover Page 9
  B: Budget Form 11
  C: Required Format for Project Plan 12

Submission Check List
Applications must be received via email by:
February 14, 2017 at 4:00 p.m.

Applications must be submitted by email to Jaime Smith, Jaime.Smith@ct.gov, between February 7, 2017 and February 14, 2017.

Applications will not be accepted after 4:00 p.m. on February 14, 2017.

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

Workshops on how to write the FTG project plan and develop a competitive application will be held. RSVP's are required 24 hours prior to the preferred meeting date.

January 18, 2:00-4:00 p.m.
CT Ag Experiment Station
153 Cook Hill Road
Windsor, CT 06095
This workshop will address how the FTG can help farms comply with the Food Safety Modernization Act.

January 20, 1:00-3:00 p.m.
CT Farm Bureau Assoc
78 Beaver Road
Wethersfield, CT 06109

January 24, 10:00a.m.-noon
Session Woods Wildlife Management
341 Milford St
Burlington, CT 06013

January 26, 9:30-11:30 a.m.
UConn Extension Office
562 New London Turnpike
Norwich, CT 06360

The January 18 and January 24 meetings have been cancelled due to lack of signups.

Should any of the meetings be cancelled due to inclement weather, there will be one make up meeting offered on January 30, 1:00-3:00 p.m. at the CT Department of Agriculture. Attendees that RSVP will be notified if the meeting is cancelled due to weather.
Grant Description
The Farm Transition Grant (FTG) 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 for advanced positioning in the marketplace.
- Strengthening infrastructure to meet changing climate conditions.
- Processing Connecticut Grown products to increase year-round market availability and farm viability.
- Diversification of existing farm operations into new and emerging crops and/or product lines.

Funding for the Farm Transition Grant is provided 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. Tenants must include a written agreement between all necessary parties regarding the submitted project.
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. Past awards and corresponding project completion will be taken into consideration when evaluating applications.

Award Limits and Matching Requirements
The amount awarded to any applicant through the Farm Transition Grant will not exceed $49,999.

Matching funds from the applicant must be a minimum of 50% of the total 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 funded through another grant (federal, state, or otherwise). If a grant is providing the match, the applicant must disclose the grantor, 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 only after the entire project is successfully completed and all necessary documentation is submitted. There are no cash advances.

**Project Duration**
Projects must be completed within one year of 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 contract duration.

**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 marketplace.
- Strengthening infrastructure to meet changing climate conditions.
- Processing Connecticut Grown products to increase year-round market 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. The expenses below may be considered an acceptable match if they directly and meaningfully support the proposed project:

- Employee salaries and fringe benefits paid to execute the project
- Permits
- Attorneys’ fees, consultants’ fees

The following expenses cannot be used as a match and will not be funded by the grant:

- 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 unrelated to the project
Submission Process
Applications **are only accepted as Microsoft (MS) Word documents, with editable text**, submitted via email to Jaime Smith, Jaime.Smith@ct.gov, between February 7, 2017 and 4:00 p.m. on February 14, 2017.

*Please keep in mind there is occasionally a delay with email and plan accordingly.*
A confirmation email will be sent upon receipt. If you do not receive a confirmation with 24 hours of submission please first check the spelling of the email address, Jaime.Smith@ct.gov, then contact the agency.

Application Requirements
A complete application includes:
1. Application Cover Page (Appendix A), submitted as a MS Word document with editable text
2. Budget Form (Appendix B), submitted as a MS Word document with editable text, itemized for each category
3. A project plan (Appendix C), submitted as a MS Word document with editable text
4. Conceptual drawings, estimates/quotes, production information, etc. These can be submitted as .pdf documents


Evaluation Criteria and Process
The Farm Transition Grant is a competitive grant. 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. Insurance holding the state harmless or listing the state as an additional insured on the grantee’s liability insurance policy
3. Agreeing to a site inspection once the project is complete and prior to final payment being released
4. Completing the project within the contractual timeframe
5. Submitting a final project report
6. Submitting a final financial report itemizing actual expenses. Copies of invoices and proof of payment must be submitted with the payment request at the conclusion of the project
7. Other requirements as outlined in the State of Connecticut contract

Grantees will have additional training on requirements once contracts are executed.
The Connecticut Department of Agriculture reserves the right to fund a project in part, add and delete expenses, and/or ask for clarification on any portion of the application. No contract will be executed until the Connecticut Department of Agriculture is satisfied with all project specifications.

Any grant award is dependent upon the availability of funds.
Editable Microsoft Word versions of the following appendices can be obtained at www.CTGrown.gov/Grants.

Applications must be submitted via email in Microsoft Word format with editable text no later than 4:00 p.m. on February 14, 2017.

