



LAND GRANT PROGRAM

# SMALL-SCALE FARM GRANT

*Enhancing agricultural opportunities  
for small-scale farms*

## 2018/2019 Application



Providing assistance and development in aquaculture and aquaponics, value-added products, certified organic agriculture, and food insecure areas.

KENTUCKY STATE UNIVERSITY LAND GRANT PROGRAM  
COOPERATIVE EXTENSION BUILDING  
400 E. MAIN STREET, FRANKFORT, KY 40601 | (502) 597-6831

FUNDING PROVIDED BY



# SMALL-SCALE FARM GRANT PROGRAM GUIDELINES

The Kentucky State University Center for the Sustainability of Farms and Families (KSU-CSFF) Small Scale Farm Grant Program was developed to support the expansion of certain types of agriculture in Kentucky, especially among underserved groups. Grant funding decisions are based upon the future impact expected on the production and sales of Kentucky-grown and Kentucky-raised farm products.

## WHO IS ELIGIBLE FOR A SMALL-SCALE FARM GRANT?:

- A Kentucky farm producing agricultural products for sale to the public with gross annual agricultural sales greater than \$500 and below \$150,000 in the previous 2 years. This is a self-declaration, but must be verifiable.
- Farmers formally and actively seeking organic certification with the Kentucky Department of Agriculture (KDA).
- Small-scale, limited-resource farmers looking to improve the marketability of their agricultural products by a value-added process.
- Kentucky-based, formal, non-governmental organizations, and cooperatives that serve multiple Kentucky farms or producers (farm/producer names must be provided and verifiable).
- The following are encouraged to apply: limited-resource farmers (household income of less than \$23,000/year); small acreage/urban producers; female farmers; minority farmers; young/novice farmers; and farmers and producers in the 77 food insecure counties and/or the 54 Appalachian counties.

(Find map at this link: [www.fns.usda.gov/tags/food-desert-locator](http://www.fns.usda.gov/tags/food-desert-locator))

## ADDITIONAL REQUIREMENTS:

- Grantees must comply with all health, food safety, and other federal, state, and local laws.
- Applicants must answer the supplemental questions pertaining to their grant category in addition to this application.
- Approved individual funding shall not exceed one application per applicant/family/address/farm number or farm address per category and shall not exceed a lifetime cap of \$10,000.
- Approved funding per application will not exceed \$5,000 for individuals and \$15,000 for organizations that benefit multiple Kentucky farms and/or producers.
- Kentucky State University employees and their immediate family members are not eligible.
- Farm must be located in the state of Kentucky.

## APPLICATION DEADLINES:

The 1st day of every other month in 2018, February, April, June, August, October, December, and in 2019, February, April, June, and August or until funds run out.

## PRIORITY AREAS:

There are **five priority areas** for the Small Scale Farm Grant:

1. **Aquaculture/Aquaponics** - Food production; vegetable and/or fish production (e.g. aerators, pumps, tanks, harvesting equipment, liners, etc.)
2. **Certified Organic Agriculture** (*documentation of certified or transitional status is required*) - Production-related implements, equipment, or supplies (e.g., broadfork, walk behind implements, plastic mulch, irrigation lines, etc.)
3. **Value-Added Enterprise** - Changing of raw agricultural products to a new product of increased market value (e.g. milk to cheese or lotions, grains to bread, etc.)
4. **Food Insecure Area Production** (*must operate in one or more of the 77 eligible counties*) - Addresses one or more of the following: agroforestry, apiculture, hydroponics, poultry/eggs, small ruminants (ex. cattle, goats), other.
5. **Farmer Education Assistance** - Covers associated costs (e.g., workshops/conferences, online trainings, reference materials, mileage to and from events at \$0.41/mile, etc.) to acquire relevant agricultural knowledge. We do not reimburse the cost of fuel or meals. A separate application is required for this category.

