



LAND GRANT PROGRAM

SMALL-SCALE FARM GRANT

*Enhancing agricultural opportunities
for small-scale farms*

2018/2019 Application: Farmer Education Program



Providing training to Kentucky farmers for certified organic farming and marketing, value-added enterprise development, aquaponics, new economic development, and more.

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

FUNDING PROVIDED BY



FARMER/PRODUCER EDUCATIONAL SUPPORT PROGRAM GUIDELINES

The Kentucky State University Center for the Sustainability of Farms and Families (KSU-CSFF) has developed a small scale farmer/producer educational support program to support farmers in the 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 Kentucky-raised farm products.

WHO IS ELIGIBLE FOR AN EDUCATIONAL SUPPORT 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 2017/2018 (this is a self-declaration, but must be verifiable).
- Farmers or producers formally and actively seeking organic certification with the Kentucky Department of Agriculture (KDA).
- Farmers or producers interested in improving the marketability of their agricultural products through specific trainings.
- Farmers or producers interested in new ventures that require training in order to take advantage of the SSFG.
- Kentucky State University employees and their immediate family members are not eligible.
- 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 54 Appalachian counties. Grantees must comply with all health, food safety, and other federal, state, and local laws. If you do not meet the eligibility requirements at this time please contact one of the following: Joni Nelson (joni.nelson@kysu.edu); Dr. Marion Simon (marion.simon@kysu.edu); or Kevin Gurtowski (kevin.gurtowski@kysu.edu).

APPLICATION DEADLINES:

The 1st day of every other month in 2018 and 2019: February, April, June, August, October, December

THINGS TO REMEMBER:

- 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.
- Conference, training or workshop agenda and/or information must be included with the application.
- Requests for educational books must be supported with an online quote or shopping cart list.
- Approvals are dependent upon the availability of funds. If more applicants qualify than there are funds available, awards will be made with applications scoring the highest, continuing down the list until all funds are expended.
- Funds approved must be used solely for the benefit of the agricultural business, which must be located in Kentucky.
- Out-of-state educational trainings may qualify but must be pre-approved. Priority is given to in-state trainings.
- Recipients will be required to provide a detailed listing and verification of all expenditures.
- Workshops or trainings attended prior to the execution of the contract will not be eligible for grant funds.
- Educational projects must be completed within six (6) months of approval.

FREQUENTLY ASKED QUESTIONS:

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.**

What can I use the money for?

Funding for educational support must be pre-approved (prior to attending any workshop, etc.). Kentucky farmers can use funds for registration fees, specific travel (flight, bus, train), and in some cases, mileage on personal vehicles (reimbursed at \$0.41/mile). Meals and fuel costs are excluded from funding. Examples of funding may include, but are not limited to the following:

- Better Processing Control School offered by the University of Kentucky
- Aquaculture and/or Aquaponics training
- Appropriate educational books, literature, and/or online webinars
- Conferences

How long does it take to get a grant?

The Grant Review Committee will consider all applications received by the stated deadlines and vote to recommend funding, deny funding, or seek further clarification. All recommended applications will be submitted to the Governor's Office of Agricultural Policy (GOAP) for final approval. If your application is denied or the committee requires further clarification, you will be notified. If your application is approved, you will receive a notification letter along with a contract to sign and return.

Upon final authorization, a check will be issued for up to but not exceeding \$500 for educational training and/or materials. **Please note: You are required to submit proof of registration and attendance to the conference or training with a detailed summary of your experience.**

SMALL-SCALE FARMER/PRODUCER EDUCATIONAL SUPPORT APPLICATION

Name of Farm, Company, or Organization: _____

Contact Person for Project: Mr./Ms. _____

Address: _____

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

Phone #: _____ Email address: _____

Preferred Communication Method (*select as many as apply*): Postal Mail Telephone Email

Referred by (*if applicable*): _____

Social Security Number or Federal Tax ID Number: _____

Farm Serial Number (FSA farm number): _____

Applicant Type: (*choose one*): Individual Organization Company

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

Is this a new enterprise for you? Yes No

Have you farmed for less than ten years? Yes No

Do you currently produce tobacco? Yes No

Have you produced tobacco in the last 10 years? Yes No

Is your operation certified: Organic Transitional Exempt Certifying Agency: _____

Is the educational training out of state? Yes No

Are you a military veteran? Yes No

Workshop Title (*attach event agenda*): _____

Description of requested educational training (*please provide available links to training or conference*): _____

Training Date(s): _____

Location: _____

Who will attend and receive training? _____

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

Small-Scale Farmer/Producer Educational Support Application continued

How does this training fit with your farm goals and expectations? _____

What do you hope to learn from this educational program or material? _____

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

Are you willing to share your educational experience with others? Yes No

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 specify): _____

Others _____

BUDGET WORKSHEET

Amount Requested: _____ **(Maximum \$500 per request.)**

List below what the grant funds will pay for:

Item (Example: workshop/material)	Cost (Example: \$500)	Explanation (Example: educational benefit)
TOTAL	\$	

SUMMARY OF FUNDING

Your contribution for the training (meals, etc.): \$ _____
KSU-CSFF grant funds requested for the training: \$ _____

Total Project Cost: \$ _____

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
Digital and scanned applications will also be accepted via email to Allison Noel at allison.noel@kysu.edu**