2023 Farm Viability Grant

AliRose Grabarz
Ag Development and Resource Conservation
CT Department of Agriculture
Alison.Grabarz@ct.gov

Today's Agenda

- Welcome
- Overview of the 2023 Farm Viability Grant
  - Grant Description
  - Eligible Applicants
  - Microgrants
  - Questions of Focus
  - 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 Farm Viability Grant provides matching funds for projects that directly impact and/or foster agricultural viability.

▶ All projects funded by the Farm Viability Grant must advance farming and agriculture.

▶ The Farm Viability Grant Program and any awards are subject to limitations of state funding.

   ▶ Funded by the Community Investment Act

Eligible Applicants

1. Municipalities with a current Plan of Conservation & Development

2. Regional councils of governments organized under the provisions of sections 4-124i to 4-124p, inclusive

3. Groups of municipalities that have established a regional inter-local agreement pursuant to sections 7- 339a to 7-339l, inclusive

4. Agricultural non-profit organizations

    1. Non-profits must be registered with the CT Secretary of State and provide a copy of the federal IRS exemption letter.

    2. Non-profits must have submitted Form 990 and been in existence for the previous three years.

Questions of Focus and Microgrants

▶ Each Question of Focus and Micro Grant addresses a specific problem, interest, or need of the CT Agricultural Industry.

▶ Eligible applicants must describe how their proposed project will address or respond to **one** Question of Focus **or** Micro Grant.

▶ Maximum award for projects addressing a Question of Focus: $49,999

▶ Maximum award for projects addressing a Micro Grant: $5,000

1.) 4-H Camp and Ag Science & Technology Education (ASTE) Center Infrastructure Improvement

Question of Focus:

Please propose a project to deliver quality agricultural education, encourage hands-on skill development, or expand the program's available offerings through infrastructure improvements to school or camp facilities.

Project Examples:

▶ Renovating an existing barn to expand the number or variety of livestock housed and available for educational opportunities.

▶ Purchasing cattle chutes to allow students up close and hands-on opportunities to observe and participate in vet or routine health inspections.

Micro Grant Opportunity:
Up to $5,000 towards the purchase of one piece of agriculture-specific equipment for a 4-H camp or ASTE center.

2.) Diversity, Equity, and Inclusion (DEI) in Agriculture

Question of Focus:

Please propose a project which directly impacts farmers in one or more of the following classifications: limited resource, BIPOC, veterans, members of the LGBTQ+ community or people with a disability.

Project Examples:

▶ Developing an agriculture education/outreach program to specifically reach BIPOC farmers.

▶ Redesigning a community or urban farm to be accessible to individuals with disabilities.

Micro Grant Opportunity:

Up to $5,000 to make materials or workshops and/or other ag resources more accessible.

For example: Hiring a translation service for translation of agriculture-specific or culturally relevant materials, offering an in-person translator or interpreter during a workshop or training, or developing plain language guides.

3. Urban Agriculture

Question of Focus:

Please propose a project that focuses on establishing or expanding support and resources for urban agriculture.

Project Examples:

▶ Development of an urban ag master plan.

▶ Purchasing irrigation equipment to increase production of an urban community garden.

Micro Grant Opportunity:

Up to $5,000 for municipalities that are not eligible for DEEP's Urban Green and Community Gardens Grant program to establish or make improvements to a previously established urban farm or garden.

4. Food Supply Chain

Question of Focus:

Please propose a project that would make kitchen space available to process CT Grown farm products or propose/develop plans for construction of meat processing facilities/food hubs or co-op operations that would increase market opportunities for CT farmers.

Project Examples:

- Projects that expand food hub operations to increase distribution capacity of CT Grown farm products.

- Feasibility study for creation of meat processing facility in CT.

- Projects that increase production of value-added CT Grown farm products, and increase opportunities for farmers to create those products.

Micro Grant Opportunity:

Up to $5,000 towards the purchase and installation of a refrigerator, freezer, or walk-in cooler or freezer for food pantries or related organizations to increase the shelf-life of CT Grown products.

