

**DURHAM COUNTY AGRICULTURAL ECONOMIC  
DEVELOPMENT GRANT PROGRAM**

**2020 Fiscal Year Guidelines**

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

The Durham County Board of County Commissioners has approved an Agricultural Economic Development Grant Program and has allocated \$50,000 for this fiscal year. The program purpose is to offer cost share grants to assist farmers along with promoting Agriculture Development and Outdoor Environmental Learning Centers 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.

This program will provide two types of grants:

- **Small grants for Agriculture Development in schools: Up to \$1,000.00**
- **Grants for farmers: Up to \$10,000.00**

**Training events** will be offered to assist interested applicants with the application process. Extra points will be awarded to anyone that attends one of the trainings below:

Training Dates:

1) **Wednesday, July 10<sup>th</sup> 8:00 am-9:00 am**

2) **Thursday, July 18 6:00 pm-7:00 pm**

3) **Tuesday, July 23 6:00 pm- 7:00 pm**

- ❖ Please **R.S.V.P** to Lisa Marochak ([Lmarochak@dconc.gov](mailto:Lmarochak@dconc.gov) or 919-560-0558) if you are planning to attend one of the trainings.

**Application Deadline: August 30<sup>th</sup> at 5:00 pm**

**Notification:** Award recipients will be notified by letter by **September 15, 2019**.

- **If awarded you must attend a future training before implementation.**

### **Application for farmers**

The grant program assists farmers in developing new sources of agricultural income through the provision of 85% cost-share grants, or 95% cost-share grants for disadvantaged and underserved farmers. Applicants can be reimbursed for the cost of farm improvements or other eligible expenses listed in the grant.

- **Grants: Up to \$10,000.00**
- Submit your application with the Durham Soil and Water Conservation District either by email to Mike Dupree [mdupree@dconc.gov](mailto:mdupree@dconc.gov) or at the main office at 201 E Main St. Durham, NC 27701.
- The applications are ranked, and grant awardees are selected based on evaluation criteria listed on the application.
- All grant recipients will be notified by mail and sent the required documents to become a Durham County vendor.

- Installation and purchases made before having an approved contract and all necessary paperwork will not be eligible for reimbursement.
- This is a reimbursement grant. After installation of the approved farm improvements are completed/installed according to the predetermined specifications, you will submit all paid 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**
- Submit your application with the Durham Soil and Water Conservation District either by email to Mike Dupree [mdupree@dconc.gov](mailto:mdupree@dconc.gov) or at the main office at 201 E. Main 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.
- Installation and purchases made before having an approved contract and all necessary paperwork will not be eligible for reimbursement.
- 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;
- GAP certification audits and audit preparations;
- Socially disadvantaged and underserved farmer financial assistance;
- New and beginning farmers small startup funds;
- Purchase specialized farm equipment.

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

- Ag Development in schools;
- Build Outdoor Environmental Learning Centers or programming (Ag. Related)
- Support student recruitment for Ag Ed programs

## Agricultural Grant Subcommittee Program Year 2020

- The Agricultural Economic Development Grant Subcommittee will be made up of nine (9) members including:
  - Two Farmland Preservation Advisory Board Representatives
  - Two Soil & Water Conservation District Board Representatives
  - The Durham County Cooperative Extension Service Director or their designee
  - The Executive Director of Farmer Foodshare Inc. or their designee
  - One Durham County Farm Bureau Representative
  - The USDA Farm Service Agency Executive Director or their designee
  - The Durham County Soil & Water Director or their designee

### 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.
3. At its scheduled meeting, a minimum of five committee members will review and rank the applications. The Committee shall approve, deny or request additional information from the applicant.
4. 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 letter stating why the request was denied to the applicant.
5. Should the Committee deny an application the appeals process will be the following:
  - A) The applicant will need to provide a written appeal;
  - B) The notice to the Committee shall state why the applicant thinks the grant should be approved.
  - C) The application shall then be given further consideration by the Committee within 60 days and its decision is final.
6. 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) The applicant will enter into a contract with the County. After the contract has been executed, a Durham Soil & Water Conservation District staff representative will visit the farm to discuss the project.
    - Once the project has been completed Durham Soil & Water Conservation District staff will certify the project as completed and collect receipts.
    - Staff will complete a request for reimbursement and submit the request to the Durham County Finance office for payment.
7. 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 award.**

8. If an applicant fails to complete item #7 or fails to begin the work within **180 days of the receipt of the grant award, the County reserves the right to rescind the grant award so that the funds may be reallocated to others in the community.**
9. 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.

## **Policies and Definitions**

### **Statement of Confidentiality**

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.

**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.

**New & Beginning Farmer-**A Beginning Farmer or Rancher means an individual or entity who: has not operated a farm or ranch, or who has operated a farm or ranch for not more than 10 consecutive years.

### **Specialized Farm Equipment**

A farm implement that performs a specialized mechanical function, and which is identifiable as a specific piece of equipment that is not ordinary and customarily used on a farm.

**Grant funds can be used to offset costs for:** specialized equipment; retrofitting; supply needs; marketing 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 or salary for the applicant.

## Grant Application for Farmers (up to \$10,000)

\*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 (including match)?</b>	<b>\$</b>

**Farm grant applicants**

***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 and education 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)

**Education/School grant applicants**

***please answer the following questions on a separate sheet***

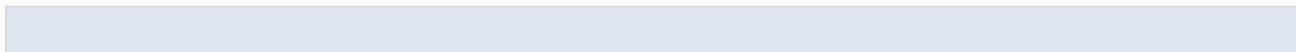
1. Describe your project. What specific tasks will be completed. Give dates by which you will complete them. Who will you partner with? (250 words maximum)
2. How will your project work to develop workforce/intern opportunities for youth in the county? (250 words maximum)
3. In what areas do you believe 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 how have they agreed to help you? (250 words maximum)
4. What plans are you putting into place to ensure your project is sustainable? (250 words maximum)
5. How does your project relate to The North Carolina End-of-Grade Tests, and/or enhance the NC DPI Standard Course of Study? (250 words maximum)

# BUDGET FORM

Use the following pages to explain the budget. Please list all 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</b> <i>(must be approved by the committee)</i>			
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	Farmer/School Contribution (match)
Subcontractors	\$	\$
Supplies	\$	\$
Materials	\$	\$
Equipment purchase	\$	\$
Other (Explain)	\$	\$
	\$	\$
		<b>Total Match</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  
201 E. Main St.  
Durham, NC 27701

## Farmer Grant Program 2020 evaluation worksheet – Part I

*Please check all that apply to each application.*

	<u>Pts.</u>
▪ Infrastructure improvements for food safety compliance	____ 15
▪ Infrastructure improvements for wholesale readiness	____ 15
▪ Disadvantaged & Underserved farmer	____ 15
▪ New & Beginning Farmer	____ 15
▪ Participated in the grant orientation	____ 10
▪ Project Match: applicant match to the grant >50%	____ 10
▪ Farmers purchasing specialized equipment	____ 5
▪ Farmland is participating or applying for the VAD program	____ 5
▪ Farm has a conservation plan	____ 5
▪ The farm is in compliance with watershed rules	____ 5

## Farmer Grant Program 2020 evaluation worksheet –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 agricultural production.
5. Project Support: \_\_\_\_\_ (20 points) – Potential of applicant to garner support to assist with project.

**Grant Program 2020 evaluation worksheet for Schools- Part I**

*Please check all that apply to each application.*

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