2022 Farmland Restoration Grant
Writing Workshop

Lance Shannon
Ag Resource Conservation Unit
Lance.Shannon@ct.gov
Please introduce yourselves in the comments.

Feel free to include:

- Your Name
- Your Farm or Agricultural Cooperative Name
- The type of restoration work you are planning for your farm.
Today’s Agenda

• Welcome

• Overview of the 2022 Farmland Restoration Grant
  • Grant Description
  • Eligible Applicants
  • Match Requirement, Expenses, & Payment
  • Project Duration & Post Award Requirements
  • Submission Process
    • Required attachments
    • Evaluation Criteria and Process

• Important Dates

• How to Apply

• Questions?
Grant Description

• The Farmland Restoration Grant (FLRG) provides matching funds to Connecticut farmers, nonprofits and municipalities to increase food and fiber production in the state by restoring lands into active agricultural production. FLRG focuses on restoring and improving land with prime and important farmland soils, in accordance with a Farmland Restoration Grant Plan (FLRG Plan).

• The FLRG program and any awards are subject to limitations of state funding.

• Funding for the Farmland Restoration Grant is made possible by Public Act 11-1, codified in Chapter 422 of the Connecticut General Statutes. The Farmland Restoration Grant and any awards are subject to the requirements and provisions of state funding.

• For the purposes of this grant, farmland restoration is the act of bringing land into agricultural production for human food, animal feed, or livestock grazing.
Eligible Applicants

- **Agricultural producers**, singularly or jointly, whether such producers are owners or tenants of existing agribusiness within the State of Connecticut with at least one year of production experience.

- **Not for profits** with a property being used for agricultural production.

- **Municipalities and state agencies with farmland in use by a farmer** with a lease no less than five years in duration, and a five-year option to renew in place.
Eligible Applicants (cont.)

Producers must be registered with the Connecticut Secretary of State if established as a limited liability company or corporation and obtain or be applying to obtain a Farmer’s Tax Exemption Permit.

Farms should be a business in good standing with the Connecticut Department of Agriculture, all State, and Federal requirements.

Not for profits must be registered with the Connecticut Secretary of State and provide a copy of the federal IRS exemption letter. To be considered eligible for this grant, non-profits must have three years of consecutive 990 forms on file with the IRS (from 2017-2020).
Eligible Applicants (cont.)

- Prior grantees may apply for a Farmland Restoration Grant.

- Open awards, past awards, project completion and outcomes of current awards will be considered in the evaluation of this award application.

- Applicants who have received two years of consecutive funding will be ineligible for an award for one year. Applicants can reapply for funding in the next grant cycle.
Farmland Restoration Grant Categories

- Two different grant categories are available.
  - Agricultural producers (individuals, companies and corporations) and Not For Profits
  - Municipalities or state agencies

- Applicants may select one category for which they think their project qualifies.

- DOAG reserves the right to alter the grant category selected by the applicant.
Agricultural Producers and Not For Profits Farmland Restoration Grant

- Agricultural producers must be the owner of an existing agribusiness with the State of Connecticut with at lease one year of production experience.
- Not for profits must have property that is being used for agricultural production.
- FLRG Grant:
  - Maximum award: $20,000
  - Match requirement: 50% of project costs
- Past projects have included land clearing, stone & stump removal, drainage, irrigation wells and irrigation lines.
Municipalities or State Agencies

- Municipalities and state agencies with farmland in use by a farmer with a lease no less than five years in duration and a five-year option to renew in place.
  - Maximum award: $20,000
  - Match requirement: 90% of project costs
- Past projects have included land clearing, farm roads and drainage.
Match Requirement, Expenses and Payment

- Projects on Publicly Owned Land: These are lands owned by a municipality or that are state-owned land – there is a 90/10 Match. 90% of project expenses may be grant funded, 10% of project expenses should be covered by the applicant as the match.

- Projects on Privately Owned Land: These reference land that is owned privately by a farmer or not for profit – there is a 50/50 Match. 50% of project expenses can be grant funded, 50% of project expenses are covered by the applicant as the match.

- The FLRG must be paid directly to the individual or business the agreement is made with.
Match Requirement, Expenses and Payment (continued)

- The following expenses **may not** be used as a match and will not be funded by this grant:
  - Any expense incurred prior to contract execution
  - Land acquisition/mortgages
  - Cost of borrowing (points and other fees)
  - Any portion of expense for which the applicant barters/pays a contractor in merchandise or service in lieu of cash
  - Routine business expenses (example: equipment maintenance)
  - Disposable supplies (office, farm, otherwise) unrelated to the project
  - Legal expenses related to litigation
  - Indirect or contingency costs of any percentage
  - Land remediation expenses
  - Projects conducted on brownfields or contaminated lands
  - Purchase of general-purpose equipment (cars, trucks, boats, tractors, chainsaws, etc.)
  - Lobbying
The following expenses are an acceptable match if they directly and meaningfully support the proposed project:

- Employee salaries/payroll paid to execute the project
- Attorneys’ fees (not related to litigation)
- Consumable or disposable supplies (example: gas, oil)
Match Requirement, Expenses and Payment (continued)

• The FLRG is a reimbursement grant. Incomplete projects cannot be fully reimbursed.