A confirmation email will be sent once the application is received. If you do not receive a confirmation with 24 hours of submission, please first check the spelling of the email address, Jaime.Smith@ct.gov, then contact the agency.
## Applicant Information

**Applicant/Farm Name:**  
**Contact:**  
**Full Mailing Address:**  
**Phone:**  
**Website:**  
**Email:**  

**Do you meet the USDA’s criteria for the following categories?**

- **Beginning Farmer (farming for fewer than 10 years)**: Yes/No  
- **Veteran Farmer**: Yes/No  
  - If yes, branch and dates of services: _____________________  
- **Socially Disadvantaged Farmer**: 
  - American Indians/Alaskan Natives, Asians, African Americans,  
  - Native Hawaiians/other Pacific Islanders, Hispanics: Yes/No

## Project Information

**Project Title:**  
Provide a title describing your project.  

**Total Project Costs:**  

**Cash Expenses Covered by Applicant:**  
At least 50% of expenses must be covered by applicant  

**Farm Transition Grant Funds Requested:**  
Not to exceed $49,999

## Farm Information

**Owner(s) of Record**  
(if different from Project Contact)  

**Property Address**  
(where project will take place if different from mailing address)  

**Phone of Owner(s):**  
(if different from Project Contact)  

**Email of Owner(s):**  
(if different from Project Contact)  

**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 above, please state under what program/what the restrictions are:**
<table>
<thead>
<tr>
<th>Have you submitted an Application to Construct if land is protected through a conservation easement?</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you received other Connecticut Department of Agriculture Grants in the last five years?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Do you currently have an open grant contract with the Connecticut Department of Agriculture?</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

Signature of Applicant  
Title  
Date  

Signature of Owner of Record  
Title  
Date  

Typed name serves as signature.
BUDGET DEFINITIONS

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

**Rental of equipment.** Rented equipment that is required 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 material and 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.

Separate page(s) itemizing the budget are required.

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

Applicant Name: ____________________________________________________________

<table>
<thead>
<tr>
<th>Category</th>
<th>Grant Funds Requested</th>
<th>Cash Match by Applicant</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental of Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual/Consultant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C: Required Format for Project Plan
2017 Farm Transition Grant

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? How/why has that changed over the years?
   c. What are your future project and business plans?

3. **Project Explanation** – Explain in detail what your project is and what it’s going to accomplish.

   Explain how the project will improve your agribusiness. Explain business operations before and after project is complete.

4. **Funding Requirements and Proposals** – 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. When necessary activities/tasks to complete the project will occur
   c. When the project will be completed

Below is an example of how to present this information:

<table>
<thead>
<tr>
<th>Task</th>
<th>Task Completion Date</th>
<th>Person Responsible for Completing Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notified of grant award</td>
<td>____ days from final contract signing</td>
<td>DoAg</td>
</tr>
<tr>
<td>Contractors hired</td>
<td>____ week(s) from final contract signing</td>
<td>Farm Owner</td>
</tr>
<tr>
<td>Retail store construction</td>
<td>____ month(s) from final contract signing</td>
<td>Contractor</td>
</tr>
<tr>
<td>completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical work completed</td>
<td></td>
<td>Electrician</td>
</tr>
<tr>
<td>Retail display items purchased</td>
<td>Etc.</td>
<td>Farm Owner</td>
</tr>
<tr>
<td>Plumbing completed</td>
<td>____ days from final contract signing</td>
<td>Plumber</td>
</tr>
<tr>
<td>Retail display items installed</td>
<td>____ week(s) from final contract signing</td>
<td>Farm Owner</td>
</tr>
<tr>
<td>etc</td>
<td>____ month(s) from final contract signing</td>
<td></td>
</tr>
<tr>
<td>Stand open for retail business</td>
<td>No later than Month Day, Year</td>
<td></td>
</tr>
</tbody>
</table>
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 will you change your marketing?

7. **Business Goals and Objectives** – Identify three to five goals for the next five and 10 years? How does the proposed project contribute to those goals?

What objectives will be accomplished to reach the first goal?

*Goal vs. Objective*

A *goal* is defined as a broad-based result.

*Example:* A new farm store will be open for business by June 2018.

An *objective* is defined as a step taken towards achieving a goal. There are often multiple objectives that must be completed in order to measure progress and reach the goal/outcome.

*Example:* Objectives to meet the goal of opening a farm store by June 2018:

1. Hire an architect to design the building
2. Go out to bid and select a contractor to build the building
3. Bring in stone and level for parking area
4. Hire an electrician to install electrical
5. Purchase and identify delivery date(s) for display cases and shelving
6. Move produce and other materials from current sales location to new retail store
7. Promote the opening of the new store
8. Open store in June 2018

Hiring a contractor is an objective, not a goal. Goals are broad-based results of objectives.

8. **Outcome** – Identify an outcome you strive to achieve as a result of completing this project.

An *outcome* is defined as a quantifiable result.

*Example:* There will be a 7% increase in sales in 2018 as a result of the new retail farm store.

9. **Financial History** – Provide copies of IRS Schedule F, Schedule C, or Form 1120S for the last three years starting with the most recently filed.

10. **Project Summary and Conclusions** – Summarize the project, explaining why the project will succeed and how it relates to your business goals for the next five to ten years. How does the project help to sustain and promote Connecticut agriculture? 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 for an application to be complete and eligible for review. Any application submitted with missing components will be considered incomplete.

☐ Application Cover Page, Appendix A, completed in its entirety without any blanks and with an electronic signature. Submitted as a MS Word document with editable text.

☐ A Budget Form, Appendix B, with itemized information. Submitted as a MS Word document with editable text.

☐ A project plan that reflects each of the sections noted in Appendix C. Submitted as a MS Word document with editable text.

The application must be received by email between February 7, 2017 and 4:00 p.m. on February 14, 2017.

Applications must be sent to Jaime Smith at Jaime.Smith@ct.gov.

A confirmation email will be sent once the application is received.
If you do not receive a confirmation with 24 hours of submission, please first check the spelling of the email address, Jaime.Smith@ct.gov, then contact the agency.

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