5. Farmland Accessibility

Question of Focus:

Please propose a project which addresses farmland accessibility and pilots an effort for new farmers or current producers looking to expand their operation or supports succession strategies for farmers exiting agriculture.

Project Examples:

- Working with a land trust and other partners to identify potential land for production agriculture.

- Inventorying land within a municipality(ies) that could be put into production agriculture.

- Providing support services like lease writing, transition plans, etc. for farmers.

Micro Grant Opportunity:

Up to $5,000 towards closing costs for the purchase of farmland by a new/beginning (1-3 years production history) or socially disadvantaged farmer.

Other Micro Grants

1. Municipal Farm Map Projects. Maximum award $5,000.

   o Municipalities may apply for funds to create an electronic and printed map/brochure highlighting all of the farms in their town and host a map unveiling event to encourage community support of local farmers.

   o Eligible Expenses: Hiring subcontractors to develop the map, materials, and limited supplies for the unveiling event, printing the developed materials, and event promotion.

2. Certified Farmers' Market Promotion and Outreach. Maximum award $5,000.

   o Certified CT Grown farmers markets may apply for funds to develop new marketing materials and promote their market through print, digital, social, or other media outlets while using the CT Grown logo.

   o Eligible Expenses: Hiring a graphic designer to create media, printing developed materials, distribution of materials, and costs of promoting the market through print, digital, social, or other media outlets.

Match Requirement, Expenses and Payment

▶ The maximum award for applications addressing a Question of Focus is $49,999.

▶ The maximum award for applications addressing a Micro Grant is $5,000.

▶ All grants have a match requirement.

   ▶ Matching funds from the applicant must be a *minimum* of 40% of the total cost of the project budget.

   ▶ The match can consist of in-kind and/or cash contributions directly related to the project.

   ▶ Employee salaries and fringe benefits to execute the project are allowable expenses, but in total cannot exceed 25% of the grant funds requested.

   ▶ If a grant is providing the match, the applicant must disclose the grantor, the grant name, and amount awarded.

How do I determine my match requirement? Or the grant funds I can apply for?

1. Start by finding the total cost for your project.
2. Grant funds will cover 60% of the eligible project costs (up to $49,999).
3. Your total match (cash + in-kind match) must equal at least 40% of the project cost.

Match Requirement Table

Project Total Cost	Grant Funds Eligible	Cash Match Required
$1,000	$600	$400
$5,000	$3,000	$2,000
$10,000	$6,000	$4,000
$15,000	$9,000	$6,000
$20,000	$12,000	$8,000
$30,000	$18,000	$12,000
$40,000	$24,000	$16,000
$50,000	$30,000	$20,000
$75,000	$45,000	$30,000
$83,331.67	$49,999	$33,332.67
$100,000	$49,999	$50,001
$150,000	$49,999	$100,001

Maximum grant award reached.

Match Requirement, Expenses and Payment (continued)

Expenses that CAN be reimbursed with grant funds:

- Multi-media marketing expenses
- Employee salaries and fringe benefits <u>paid to execute the project</u>
  - Cannot exceed 25% of grant funds requested
- General-purpose equipment or equipment rental
  - Must directly support the project
  - The eligibility of general-purpose equipment will be reviewed based on the Question of Focus and project usage
- Stipends, Honorariums
- Rental fees

Match Requirement, Expenses and Payment (continued)

Expenses that <u>CANNOT be used as a match</u> and will not be funded by the grant

- ▶ Any expense incurred prior to contract execution

- ▶ Land acquisition/mortgages

- ▶ Cost of borrowing (points and other fees)

- ▶ Expenses related to establishing a new organization/business

- ▶ Any portion of expense for which the applicant pays a contractor in merchandise or service in lieu of cash

- ▶ Tuition/tuition reimbursement or career-related/scholarship funds

- ▶ Routine business expense (utilities, office supplies, etc.)

