Connecticut Department of Agriculture's
Agricultural Viability Grant Program

Farm Viability Grant

For Connecticut municipalities, groups of municipalities,
regional councils of governments, and/or agricultural non-profit organizations

Grant Application Guidelines and Forms

Application Deadline:
November 14, 2016, 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

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Applications must be _received via email by_:
November 14, 2016, 4:00 p.m.

Applications must be submitted by email to Jaime Smith, Jaime.Smith@ct.gov, between November 7, 2016 and November 14, 2016.

Applications will not be accepted after 4:00 p.m. on November 14, 2016.

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 Viability Grant provides matching funds to Connecticut municipalities, groups of municipalities, regional councils of governments, and/or agricultural non-profit organizations for projects that foster agricultural viability.

These include, but are not limited to:
- Projects that provide Connecticut Grown foods in schools/institutions especially on a year-round basis
- Projects that assist farmers with meeting existing and emerging food safety requirements
- Marketing and promotion of Connecticut agriculture
- Municipal farmland projects that identify, preserve, and/or make available farmland soils to agricultural producers

Funding for the Farm Viability Grant is provided through the State of Connecticut Agricultural Viability Grant Program, established in 2005 through Public Act 228-05, An Act Concerning Farmland Preservation, Land Protection, Affordable Housing, and Historic Preservation.

Eligible Applicants

The following entities are eligible to apply for the Farm Viability Grant:
1. Municipalities
2. Groups of municipalities
3. Regional councils of governments organized under the provisions of sections 4-124i to 4-124p, inclusive
4. Groups of municipalities that have established a regional inter-local agreement pursuant to sections 7-339a to 7-339l, inclusive
5. Non-profit organizations with an agricultural mission

To qualify for the Farm Viability Grant as a non-profit, the non-profit must be registered with the Connecticut Secretary of State and provide a copy of federal and state tax identification forms. Non-profits must have submitted Form 990 and been in existence for the previous three years.

Prior grantees may reapply for a Farm Viability Grant. However, open awards, past awards and corresponding project completion and outcomes will be taken into consideration.

Award Limits and Matching Requirements
The amount awarded to any applicant through the Farm Viability Grant shall not exceed $49,999.

Matching funds from the applicant must be *a minimum* of 40% of the total cost of the project budget; this must be clearly outlined in the application. The match can consist of in-kind and cash contributions. All in-kind matches must be clearly documented and justified.

One cash advance of up to 50% of the total grant award may be provided upon request by the grantee. The balance of the award will be paid upon project completion.

Project Duration
Projects must be completed within one year of final contract signing.

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 2016 Farm Viability Grant as they directly relate and respond to furthering agricultural viability:
- Projects that provide Connecticut Grown foods in schools/institutions especially on a year-round basis
- Projects that assist farmers with meeting existing and emerging food safety requirements
- Municipal marketing and promotion of Connecticut agriculture
- Municipal farmland projects that identify, preserve, and/or make available farmland soils to agricultural producers

The list above is not an exclusive list and is in no particular order; all projects submitted will be competitively evaluated.

The following are suggestions which will enhance the competitiveness of an application:
- Projects that promote the availability of Connecticut Grown products on a year round basis
- Practical projects which have a long-term impact
- Communications which reach diverse populations and are multilingual (when applicable)
- Aspects which acknowledge long-term planning for agriculture
- Farmland preservation through traditional means or the Community Farms Preservation Program through the Connecticut Department of Agriculture
- Letters of support from partners and/or industry stakeholders

Eligible and Ineligible Expenses

All projects funded by the Farm Viability Grant must advance farming and agriculture as defined by Connecticut General Statutes Section 1-1(q).

The following expenses are generally <u>not</u> funded by the Farm Viability Grant, however the expenses below may be considered an acceptable 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. Expenses related to maintaining the status quo of the current operation
4. Travel including, but not limited to, transportation, hotels, meals, or per diem
5. Permits
6. Furnishings, fixtures, agricultural general purpose equipment and items considered personal property
7. Machine storage, workshops, housing, classrooms, offices, etc.
8. Attorneys' fees

The following expenses <u>cannot</u> be used as either a match or be covered by grant funds:

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

Submission Process

Applications are only accepted as Microsoft Word documents, with editable text, submitted via email to Jaime Smith, Jaime.Smith@ct.gov, between November 7, 2016 and 4:00 p.m. on November 14, 2016.

