**Farm Transition Grant 2023**

**Infrastructure Investment, Research and Development, and**

**Innovation and Diversification Grant Narrative**

The **Infrastructure Investment Grant** aims to support farmers in production for a minimum of three years with infrastructure to expand the farm’s production and operation.

The **Research and Development Grant** is a grant program through which farms can conduct research to assess the viability of and develop a new product line, service, or market.

The **Innovation and Diversification Grant** is a grant program for the implementation of a new product or service for market or business expansion after a research and development phase has been explored.

The following questions will be asked on the Farm Transition Grant application. We recommend that you type your answers using Microsoft Word, or other word processing application, and then copy and paste your final answers to your application.

Please answer the following questions regarding the project for which you are applying.

1. **Introduction** – Introduce your business to the reviewers. Include information such as:
	1. How long you’ve been in business.
	2. An overview of what you produce and how many acres are in production on your farm. How/why that has changed over the years?
	3. Summary of future project and business plans.
	4. Have you applied for and received previous Department of Agriculture (DOAG) grants? If so, please give a short summary of prior projects completed with support from DOAG grants.
2. **Project Explanation** – Explain in detail how you plan to complete your project, what exactly will you do in your project and what it will accomplish for your business. The reviewers will be looking for a statement that begins with “This project will….”
	1. Describe at least three goals and the tasks needed to complete those goals for your project. Your answer here should involve the tasks mentioned in the Project Timeline from the Budget Workbook. Be direct and to the point. We want to understand exactly what you will accomplish, how, and what it will do in the long run for your business and farm.

**For example:**

Goal 1: Install new coolers in the rear of the new retail storefront.

Tasks:

1. Select and order necessary refrigerator and freezer for additional storage and retail activities.

2. Plan for the installation of the refrigerator and freezer including any necessary framing modifications to be done by a subcontractor.

 3. Hire electrical subcontractor to prepare for installation/hook-up of coolers.

1. **Project Outcome or Impact** – Identify at least one outcome you strive to achieve upon completing this project. Be clear on how you will measure or achieve the goal.

An *outcome* is defined as a quantifiable result and is usually accomplished after the project is done.

*Example:* There will be a 7% increase in sales in 2020 by drawing new customers to the farm as a result of building the new retail farm store.

1. **Please answer the question specific to the grant category you are applying for.**
	1. **For the Infrastructure Investment Grant Category:** Please describe to the reviewers why this improvement is needed and how this infrastructure will help bring your business to the next level.
	2. **For the Research and Development Grant Category:** Please detail the “Plan B” for your farm/business. What is your contingency plan if the results found during research and development are not optimal?
	3. **For the Innovation & Diversification Grant Category:** Please provide a summary of the research and development efforts the farm has conducted to determine the need for the project.
2. **Target Markets** – What expanded, additional, or new market(s) will your project allow you to serve or reach? Include information such as:
	1. The number or volume of people, markets, products, etc.
	2. How will you change your marketing?
3. **Project Summary and Conclusions** – Summarize the key points of this project and how it will transform your business.