- ▶ Disposable supplies (office, farm, otherwise) not related to the project

- ▶ Legal expenses related to litigation

- ▶ Indirect or contingency costs of any percentage

Match Requirement, Expenses and Payment (continued)

Expenses that are an <u>acceptable match</u> if they directly and meaningfully support the proposed project.

- State/local/federal permits

- Attorney's fees (not related to litigation)

- Consumable or disposable supplies

- Employee salaries and fringe benefits paid to execute the project
  - Cannot exceed 25% of grant funds requested

Project Duration & Post Award Requirements

Applicants of awarded projects will be responsible for the following:
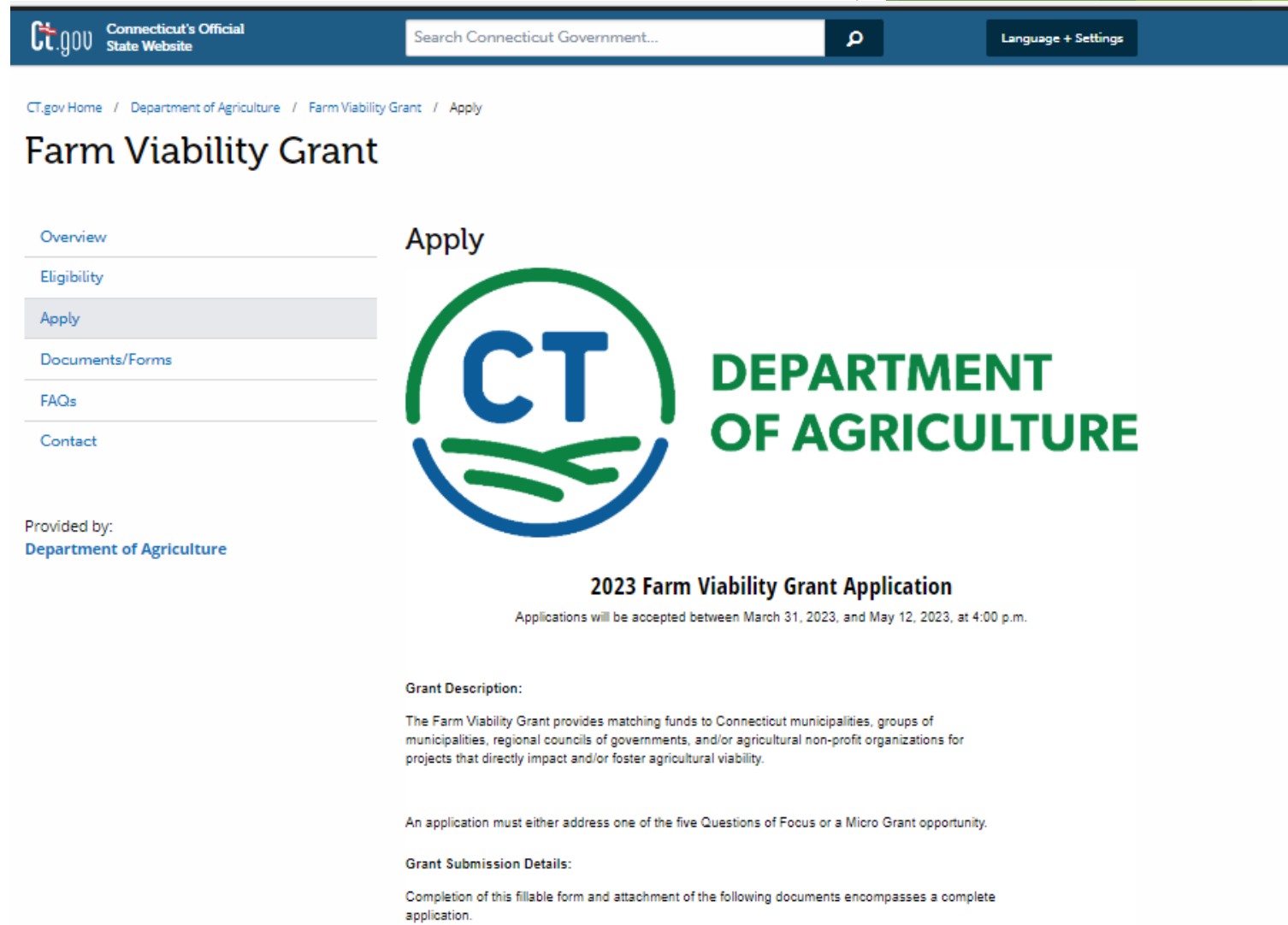
- ▶ Signing an agreement with the State of Connecticut