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. If you do not receive a confirmation with 24 hours of submission, please first check the spelling of the email address then contact the agency.

Application Requirements

A complete application includes:

1. Application Cover Page (Appendix A), submitted as a MS Word document with editable text
2. Budget Form (Appendix B), submitted as a MS Word document, with editable text, with itemized budget items for each category
3. A project plan (Appendix C), submitted as a MS Word document with editable text
4. Conceptual drawings, estimates/quotes, production information, etc. These can be submitted as .pdf documents

The word documents of Appendix A, B, and C noted above can be obtained from the agency's website, www.CTGrown.gov/Grants.

Evaluation Criteria and Process

The Farm Viability Grant is a competitive grant process. Only timely, complete applications will be evaluated. The evaluation will be weighted heavily on the project plan. See Appendix C, Required for Project Plan for more information. All elements noted in Appendix C must be included.

Other information, such as quotes, conceptual drawings, and other documentation justifying and supporting the budget and project, are strongly encouraged.

Award Requirements

Applicants of awarded projects will be responsible for the following:

1. Signing a State of Connecticut contract within 90 days (three months) of receipt
2. **NEW:** Participating in a contract training workshop to review contract logistics and grantee requirements and responsibilities
3. Providing a certificate of insurance listing the State of Connecticut as an additionally insured
4. Agreeing to a site inspection once the project is complete (if applicable) and prior to final payment being released
5. Completing the project within the contractual timeframe
6. Submitting a final project report including a final financial report within 90 days (three months) of project completion. This includes copies of receipts/invoices with proof of payment
7. Complying with all requirements as outlined in the State of Connecticut contract

Grantees will have all requirements provided in writing and reviewed in detail once awarded.

> *The Connecticut Department of Agriculture 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 the Connecticut Department of Agriculture is satisfied with all the specifications of the project.*
>
> *Any grant award is dependent upon the availability of funds.*

Appendix A: Application Cover Page
2016 Farm Viability Grant

Applicant Information	
Applicant Name:	
Applicant/Project Contact:	
Full Mailing Address:	

Phone:		**Fax:**	
Email:		**Website:**	

Project Information	
Project Title: *Provide a title which describes your project.*	
Total Project Costs:	
In-Kind Expenses Covered by Applicant:	
Cash Expenses Covered by Applicant: *At least 40% of expenses (in-kind and/or cash) must be covered by applicant*	
Farm Viability Grant Funds Requested: *Not to exceed $49,999.00*	

Organization Information		
Municipalities: Provide the adoption date for the most recent Plan of Conservation and Development		
If applicable, describe in detail the production agriculture carried out. 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 a Farm Viability Grant in the last five years?	Yes / No	**If yes, describe the project(s)**
Do you currently have an open grant contract with the Connecticut Department of Agriculture?	Yes / No	

_____

Signature of Applicant   **Title**   **Date**

_____

Signature of Organization Representative   **Title(s)**   **Date**
(if different from applicant)

Appendix B: Budget Application Form
2016 Farm Viability Grant

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.

Applicant Name:_____

Category	Grant Funds Requested	Cash Match by Applicant	In-Kind Match by Applicant	Total Cost
Salaries	**N/A**			
Fringe	**N/A**			
Equipment				
Rental of Equipment				
Materials and Supplies				
Contractual/Consultant				
Other Costs				
Project Total				

BUDGET DEFINITION
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 contractors 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.

Additional documentation supporting your expenses will increase the competitiveness of your submission and are the only items which can be provided as PDF documents.

Appendix C: Required Format for Project Plan
2016 Farm Viability Grant

Use the following section headings when writing the project plan. Be thorough in each section addressing all questions/statements below.

1. **Cover Sheet –** Name of applicant and contact information.

