

**DURHAM COUNTY AGRICULTURAL ECONOMIC  
DEVELOPMENT GRANT PROGRAM**

**GUIDELINES**

# **DURHAM COUNTY AGRICULTURAL ECONOMIC DEVELOPMENT GRANT PROGRAM**

The Durham County Board of County Commissioners has approved an Agricultural Economic Development Grant Pilot Program and has allocated \$25,000 for this fiscal year. The program purpose is to offer cost share grants to assist farmers and promote Ag Development in schools.

The County has a successful economic development plan that offers cash incentives to businesses that create jobs in the community. This incentive programs mimics the same outcome but is directed to support farms, new and beginning entrepreneurs and to support agriculture education in schools.

## **Application for Individual Farmers/Farmers Markets and Ag Development in Schools**

The program will provide two types of grants:

**Small Grants for Ag Development in schools: Up to \$1,000.00**

**Grants for farmers: Up to \$5,000.00**

## **Application for Farmers /Farmers Markets**

The grant program assists farmers in developing new sources of agricultural income through the provision of 85% cost-share grants or 95% for disadvantaged and underserved farmers.

- **Grants: Up to \$5,000.00**
- Apply to your local soil and water conservation district either online or at the main office at 721 Foster St. Durham, NC 27701.
- The applications are ranked based on evaluations criteria listed on the application. Applicants can be reimbursed up to 95% of the cost for the farm improvements or eligible expenses listed in the grant.
- All grant recipients will be notified by mail and sent the required documents to become a Durham County vendor.
- This is a reimbursement grant. After installation of the approved farm improvements are completed/installed according to the predetermined specifications, you will submit all receipts to the Durham Soil & Water staff. A request for payment form will be filed with the Durham County Finance Department and you will be issued a payment reimbursing you for the approved expenses.

## **Application for Schools**

- **Grants: Up to \$1,000.00**
- Apply to your local soil and water conservation district either online or at the main office at 721 Foster St. Durham, NC 27701.
- The applications are ranked based on evaluations criteria listed in the application. Applicants can be reimbursed up to 85% of the cost for the program or eligible expenses listed on the grant.
- All grant recipients will be notified by mail and sent the required documents to become a Durham County vendor.
- This is a reimbursement grant. After installation of the approved expenses are completed/installed according to the predetermined specifications, you will submit all

receipts to the Durham Soil & Water staff. A request for payment form will be filed with the Durham County Finance Department and you will be issued a payment reimbursing you for the approved expenses.

### **Eligibility**

- **Must reside in Durham County and the farm or business must be operating in Durham County.**

The Grant funds to farmers would be used to assist in:

- Infrastructure improvements to the farm for food safety compliance;
- GAP certification audits and audit preparations;
- Socially disadvantaged and underserved farmer financial assistance;
- New and beginning farmers small startup funds
- SNAP Double-bucks programs participation;
- Farmers participating in farmers markets.

The Grant funds to schools would be used to assist in:

- Ag Development in schools.

### **Agricultural Grant Subcommittee Program Year 2018**

- The Agricultural Economic Development Grant Subcommittee will be made up of seven (7) members including:
  - The Farmland Preservation Advisory Board Business Representative
  - Two (2) farmers from the county
  - Two Supervisors from the Soil & Water Conservation District Board
  - One staff member from the Durham County Cooperative Extension Service
  - The Executive Director of Farmer Food Share Inc

### **Procedures**

1. Applicants will be referred to the Durham County Soil & Water Department's website, where they will complete and submit their application.
2. County staff will provide completed applications to the Committee for their review no later than three (3) weeks prior to its next scheduled meeting.
3. At its scheduled meeting, the Committee will discuss the strengths and weaknesses of complete grant application(s) and decide whether to act on the request, based on the information provided.
4. The Committee shall approve, deny or request additional information from the applicant. They will submit determinations in writing to County staff.
5. The applicant will be informed in writing by County staff of the Committee's decision to deny, grant, grant with condition, or seek more information. If the Committee denies a grant request, it shall provide a copy of the score sheet(s) to the applicant.

6. Should the Committee deny an application, the Committee will not consider any applications from that applicant for at least six months. Should an applicant think that their application has been improperly denied, then the applicant may notify, in writing, the Committee. The notice to the Committee shall state why the applicant thinks the grant should be approved. The application shall then be given further consideration by the Committee and its decision is final.
7. At its discretion, the Committee may impose any additional terms to a grant request. But in general, once an application has been approved for an individual or organization the following steps will be implemented:
  - a. Durham Soil & Water Conservation District staff will visit the farm to discuss the project.
  - b. Once the project has been completed Durham Soil & Water Conservation District staff will certify the project as completed and collect receipts.
  - c. Staff will complete a request for reimbursement and submit it to the Soil & Water Conservation District Board for approval then forwarded the request to the Durham County Finance office for payment.
8. Applicants agree to utilize grant funds for their intended use. Each individual or organization receiving a grant must provide an accounting of how all funds were used and key milestones reached **within 180 days of the receipt of the grant.**
9. If an applicant fails to complete item #8 or begin the work within **180 days of the receipt of the grant award the County reserves the right to resend the grant so that the funds may be reallocated to others in the community.**
10. The Committee shall provide annual reports to the Soil & Water Conservation District Board and the BOCC of the number of grants requested, approved and denied, and a 2-3-page written analysis of the program's success metrics to date.
11. Documents, including but not limited to financial statements, business plans, customer and supplier lists, description of inventory or assets, contractual obligations and existing liabilities, submitted during the application process shall be treated as confidential information.
12. **Socially disadvantaged Farmer or Rancher-** a farmer or rancher who has been subjected to racial or ethnic prejudices because of their identity as a member of a group without regard to their individual qualities. This term means a farmer or rancher who is a member of a socially disadvantaged group. Specifically, a group whose members have been subjected to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities. Those groups include African Americans, American Indians or Alaskan natives, Hispanics, and Asians or Pacific Islanders
  - **Grant funds can be used to offset costs for:** specialized equipment; retrofitting and adaptation of existing equipment; supply needs; outreach expenses; handling or processing operations; labor for contractors, employees.  
Suitable expenses are those associated with the production and marketing of diversified farm enterprises, value- added and agri-tourism endeavors. Examples include, but are not limited to:

- Subcontractors and off farm services
  - Supplies
  - Materials
  - Specialized equipment purchases
- **Grant funds cannot be used for:** purchase of livestock; new, general-use farm equipment, or salary for farmers.