• Once awards are made no additional funds will be awarded, even if a project’s expenses increase. Conversely, if project expenses are less than originally projected, for example the project only costs $8,000 instead of $10,000, a prorated amount will be paid for completed work.
Project Duration

• Projects must be completed within 18 months of contract execution. Contract and project extensions are not allowed.

• Project cannot start prior to the Contract start date even if executed before the Contract start date.
Application Requirements

- A complete application includes:

1. Grant Narrative (please see page 13 of the guidance for more information).

2. Budget Form and Project Timeline Workbook

3. Aerial maps of the project area. Please include on this map a detailed sketch of the project, identifying what will be done to the land. The aerial maps can be obtained from Google maps or USDA.

4. Soil(s) map of project area. These can be obtained from NRCS or online at the Web Soil Survey.

5. Assessor tax card and tax map for the property. These can be obtained from the municipal tax assessor’s office or possibly online.

6. Map identifying the common land units for the property. This map may include field locations and names, crops grown, and acres per field. These can be obtained from a local USDA Service Center. These must be scanned as pdf files for the application process.

All required forms/documents can be found here: 2022 Farmland Restoration Grant (FTG)--Documents (ct.gov)
Application Requirements - continued

7. Pictures of the project area as it currently exists, prior to the project being completed.

8. Profit and Loss statements for up to the previous three years.

9. Valid Farmer’s Tax Exemption Permit or application to obtain a Farmer’s Tax Exemption Permit.

10. If applicable – an approval letter from the easement holder for approval of the project. A template for the approval letter can be found on the Farmland Restoration Grant webpage at www.CTGrown.gov/grants.

11. If applicable – a copy of an executed lease and a statement from the owner for approval of the project. A template for the approval letter can be found on the Farmland Restoration Grant webpage at www.CTGrown.gov/grants.


All required forms/documents can be found here: 2022 Farmland Restoration Grant (FLRG)--Documents (ct.gov)
Budget and Project Timeline Workbook

- Visit: 2022 Farmland Restoration Grant Program (ct.gov)

- Download a blank copy of the form and save to your computer.
Budget and Project Timeline Workbook

There are three sheets included in this workbook:

1. Instructions *you do not need to fill anything out on this sheet.*
2. Budget Sheet
3. Budget Narrative
4. Project Timeline
Budget Sheet

• Your budget must contain the following itemized categories.

• Projects involving hiring a subcontractor should include quotes from that subcontractor.

• In-kind expenses must include breakdowns of hours worked, rates per hour and work performed.
Budget Narrative

- The budget narrative should contain evidence or justification for costs reported on the budget sheet.

- For example, to complete your project you plan on utilizing two of your employees. While the budget sheet shows that the cost for your employees to do that work is $8,000, here is where you justify that cost with an explanation.

- For supplies or materials ordered online, insert a link to the product or service in the justification column.

- Remember to include shipping/freighting costs in the total cost of the item.
Project Timeline

- Include all project milestones and related deadlines.
- Projects must be completed within 18 months of contract execution.
- Anticipate a project start date of July 1, 2022.
**There are two versions of the Grant Narrative Questions**
- One for privately owned land
- One for municipally owned or state owned land

These questions will be asked within the grant application itself. We recommend downloading the questions to your computer and typing your answers on Word or other word processing application.

Then, when you fill out your application, simply Copy and Paste your answers into the corresponding spaces.
Agricultural Producers and Not For Profits Grant Narrative

Visit: 2022 Farm Restoration Grant (FRLG)--Documents

Grant Narrative

The information provided below for the Grant Narrative is for informational purposes only. The Grant Narrative will be completed and submitted through Connecticut’s Grant portal.

Grant Narrative for 2022 Farm Restoration Grant

The following questions will be asked on the Farmland Restoration Grant application. It is recommended that you type your answers using Microsoft Word and then copy and paste your final answers into the spaces provided in the application portal.

1. Introduction – Introduce your business and tell the reviewers about the project area. Include information such as:
   a. What is the current and existing use of the project area?
   b. Are you a limited resource or socially disadvantaged producer?
   c. Do you use USDA Climate Smart practices on the farm? Will you use climate smart practices on the land once the project is completed?
   d. Are there any prime, important or locally important farmland soils in the project area?
   e. Have you made any efforts to improve the soil and land in years past?
   f. Have you consulted the NRDB online and are there any wildlife or plants that are referenced?

2. Project Explanation – Explain in detail what your project is, what your project will do for your business. Be sure to identify how many acres are to be restored and if the land going to be used for the production of human food, animal feed, or livestock grazing. What is the cost per acre to complete the project? Please note, a 4,000 character limit when drafting your response.