## EXCEPTIONS:

- NO motorized vehicles (e.g. trucks, tractors, walk-behinds)
- NO labor costs paid to the applicant or their relatives
- NO consumables, expendables (jars, seed, feed, plant materials, etc.), or livestock
- NO partial funding of equipment greater than \$10,000 (greater than \$5,000 requires verified match)

## FREQUENTLY ASKED QUESTIONS

### **What is the approval process and how long is it?**

The Grant Review Committee considers all applications received by the stated deadlines and votes to recommend funding, deny funding, or pend for further clarification.

- Approved applicant data is submitted to the Governor's Office of Agricultural Policy (GOAP) for final approval.
- Approved applicants are notified by letter and must submit further legal documentation provided by KSU.
- Approved and Pended applicants may be subject to a site visit to verify your capacity to administer the grant.
- Final authorization and signatures are typically obtained within a few weeks after you submit the legal documents.
- Upon final authorization, approved grant funds will be disbursed via check or by direct deposit.

### **How much time do I get to finish my project?**

Recipients will have up to one (1) year to purchase the approved items, complete the project, and submit the required impact reports. Reporting may extend for up to three years post-project completion to determine the viability of the program.

### **What are my obligations for accepting grant funds?**

You will sign a legal contract which obligates you to use the funds as stated in your application budget, provide data related to your project, and submit reports outlining the impact of the project. The terms and conditions are specific to your project. **Failure to fulfill reporting requirements, including submittal of receipts, will be considered a breach of contract and funds must be forfeited.**

### **Why do you need pictures of my farm or business project?**

Photos and videos are a great way to document the success of a project. We will use them to help you with issues that may arise and in our required reporting to the funding source, the Kentucky Agricultural Development Board.

### **Why do you need my social security number and/or taxpayer ID number?**

Grants over \$600 are considered income and must be reported as such. **Failure to submit required information will disqualify you for grant funds.**

### **How do we define 'organic'?**

Those who apply for organic funding through the Small-Scale Farm Grant program must understand and comply with federal laws regulating organic products. "Organic" is a labeling term which indicates that food or other agricultural products have been produced through methods approved by the U.S. Department of Agriculture's (USDA) National Organic Program. These methods integrate cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity. Synthetic fertilizers and pesticides are not allowed.

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), and from 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).

- If you have certification questions please visit [www.kyagr.com/marketing/plantmktg/organic](http://www.kyagr.com/marketing/plantmktg/organic)

### **Why is my county considered to be food insecure or a food desert?**

Food insecurity is the USDA's measure of the lack of access to enough food for an active, healthy life for all household members ([www.usda.gov/topics/food-and-nutrition/food-security](http://www.usda.gov/topics/food-and-nutrition/food-security)). A food desert consists of census tracts where residents have limited access to affordable and nutritious food due to low access to a supermarket or large grocery store (Refer to: [www.fns.usda.gov/tags/food-desert-locator](http://www.fns.usda.gov/tags/food-desert-locator)).

### **What type of support can I expect from Kentucky State University?**

We are dedicated to helping the small-scale farmers and producers. We will provide relevant technical expertise from our research and Cooperative Extension staff and help you make connections with other local producers and/or specialists in your area.

# SMALL SCALE FARM GRANT PROGRAM APPLICATION

Name of Farm, Company, or Organization: \_\_\_\_\_

Contact Person for Project: Mr./Ms. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Farm Address (if different than above): \_\_\_\_\_

Town/City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

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

Social Security Number or Federal Tax ID Number: \_\_\_\_\_

Farm Serial Number (FSA farm number): \_\_\_\_\_

Referred by (if applicable): \_\_\_\_\_

Applicant Type: (choose one):  Individual  Association  Company

Project Type: (choose one):  Aquaculture  Organic Agriculture  Value-added  Food Insecure Area

Description of Project (attach additional sheets if needed): \_\_\_\_\_

\_\_\_\_\_

How does this project fit with the rest of the farm? \_\_\_\_\_

\_\_\_\_\_

Expected Project Timeline: From (date) \_\_\_\_\_ To (date) \_\_\_\_\_

Is your gross farm income more than \$500 and less than \$150,000 year?