- ▶ Providing a Certificate of Insurance listing the state as an additional insured on the grantee's liability insurance policy

- ▶ Completing the project within the 18-month contractual timeframe

- ▶ Submitting a final project report in the required format per the executed contract.

- ▶ Submitting a final financial report itemizing actual expenses.

  - ▶ Copies of invoices and proof of payment must be submitted with the payment request at the conclusion of the project

- ▶ Agreeing to a site inspection once the project is complete and prior to final payment being released

- ▶ Other requirements as outlined in the State of Connecticut contract.

Project Duration & Post Award Requirements (continued)

- These are reimbursement grants.

- Incomplete projects cannot be fully reimbursed.

- After the agency issues a purchase order, one cash advance of up to 50% of the total grant award may be requested by the grantee.

- The balance of the award will be reimbursed upon project completion and submission of required reporting documents.

Submission Process

▶ NEW FOR 2023: All Farm Viability Grant applications are required to be submitted through Cognito.

▶ The application link is available on the Farm Viability Grant website.

▶ https://portal.ct.gov/DOAG/ADaRC/Publications/Farm-Viability-Grant/Apply

Application

Project Information Section

Does your application address a Question of Focus or a Micro Grant category? *

[Question of Focus ⌄]

Which Question of Focus are you applying for? *

[⌄]

Project Title *

[Provide a title describing your project]

Total Project Costs *

[ ]

Farm Viability Grant Funds Requested *

[ ]

Projects addressing a Question of Focus shall request 50% of total project costs up to $49,999.

Projects addressing a Micro Grant category shall request 60% of total project costs up to $5,000.

In Kind Match Expenses Covered by Applicant (If applicable).

[ ]

At least 40% of expenses (in-kind and/or cash) must be covered by the applicant.

Cash Expenses Covered by Applicant

[ ]

At least 40% of expenses (in-kind and/or cash) must be covered by the applicant.

Will any of the project work take place on land that is leased or rented?
○ Yes ● No

Please indicate the address(es) where the project will be taking place.

[ ]

Applicant Information

Organization/Municipality/COG Name *   Project Contact *

[ ]   [First]

Applicant Type *

[⌄]

Full Mailing Address *

[Address Line 1]

[Address Line 2]

[City]   [State]

Phone *

[ ]

Website (if applicable)

[ ]

Email *

[ ]

Organization Information Section

Municipalities: Provide the adoption date for the most recent Plan of Conservation and Development.

[ ]

If applicable, describe in detail the production agriculture carried out by your organization. Give acreage and quantities of crops grown, 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:

[ ]

Attachments Section

Attach your Budget Sheets in MS Excel or PDF format. Attachments in the "Numbers" format cannot be accepted. *

[Upload | or drag files here.]

The Budget Sheet template can be found here.

Attach your Grant Narrative in MS Word or PDF format. Attachments in the "Pages" format cannot be accepted. *

[Upload | or drag files here.]

The Grant Narrative template can be found here.

Attach other related materials to your grant application such as budget justification/quotes, letters of support/collaboration, diagrams, drawings, etc. here.

[Upload | or drag files here.]

Additional attachments submitted via e-mail will not be considered as part of your application submission.

[Submit Application]   [Save]

Application Requirements

A complete application includes:

- ▶ Budget Form

- ▶ Grant Narrative Questions

- ▶ Attachment of any quotes/estimates, conceptual drawings, and other budget justification items.