The reviewers will be looking for a statement that begins with “This project will...”
Other Important Forms: W-9 and State Vendor Form

- The DOAG Grants portal will prompt you to fill out and save a copy of your W-9 Form and State Vendor Form.

- Copies of these forms MUST be attached to your grant application.
Other Important Forms: Template Landlord Agreement

- If your project will be taking place on land that is leased or rented, you will need to attach a Landlord Agreement to your application.

- A template agreement can be found in the Documents/Forms section of the DOAG FLRG website.
Evaluation Criteria and Process

• The FLRG is a competitive grant.

• Only complete applications, as outlined on the website here: 2022 Farmland Restoration Grant (FLRG)--Apply (ct.gov), submitted on time, will be evaluated.

• The evaluation will be weighted heavily on the project plan described in the Grant Narrative.
Evaluation Criteria and Process (continued)

- The Grant Narrative should fully answer the questions clearly and directly.

- Project applications should clearly present how the project will be accomplished within a reasonable timeline.

- Additional information such as: quotes, conceptual drawings, and other documentation justifying and supporting the budget and project, is required to present a competitive application.
Important Dates

• **Application Period:**
  • Friday, March 11, 2022, at 12:00 p.m. – Tuesday, April 12, 2022, at 4:00 p.m.

• **Application Deadline:**
  • Tuesday, April 12, 2022, at 4:00 p.m.

• **Project Start Date (anticipated):**
  • July 1, 2022
Where can I find more information on the 2022 Farmland Restoration Grant?

- Check out the FLRG page on DOAG’s website for all information on the Farmland Restoration Grant.
  - The page is found here: [2022 Farmland Restoration Grant (ct.gov)](https://portal.ct.gov/DOAG/AGRC/AGRC/Farmland-Restoration-Grant)

All required documents & forms can be found here.

The grant guidance provides information on the FLRG in detail for your reference.
How do I apply for the 2022 Farmland Restoration Grant?

- From the menu on the left, choose “Apply”
- Once on the Apply page, click the blue button that says “Apply Here!”
- This will bring you to the DOAG Grants Portal.
Submission Process

- **NEW FOR 2022**: All Farmland Restoration Grant applications are required to be submitted through the DOAG grant portal.

- All grant funding opportunities can be found here: [https://service.ct.gov/doaggrants/s/s/](https://service.ct.gov/doaggrants/s/s/)

- Step-by-step instructions on creating an account, and applying for grants can be found here: [Application-Instructions.pdf](https://service.ct.gov/doaggrants/s/s/)

How do I apply for the 2022 Farm Restoration Grant?

- Once on DOAG’s Grant Portal, click on “All Grants” and choose the category of the FLRG you are applying for.

- Private landowner?
  - Click Farmland Restoration Grant (Privately Owned Lands)

- Leasing from a municipality?
  - Choose Farmland Restoration Grant (Publicly Owned Lands)
**Please Note**

- There is a strict **15-minute** automatic logout on the online application portal if you are not actively typing.

- Save your application often by clicking “Save Progress” at the bottom of the pop-up screen.

- Do not leave an unfinished application on your computer without saving and entering a “Pause reason”

- If you do not save often, you maybe forced to recreate your application.

- All applications must be submitted by the deadline in order to be considered for funding regardless of technical difficulties.

- We recommend answering the Grant Narrative questions in the Word document, and then copying and pasting your answers into the space provided on the grant portal.
Step 8: Save your application and learn to return to it. We suggest you save as this point to confirm your application has been created before continuing. To do so, click on Save Progress at the very bottom of the screen.

The system will prompt you to put in a reason why you are pausing. You can enter anything in here.

Pause Reason

hungry
How to resume your application:

To return to your saved application, click on My Grants in the top green menu bar.

Once you are in My Grants, you will see your application listed as below. Click on Resume.
Want Step-by-Step Instructions on how to apply for a grant through the DOAG Grant Portal?

- Go to the Apply section of the FLRG website found here: [2022 Farmland Restoration Grant (FLRG)--Apply (ct.gov)]
- Click on “Click here for step-by-step instructions on how to apply”
Quick Recap

• Grant Deadline: Tuesday, April 12, 2022, at 4:00pm
• Applicants choose ONE category of the Farmland Restoration Grant to apply for
• Maximum grant award: $20,000
• Cash or In-kind Match Required:
  • Property owned by agricultural producers (individuals, companies and/or corporations) and Not For Profits – 50%
  • Property owned by municipalities and state agencies – 10%
• Applicants should attach the Budget and Project Timeline Workbook and quotes/estimates/budget justification items to their application.
• The grant narrative questions will be answered within the application.
• Template landlord agreement available on DOAG website.
Please feel free to email us with any questions regarding the Farmland Restoration Grant. While we cannot help you write your application, we are here to assist you through this process. In case we are working from home, please send emails and we will get back to you ASAP.
Thank you for attending.

Questions