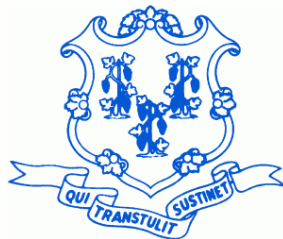


Connecticut Department of Agriculture's
Farm Reinvestment Grant
Program
For Connecticut Farmers

Grant Application Guidelines and Forms

Application Deadline:
November 19, 2015, 4:00 p.m.



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

Connecticut Department of Agriculture
165 Capitol Avenue • Hartford, CT 06106
860-713-2503 • www.CTGrown.gov

Table of Contents

Grant Description	4
Eligible Applicants	4
Award Limits and Matching Requirements	4
Project Duration	4
Funding Priorities	5
Eligible and Ineligible Expenses	5
Submission Process	6
Application Requirements	6
Evaluation Criteria and Process	6
Award Requirements	7
<u>Appendices</u>	
A: Application Cover Page	8
B: Budget Form	10
C: Required Format for Business/Project Plan	11
D: Submission Check List	12

**Applications must be received via email by:
November 19, 2015, 4:00 p.m.**

Applications must be submitted by email to Jaime Smith, Jaime.Smith@ct.gov, between November 16, 2015 and November 19, 2015.

Applications will not be accepted after 4:00 p.m. on November 19, 2015.

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

Grant Description

The Farm Reinvestment Grants provides matching funds to Connecticut farms to expand, diversify, and improve existing working farms through projects with a lifespan of 10 years or more as part of a business plan.

The Farm Reinvestment Grant is funded through bond authorizations of the State of Connecticut.

Eligible Applicants

The following entities are eligible to apply for the Farm Reinvestment 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;

To qualify for the Farm Reinvestment Grant the applicant must be registered with the Connecticut Secretary of State, possess a Farmer's Tax Exemption Permit, have submitted a Schedule F, Form 1120S, or Schedule C for the previous three years.

Prior grantees may apply for a Farm Reinvestment Grant. However, past awards and corresponding project completion will be taken into consideration.

Award Limits and Matching Requirements

The amount awarded to any applicant through the Farm Reinvestment Grant will not exceed \$40,000.00.

Matching funds from the applicant must be a *minimum* of 50% of the total cost of the project budget; this must be clearly outlined in the application. The match can only be through cash contributions; in-kind matches are not allowed.

The Farm Reinvestment Grant can work in conjunction with projects that secure bank financing and projects that are self-financed to provide a cash match. The grant must be paid directly to the applicant. A project which is obtaining a cash match through a grant (federal, state, or otherwise), must disclose who the grant is awarded by, the grant name, and amount(s) awarded.

Please note: This is a reimbursement grant. Funds shall be reimbursed to the applicant after the entire project is successfully completed. There are no cash advances and partial payments.

Project Duration

Projects must be completed within one year of final 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 project period.

Funding Priorities

Below are funding priorities of the Farm Reinvestment Grant as they directly relate and respond to enhancing existing agricultural operations and provide a stimulus to the local and state economies.

1. Constructing new agricultural production facilities for existing farms;
2. Projects which dramatically improve the operation's cash flow;
3. Diversification into new production areas;
4. Expansion of existing production facilities via capital improvements;
5. Strengthening agricultural infrastructure to adapt to climatic changes;
6. Investing in infrastructure for existing and emerging food safety requirements.

Eligible and Ineligible Expenses

All eligible expenses funded by the Farm Reinvestment 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 Reinvestment Grant, however the expenses below may be used as an applicable match so long as they directly and meaningfully support the proposed project:

1. Employee salaries and fringe benefits to execute the project;
2. General overhead costs and costs associated with doing business such as heat, rent, maintenance, electricity that would occur in absence of the project, and equipment such as computers or video equipment with usefulness beyond the boundaries of the project;
3. Travel including transportation, hotels, meals, or per diem;
4. Permits;
5. Furnishings, fixtures, agricultural general purpose equipment and items considered personal property;
6. Machine storage, workshops, housing, classrooms, offices, etc.;
7. Attorneys' fees, consultants' fees.

The following expense cannot be used as either a match expense or have grant funds applied to them:

1. Any expense incurred prior to contract execution;
2. Land acquisition/mortgages;
3. Mortgage refinancing;
4. Cost of borrowing (points and other fees);
5. Expenses to fund the start-up of a new organization;
6. Tuition/tuition reimbursement or career-related/scholarship funds;
7. Any portion of expense for which the applicant pays a contractor in merchandise or service in lieu of cash;

Submission Process

Applications are only accepted as Microsoft Word documents submitted via email to Jaime Smith, Jaime.Smith@ct.gov, between November 16, 2015 and 4:00 p.m. on November 19, 2015.

*Please keep in mind there is occasionally a delay with email and to plan accordingly.
A confirmation email will be sent upon receipt of the application.*

Application Requirements

A complete application includes:

1. Application Cover Page (Appendix A), submitted as a MS Word doc
2. Budget Page (Appendix B), submitted as a MS Word doc, with itemized budget items for each category.
3. A business/project plan (Appendix C), submitted as a MS Word doc
4. Conceptual drawings

This information can be found on the agency's website, www.CTGrown.gov/grants.