## Agricultural Grant Application

Grant Application for Farmers (up to \$5,000)

***\*Please read the instructions and eligibility guidelines prior to completing this application.\****

Name			
Site address			
Mailing address			
City, State		Zip	
Home phone		Work Phone	
Fax			
Email address			
Website			

How long have you been farming?	
Percentage of personal income generated from your farm operation	%
Please list the primary sources of your farm income (crops, etc.).	
Do you or your farming operation carry liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this project create an opportunity for a new generation of farmers in your family to be employed on the farm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this project create additional jobs? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many? _____
What is your total current farm size?	<input type="checkbox"/> Rent <input type="checkbox"/> Owned
What is your current acreage in production?	
What organizations are you affiliated with? (Farm Bureau, Ruritan's, etc)	
How much money are you requesting for your project?	\$
<b>What is the total estimated cost for your project?</b>	<b>\$</b>

**Please answer the following questions on a separate sheet:**

1. Briefly describe your project (250 words maximum).
2. Tell us about yourself. What is your farm and off-farm experience? What skills do you have that will be useful to the successful completion of your project? (250 words maximum)
3. Describe in detail your plan for completing your project. Tell us the specific tasks to be completed. Give dates by which you will complete them. (250 words maximum)
4. How will the new project fit into your existing farming operation? What are the labor requirements of the new project? (250 words maximum).
5. Why do you believe that this project can be successful? (250 words maximum)
6. In what areas do you believe you will need assistance to successfully complete your project? Who have you identified to assist you in those areas? Are those individuals aware of your project and have they agreed to help you? (250 words maximum)
7. Are you leveraging funds from other sources aside from yourself? If yes, please note the sources and approximate amounts. How much money are you personally investing in this project? (250 words maximum)

# BUDGET FORM

Use the following pages to explain the budget. Please list all of your expected expenses in the appropriate categories and calculate a total on the last page. Your budget should clearly show how grant funds will be used on your project. Items that you list under the grant contribution heading are those for which you will use grant funds provided by the grant program.

<b>Subcontractors Grant Contribution</b>			
Item	Quantity	Cost per Unit	Total
			\$
<b>Total grant contribution</b>			<b>\$</b>

<b>Supplies, Materials and Equipment <i>(must be approved by the committee)</i></b>			
Item	Quantity	Cost per Unit	Total
			\$
<b>Total grant contribution</b>			<b>\$</b>

# Budget Summary Form

Use this worksheet to summarize information from previous pages.

## Grant Contribution by line item:

Line Item	Grant Contribution	Cost-share Contribution
Subcontractors		\$
Supplies		
Materials		
Equipment purchase		
Other (Explain)		
<b>Total Contribution</b>		<b>\$</b>

## SIGNATURES

Please sign and date below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit your completed application:**

Email: [mdupree@dconc.gov](mailto:mdupree@dconc.gov)

Mail or hand-deliver:  
Durham County Soil & Water  
721 Foster St.  
Durham, NC 27701

## Farmer Grant Program 2018 evaluation worksheet –Part I

Please assign points to each applicant response. The top 10 scores of part I will be evaluated in Part II.

1. Farm Experience: \_\_\_\_\_ (20 points) – Applicant demonstrates skills to successfully complete the project.
2. Plan Feasibility: \_\_\_\_\_ (20 points) – Applicant has a good plan in place for completion of the project.
3. Project Fit: \_\_\_\_\_ (20 points) – Project has good fit with existing farm infrastructure
4. Project Viability: \_\_\_\_\_ (20 points) – Likelihood that the project will enable successful food production.
5. Project Support: \_\_\_\_\_ (20 points) – Potential of applicant to garner support to assist with project.
6. Project Match: \_\_\_\_\_ (20 points) – Level of applicant match to the grant (*greater than 50% match =20 points*)

## Farmer Grant Program 2018 evaluation worksheet – Part II

Please check all that apply to each application.

	<u>Pts.</u>
▪ GAP certification audits	____15
▪ Infrastructure improvements for food safety compliance	____25
▪ Infrastructure improvements for wholesale readiness	____15
▪ Disadvantaged & Underserved farmer	____15
▪ New & Beginning Farmer	____10
▪ Farmers participating in farmers markets	____5
▪ SNAP Double-bucks programs participation	____5
▪ Farm is participating in the VAD program	____5
▪ Farm has a conservation plan	____5
▪ The farm is in compliance with watershed rules	____5

## Farmer Grant Program 2018 evaluation worksheet for Schools- Part II

*Please check all that apply to each application.*

- |   | <u>Pts.</u> |
|---|-------------|
| ▪ Ag Development in schools   | ____20      |
| ▪ Grant supports FFA programs in schools  | ____20      |
| ▪ Farmer provides intern opportunities for youth  | ____20      |
| ▪ Project related to NC EOG. Can be incorporated &/or enhance<br>NC DPI Standard Course of Study, | ____20      |
| ▪ School Partners with Other Ag Agencies  | ____20      |