- ▶ If the project will be taking place on land that is leased or rented, a landlord consent form will also be required.

Uploading Attachments to your Application

Attachments must be in MS Word/Excel or PDF format.

File formats including: Pages or Numbers cannot be viewed and will not be accepted.

Attachments Section

Attach your Budget Sheets in MS Excel or PDF format. Attachments in the "Numbers" format cannot be accepted. *

> Upload or drag files here.

The Budget Sheet template can be found here.

Attach your Grant Narrative in MS Word or PDF format. Attachments in the "Pages" format cannot be accepted. *

> Upload or drag files here.

The Grant Narrative template can be found here.

If applicable, attach your Landlord Consent form in MS Word or PDF format. Attachments in the "Pages" format cannot be accepted. *

> Upload or drag files here.

The Landlord Consent template can be found here.

Attach other related materials to your grant application such as budget justification/quotes, letters of support/collaboration, diagrams, drawings, etc. here.

> Upload or drag files here.

Additional attachments submitted via e-mail will not be considered as part of your application submission.

Submit Application   Save

SOCIAL MEDIA   FOR STATE EMPLOYEES   UNITED STATES FULL.   CONNECTICUT FULL.   Connecticut
SITE

Budget Forms

▶ Go to: https://portal.ct.gov/DOAG/ADaRC/Publications/Farm-Viability-Grant/Documents

▶ Look under Documents/Forms on the left.

▶ Save a copy to your computer and attach to your application.

Budget Form

Your budget must contain the following itemized categories.

Budget Form- 2023 Farm Viability Grant

BUDGET	ITEMIZED SUBTOTALS - GRANT FUNDS	GRANT FUNDS REQUESTED	ITEMIZED SUBTOTALS - MATCH FUNDS	CASH MATCH BY APPLICANT	IN-KIND MATCH BY APPLICANT	TOTAL COST
SALARIES & FRINGE. Employee salary & fringe paid to execute the project is eligible, however the salary and fringe request cannot exceed 25% of the total grant request. Salary is an eligible cash match as well.	Leave blank	$0.00	Leave blank	$0.00	$0.00	$0.00
Salary & Fringe 1:	$ -		$0.00			
EQUIPMENT. Equipment to be purchased per the project. Attaching quotes to justify the expense is highly recommended	Leave blank	$0.00	Leave blank	$0.00	$0.00	$0.00
Item 1:	$0.00		$0.00			
*RENTAL OF EQUIPMENT. Rented equipment required to complete the project (rollers, heavy duty equipment)	Leave blank	$0.00	Leave blank	$0.00	$0.00	$0.00
Item 1:	$0.00		$0.00			
Item 2:	$0.00		$0.00			
*MATERIALS & SUPPLIES. A list of materials and supplies required for the project.	Leave blank	$0.00	Leave blank	$0.00	$0.00	$0.00
Item 1:	$0.00		$0.00			
Item 2:	$0.00		$0.00			
Item 3:	$0.00		$0.00			
Item 4:	$0.00		$0.00			
Item 5:	$0.00		$0.00			
CONTRACTUAL/CONSULTANT. Expenses associated with procuring services performed by an individual or organization other than the applicant. If more than one, each contractor/consultant hired must be described separately. Attaching quotes to justify the expense is highly recommended	Leave blank	$0.00	Leave blank	$0.00	$0.00	$0.00
Contractor 1:	$0.00		$0.00			
Contractor 2:	$0.00		$0.00			
Contractor 3:	$0.00					
Contractor 4:	$0.00					
OTHER COSTS. A list, with descriptions, of each item listed as "Other Costs"	Leave blank	$0.00	Leave blank	$0.00	$0.00	$0.00
Other 1:	$0.00		$0.00		$0.00	
Other 2:	$0.00		$0.00		$0.00	
Other 3:	$0.00		$0.00		$0.00	
Other 4:	$0.00		$0.00		$0.00	
Other 5:	$0.00		$0.00		$0.00	
PROJECT TOTALS	Leave blank	$0.00	Leave blank	$0.00	$0.00	$0.00

*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.