Evaluation Criteria and Process

The Farm Reinvestment Grant is a competitive grant process. Only timely, complete applications will be evaluated. The evaluation will be based on a business/project plan, an essential component of the application. The business/project plan should address the following questions:

- Does the applicant clearly articulate obtainable and realistic goals?
- What approaches will be used to achieve the stated goals?
- How does the project help to sustain and promote Connecticut agriculture?
- What are the long-term benefits as a result of this project?
- Is the financial support necessary to complete the project sufficiently explained and justified?
- How are consulting/contractual services being used? Is it justified?
- What is the anticipated increase in farm revenue as a result of this project in three, five, and ten years?
- What are the new and/or expanded venues and markets as a result of this project?
- How does the project diversify an existing agricultural operation?

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, which includes provisions to recapture grant funds.
2. Completing the project within the contractual time-frame.
3. Insurance holding the state harmless or listing the state as an additional insured on the grantee's liability insurance policy.
4. Agreeing to a site inspection once the project is complete and prior to final payment being released for capital enhancement or improvement projects.
5. Submitting a final project report
6. Submitting a final financial report providing an itemized list of actual expenses and in-kind match. Copies of invoices and proof of payment, must be submitted with the payment request at the conclusion of the project.
7. Other requirements as outline in the State of Connecticut contract.

Grantees will have these requirements, among others, reviewed in detail once awarded.

CT DoAG reserves the right to fund the project in part, add and delete expenses, and/or ask for clarification on any portion of the application. No agreement will be entered into until CT DoAG is satisfied with all the specifications of the project. Any grant award is dependent upon the availability of funds.

Appendix A

CT Department of Agriculture 2015 Farm Reinvestment Grant

Application Cover Page

Applicant Information			
Applicant Name:			
Application/Project Contact:			
Full Mailing Address:			
Phone:		Fax:	
Email:		Website:	
FEIN or SS Number:		Farmers' Tax Exemption Permit Number:	
Project Information			
Project Title:			
Total Project Costs:			
In-Kind Expenses Covered by Applicant:			
Cash Expenses Covered by Applicant:			
<i>At least 50% of match expenses must be covered in cash by applicant</i>			
Farm Reinvestment Grant Funds Requested:			
<i>Not to exceed \$40,000.00</i>			
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 to above, please state under what program/what the restrictions are:			
Have you received other Connecticut Department of Agriculture Grants in the last five years?	Yes / No	If yes state the grant program, year received, and amount for each award.	
Are you a beginning farmer <i>(farming for less than ten years)</i>		Yes / No	

Signature of Applicant

Title

Date

Signature of Owner(s)
(if different from applicant)

Title(s)

Date

Appendix B

CT Department of Agriculture 2015 Farm Reinvestment Grant BUDGET APPLICATION FORM

For each budget category below, **attach a separate page itemizing the expenses grant funds will cover and what expenses matching funds will cover.** If there are no expenses for a particular category please note with a N/A.

BUDGET DEFINATIONS

Equipment. Itemize equipment to be purchased and the intended use.

Rental of equipment 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 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.

Category	Grant Funds Requested	Cash Match by Applicant	Total Cost
Salaries			
Fringe			
Equipment			
Rental of Equipment			
Materials and Supplies			
Contractual/Consultant			
Other Costs			
<i>Project Total</i>			

Additional documentation supporting your expenses will increase the competitiveness of your submission.

Appendix C

Required Format for Business/Project Plan

Use the following format when writing this portion of the application. Be thorough in each section below to ensure enough information is provided about your business and the project being proposed.

1. **Cover Sheet** – Name of organization and contact information.
2. **Introduction** – Use this as an opportunity to introduce your organization to the reviewers
3. **Project Summary** - Give a summary (fewer than 200 words) of what your project entails and what it's accomplishing for your business **during the next ten years**. This information will be used in the binding state contract's Scope of Work should you be awarded.
4. **Mission, Strategies, etc.** - What are the central purposes and activities of the planned business? What are its major objectives, key strategies, and prime goals?
5. **Present Status of Project** - Summarize achievements and performance (sales, etc.) to date (if applicable).
6. **Product Description if a production entity** - Describe product being produced or processed.
7. **Brief Profile of Target Markets** - Size, trends, competition, and user/customer profiles.
8. **Marketing Strategies and Sales Plans if applicable** - How will the business market its products and sell to customers? What sales will be achieved in its main markets? How will it deal with competitors? Indicate costs.
9. **Operational Plans** - Cover distribution and production activities. Indicate organization, resources, costs, etc.
10. **Financial Position and Projections** – Figures from the most recently filed Schedule F, Schedule C, or Form 1120S must correspond with the respective boxes from each form:
Schedule F: Boxes 9, 33, 34
Schedule C: Boxes 7, 28, 31
Form 1120S: Boxes 6, 20, 21
11. **Funding Requirements and Proposals** - Summarize funding requirements, possible sources, terms, etc. For non-profits and municipalities, if are using in-kind services as portion of match, you must address that here.
12. **Implementation** - Explain the major decision points, timeline and actions required.
13. **Conclusion** - Indicate why the project will succeed and why it should be supported.

Appendix D

Submission Check List

ALL of the following must be included/addressed to constitute a complete application eligible for review. Any application submitted with missing components will not be regarded as complete.

- Application Cover Page, Appendix A, completed in its entirety without any blanks and with an electronic signature. Submitted as a MS Word document.
- A Budget Page, Appendix B, with itemized information. Submitted as a MS Word document.
- A full business/project plan which reflects **each** of the sections noted in Appendix C. Submitted as a MS Word document.
- Conceptual drawing if the project includes capital improvements.

The application must be received by email between
November 16, 2015 and **4:00 p.m. on November 19, 2015.**

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

A confirmation email will be sent once the application is received.