2. **Introduction –** Use this as an opportunity to introduce your organization/municipality to the reviewers. Include the following information:

   Municipality
   a. Agricultural history
   b. Long-term plans for agriculture
   c. Are you enrolled in the Community Farms Preservation Program? What steps have you taken to participate in the program?
   d. Staff and/or committees dedicated to agriculture
   e. How is the project positively working towards your core mission?

   Nonprofit
   a. How long have you been organized?
   b. What is your core mission? How does agriculture fit in?
   c. How is the project positively working towards your core mission?

3. **Project Explanation –** Explain in detail what your project is going to accomplish and what it will do for Connecticut agriculture and your organization/municipality long-term. What is the sustainability of the project once grant funds are exhausted?

4. **Funding Requirements and Proposals –** Review and summarize the budget. Include information such as:
   a. Where the cash match coming from – cash on hand, loan, other grant, etc.
   b. Where the in-kind match is sourced from – volunteer hours, staff time, etc.
   c. Sufficiently explain and justify the financial support requested

5. **Project Timeline –** Include all project milestones and related deadlines. Include information such as:
   a. When you need to begin the project
   b. Main activities/tasks that need to happen to complete the project and when
   c. When the project will be completed

   Below is an example of how to present this information:

Task	Task Completion Date	Person Responsible for Completing Task
Organize committee to begin planning first event	_____ days from final contract signing	Nonprofit
Hire graphic designer to develop marketing and promotional materials for event	_____ week(s) from final contract signing	Nonprofit, graphic designer
Have second meeting to XYZ	_____ month(s) from final	Nonprofit

	contract signing	
Host event		
Send follow up survey to event participants	Etc.	
Evaluate survey		
Etc.		

6. **Target Audience(s) –** What expanded, additional, or new audience(s) will your project allow you to serve or reach? Include information such as the number or volume of people, markets, etc. Describe how your project <u>directly benefits</u> (they are involved in the project or a direct beneficiary of the project) the following:
   a. Veterans
   b. Anyone in a protected class
   c. Anyone that speaks English as a second language

   If your project does not <u>directly benefit</u> any of the above, please explain why.

7. **NEW: Goals, Outcomes and Objectives** – Identify at least one goal/outcome that will be achieved as a result of the project. Identify the objectives necessary to meet the goal(s)/outcome(s) and how you will determine if it was met.

   Goal vs. Outcome vs. Objective
   A *goal* is defined as a broad-based result.
   > *Example:* There will be an increase in the number of attendees at the weekly farmers' market in 2017.

   An *outcome* is defined as a quantifiable result.
   > *Example:* The number of attendees to the weekly farmers' market will increase by 5% in 2017.

   An *objective* is defined as a task taken towards achieve a goal/outcome. There are often multiple objectives that must be completed in order to measure progress and reach the goal/outcome.
   > *Example:* Objectives to meet the goal:
   > 1. Determine the baseline number of weekly attendees from 2016
   > 2. Determine and conduct the necessary marketing and outreach to improve attendance
   > 3. Develop events, activities, and/or other entertainment to attract additional attendees
   > 4. Measure the number of weekly attendees
   > 5. Evaluate data collected weekly to determine if goal was met

   A goal or outcome is often misinterpreted as an objective. A goal is *not* to host an event or conference, this is an objective.

   A word of advice – be sure to establish realistic, reasonable outcomes. While it might look and sound great to increase something by 25% percent, is that realistic? Identify outcomes that can be achieved rather than outcomes that look great but are inevitably unrealistic and unachievable.

8.   **Financial History –** Nonprofits must submit Form 990 <u>for the last three years</u> starting with the most recently filed.

9.   **Project Summary and Conclusions –** Summarize the project, indicate how it supports your core mission and why the project should be supported. How do the goals/outcomes help to sustain and promote Connecticut agriculture long-term? What are the long-term benefits to the applicant and target audience(s) as a result of this project?

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 with editable text.

☐ A Budget Form, Appendix B, with itemized information. Submitted as a MS Word document with editable text.

☐ A project plan which reflects each of the sections noted in Appendix C. Submitted as a MS Word document with editable text.

The application must be received by email between
November 7, 2016 and **4:00 p.m. on November 14, 2016**.

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