Budget Narrative

Provides the justification for expenses that are not accompanied by a quote.

Can include: links to products you plan to order online, the breakdown of anticipated salary or volunteer costs, and a more detailed list of materials planned on being purchased.

Budget Narrative
2023 Farm Viability Grant Application

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.

For example:

Item	Justification	Total Cost	Is this cost covered by another grant? If so, please indicate the grant name, awarding agency, and grant amount.
Salary	2 employees, $25/hr, 4 hrs per week for 40 weeks	$8,000	N/A
Other Costs: 3 Hydro Flow Clear Vinyl Tubing, 1/4 inch (ID), 100 Feet	3 at $24.95 each, plus $28.06 estimated shipping; https://hydrobuilder.com/hydro-flow-clear-vinyl-tubing.html?optswevyfhdHRyaWJ1dGUxNDYxjoiMTguNJUifQ==	$102.91	Grant A, USDA, $2000

Fill out the table below as it pertains to your project. Add or remove rows as needed.
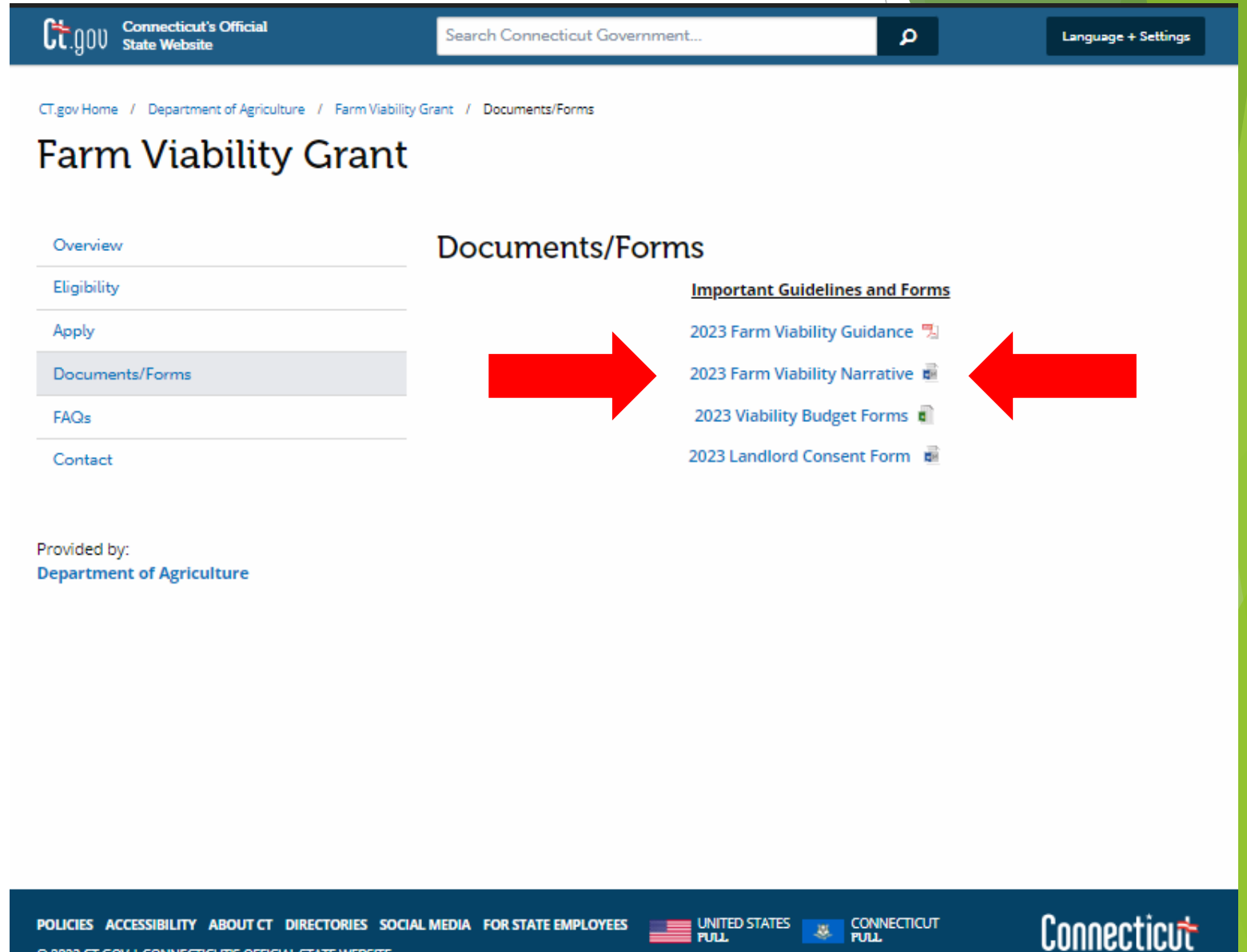
Item	Justification	Total Cost	Is this cost covered by another grant? If so, please indicate the grant name, awarding agency, and grant amount.