Yes  No

Check the Answer that best describes your participation in the KSU Small Scale Farm Grant (SSFG):

- I have received the SSFG once in the past
- I have received the SSFG twice in the past but less than \$10,000
- I have never received the SSFG

In the previous program cycles, check the answer that best describes you:

- I was approved for and received funding and completed my project
- I applied but not approved for funding
- I was approved for and received funding but did not complete my project
- I did not apply

At the time of application how long have you been farming/producing/selling?

Less than 2 years  2-5 years  6-10 years  More than 10 years

Do you keep production records of you farming enterprise?

Yes  No

Do you have a completed business plan?

Yes  No

Do you have a completed Agricultural Water Quality Plan (AWQP) for your farm? (*conservation.ky.gov/pages/AgricultureWaterQuality.aspx*)

Yes  No

Is this a new enterprise for you?

Yes  No

Have you been approved for KADF cost share funds from your county in the past five years?

Yes  No

Please mark the statement that best describes your level of tobacco dependency:

- Prior to 2001, but not since 2001, I grew tobacco or owned a tobacco quota
- Since 2001, I have owned quota or grown and marketed tobacco
- I have never grown tobacco or owned quota

Did you file a schedule F and/or schedule C (IRS tax forms) in the previous year?

Yes  No

What percentage of your income comes from your farming/production activities?

- Less than 10%
- 10 to 25%
- 26 to 50%
- 51 to 75%
- More than 75%

*Calculation to determine %: ( Farm Sales / Income ) x 100 = %  
[Example ( \$5,000 Farm Sales / \$45,000 Income ) x 100 = 11.11%]*

What other groups are you a member of or affiliated with? (*check all that apply*)

- Kentucky Proud  Farmers Market  OAK  KAA  CFA
- Appalachian Proud  KDA Organic Program  KSU programs (*please list*) \_\_\_\_\_
- Others \_\_\_\_\_

What records will you keep to show your success? \_\_\_\_\_

Who will write the report at the end of the project? \_\_\_\_\_

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) \_\_\_\_\_

What are your sales projections from this project? \_\_\_\_\_

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

List all federal, state, and/or local laws/regulations that you are aware of that are required to produce and sell your product: \_\_\_\_\_

**PLEASE COMPLETE THE SUPPLEMENTAL QUESTIONS THAT PERTAIN TO YOUR APPLICATION CATEGORY (I.E.: AQUACULTURE, VALUE-ADDED, ORGANIC AGRICULTURE, FOOD INSECURE AREA PRODUCTION) BEFORE SUBMITTING APPLICATION. THIS IS A SEPARATE QUESTIONNAIRE.**

*Please continue to Budget Worksheet*

**BUDGET WORKSHEET**

Amount Requested: \_\_\_\_\_ **(Maximum \$5,000 per producer or \$15,000 per organization.)**

List below what the grant funds will pay for:

<b>Item</b> <i>(Example: food processor)</i>	<b>Cost</b> <i>(Example: \$750)</i>	<b>Explanation</b> <i>(Example: chop, grind, or puree product)</i>
<b>TOTAL</b>	<b>\$</b>	

List below the related expenses that you will pay for:

<b>Item</b> <i>(Example: jars, lids, labels)</i>	<b>Cost</b> <i>(Example: \$175)</i>	<b>Explanation</b> <i>(Example: product packaging)</i>
<b>TOTAL</b>	<b>\$</b>	

**SUMMARY OF FUNDING**

Your funds for the project: \$ \_\_\_\_\_

KSU-CSFF grant funds requested for the project: \$ \_\_\_\_\_

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: \_\_\_\_\_  
*Signature of Applicant*

Date: \_\_\_\_\_

**Please mail the completed application and any supporting documents to:**

**Kentucky State University  
Cooperative Extension Building  
ATTN: Joni Nelson  
400 E. Main Street  
Frankfort, KY 40601**

**Please contact Joni Nelson with questions at (502) 597-6831 or [joni.nelson@kysu.edu](mailto:joni.nelson@kysu.edu)  
Digital and scanned applications will also be accepted via email to Allison Noel at [allison.noel@kysu.edu](mailto:allison.noel@kysu.edu)**