What is an in-kind match?

➢ **In-kind donations=** donations or services provided in place of a cash match.
➢ An in-kind match is the value of any real property, equipment, goods, or services that would have been eligible costs if the recipient was required to pay for such costs.
> ➢ If you have volunteers assist on the completion of your grant project, their time and effort has a monetary value—even though you do not pay them for their services.
➢ The current value of a volunteer is $29.95 per hour.
> ➢ Some volunteers may have different values for their time.

Grant Narrative

▶ Go to: https://portal.ct.gov/DOAG/ADaRC/Publications/Farm-Viability-Grant/Documents

▶ Look under Documents and Forms

▶ Save a copy to your computer and the answer questions.

Grant Narrative

2023 Farm Viability Grant
Grant Narrative

Answer the following questions regarding the project for which you are applying. Ensure that you have identified which Question of Focus or Micro Grant your project addresses.

Grant narratives should be no longer than five pages in length.

1. **Introduction for Municipality/Council of Gov't** – Introduce the municipality to the reviewers. Include information such as:
   a. Brief agricultural history of the municipality and long-term plans for agriculture.
   b. Are you enrolled in the Community Farms Preservation Program? What steps have you taken to participate?
   c. Are there staff and/or committees dedicated to agriculture?

   Introduction for Non-profit – Introduce the non-profit to the reviewers. Include information such as:
   a. An overview of the history and mission of the non-profit.
   b. How does agriculture fit into your overall mission?
   c. How does the project work towards your mission?

2. **Project Explanation** – Explain your proposed project in detail and the activities needed to complete the project. Try to include a sentence summarizing the main goal activities and objectives of the project.

   Identify which Question of Focus or Micro Grant category your project addresses.
   What will the project accomplish and how will it be accomplished?

3. **Project Outcome or Impact** – Identify an outcome you strive to achieve as a result of completing this project. Identify the objectives necessary to meet the outcome(s) and the process in which you will determine if it was met.

   Municipalities: How does your project conform with the approved Plan of Conservation and Development?
   An *outcome* is defined as a quantifiable result and usually accomplished after the project is done.
   Example: There will be a 7% increase in sales in 2020 as a result of the new retail farm store.

4. **Project Timeline** – Include all project milestones and related deadlines. Applicants must budget for the project planning, implementation, and final reporting to be conducted during an 18-month period. As a reminder no extensions will be given. No incomplete projects will be funded.

   The following template will need to be used to provide the project timeline. Anticipate a

Task	Anticipated Timeline

5. **Target Audiences** – What expanded, additional, or underserved audience does your project allow you to support? This may include:
   a. Veterans
   b. New and beginning farmers (farming for 1-3 years)
   c. Anyone that speaks English as a second language
   d. BIPOC (Black, Indigenous, and people of color) producers
   e. Anyone in a protected class (who are not reflected in the list above).

   Please explain how you will be serving this expanded audience and any prior experience working with/reaching these groups.

6. **Project Summary and Conclusions** – Summarize the key points of this project. Explain why the project should be supported and how the goals/outcomes respond to the Question of Focus or Micro Grant category and create solutions to address an industry need?

The WHO, WHERE, HOW, WHY, and WHEN of your project.

Be thorough in your explanation of the project, but keep it clear and succinct.

Be sure to answer all of the questions!

Landlord Consent Form

Required if the project will be taking place on land that is rented or leased.

Connecticut's Official State Website

Search Connecticut Government...

Language + Settings

CT.gov Home / Department of Agriculture / Farm Viability Grant / Documents/Forms

Farm Viability Grant

Overview

2023 LANDLORD CONSENT TEMPLATE:

Below is a template landlord consent agreement for use by applicants for the 2023 Farm Viability Grant.

On this form, please fill in all of the corresponding information where you see the following [.....] fields. Once, filled in, please unhighlight the sections.

Please note—this document must be on Landlord letterhead and signed by the Landlord. It must be scanned and uploaded with the grant application to be accepted. Any questions should be directed to Alison Grabarz, by email at Alison.Grabarz@ct.gov.

_____

[Insert Landlord/Company Name and address]

[Insert Date]

RE: Consent from [Insert Landlord/Company Name] for _____ Project

TO: CT Department of Agriculture

We consent to the proposed 2023 Farm Viability Grant project referenced above. At the conclusion of the lease, the title of any equipment purchased with State of Connecticut awarded grant funds will remain in ownership and possession of the tenant, [Insert Farm/Tenant Name], as long as they are not in default of any rent payment.

Regards,

_____

[Landlord/Company Signature]

[Signee Name, Title (if applicable)]

Documents/Forms

Important Guidelines and Forms

2023 Farm Viability Guidance

2023 Farm Viability Narrative

2023 Viability Budget Forms

2023 Landlord Consent Form

EDIA   FOR STATE EMPLOYEES   UNITED STATES FULL   CONNECTICUT FULL   Connecticut

Evaluation Criteria and Process

▶ The Farm Viability Grant is a competitive grant.

▶ Only complete applications submitted on time will be evaluated.

▶ The grant evaluation will be weighted heavily on the project plan described in the Grant Narrative.

▶ Quotes, estimates, conceptual drawings, and other documentation justifying and supporting the budget and project are required to present a competitive application.

Important Dates

- **Application Period:**
  - Friday, March 31, 2023, – Friday, May 12, 2023, at 4:00 p.m.

- **Application Deadline:**
  - Friday, May 12, 2023, at 4:00 p.m.

- **Project Start Date:**
  - August 2023

Grant Application and Award Process

- Guidance Released — March 31, 2023

- Grant applications accepted until May 12, 2023

- Administrative review conducted

- Review panel meets — Late May

- Awards are determined — Mid June

- Contracts are drafted, reviewed, and sent for signature by awardee

- Contract training workshop is held — Early July

- Internal contract signature(s) obtained, and paperwork completed

- Contracts over $25,000 are sent for AG's signature

- Once all signatures are obtained the project can begin — August 2023

- Purchase order generated by DOAG

- Copy of the PO and original contract is returned to the awardee

Quick Recap

▶ Grant Deadline: Friday, May 12, 2023, at 4:00pm

▶ Applicants choose ONE Question of Focus or Micro Grant to apply for.

▶ Cash Match Required: 40% of total project cost

▶ Applicants should attach the budget form, grant narrative, landlord consent (if applicable) and quotes/estimates/budget justification items to their application

▶ Apply at: https://portal.ct.gov/DOAG/ADaRC/Publications/Farm-Viability-Grant/Apply

▶ Grant Information: https://portal.ct.gov/DOAG/ADaRC/Publications/Farm-Viability-Grant

Questions?

Contact Information

AliRose Grabarz

Ag Development and Resource Conservation

CT Department of Agriculture

(860) 993 - 5275

Alison.Grabarz@ct.gov