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Soil & Water

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

## **2023 Fiscal Year Guidelines**

The Durham County Board of County Commissioners has approved an Agricultural Economic Development Grant Program and allocated \$150,000 for this fiscal year. The program purpose is to offer cost share grants to assist farmers, nonprofits that impact the local food system, 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 program mimics the same outcome but is directed to support farms, new and beginning entrepreneurs, and agriculture education in schools.

This program will provide two types of grants:

- **Small grants for Agriculture Development in schools: Up to \$1,500.00**
- **Grants for farmers: Up to \$7,500.00**

This grant is administered through the Ag Economic Development (AED) Grant Committee. This is a subcommittee of the Durham Soil and Water Conservation District Board. It is 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

**Training sessions** will be offered to assist interested applicants with the application process:

**Session 1**- Thursday, June 23<sup>rd</sup>, 6pm – Durham Cooperative Extension Bldg, 721 Foster St

**Session 2**- Thursday, June 30<sup>th</sup>, 8am – Durham Farm Bureau Office, 1901 Hillandale Rd

**Session 3**- Tuesday, July 12<sup>th</sup>, 6pm – North Regional Library, 221 Milton Rd

Please **R.S.V.P** to Sherry Scully ([sscully@dconc.gov](mailto:sscully@dconc.gov) or 919-560-0558) to attend one of the trainings.

**Application Deadline: August 31, 2022 at 5:00 pm**

**Notification:** Award recipients will be notified by mail by **September 30, 2022**.

### **Eligibility**

- **The applicant/organization must reside in Durham County and serve Durham County residents and/or farmers.**
- **Applicant cannot apply if they are currently under contract with this grant program.**

### **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. **(Cost share for 50% will yield higher ranking of application).** Applicants can be reimbursed for the cost of farm improvements or other eligible expenses listed in the grant.

#### **Grants awarded for up to \$7,500.00 to Farmers**

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

- Infrastructure improvements to the farm;
- Food Safety Compliance
- Socially disadvantaged and underserved farmer financial assistance;
- New and beginning farmers small startup funds;
- Purchase specialized farm equipment.

### **Application for Schools**

The grant program assists by providing financial support for program implementation through the provision of 85% cost-share grants. Schools can be reimbursed for the cost of improvements or other eligible expenses listed in the grant.

#### **Grants awarded for up to \$1,500.00 for Schools**

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

### **Application Procedure**

1. Three ways to acquire an application:

- a) find the application on our website at [www.dconc.gov/swcd/ageconomic/application](http://www.dconc.gov/swcd/ageconomic/application)
- b) Pick up application at our office – 201 E. Main Street, 5<sup>th</sup> floor
- c) Request a copy through the mail by calling 919-560-0558 or emailing [sscully@dconc.gov](mailto:sscully@dconc.gov).

2. Applicants should submit application to the Durham Soil and Water Conservation District either by email to Sherry Scully, [sscully@dconc.gov](mailto:sscully@dconc.gov) or at the office at 201 E. Main St; Durham, NC 27701 **by August 31, 2022 at 5:00 pm.**

3. All personal information will be redacted from applications before being presented to the AED Committee for review.

4. Once all applications are received and redacted, Committee members will review and rank all applications.

5. At its scheduled meeting, the committee shall evaluate the application to determine the disposition of your application. Grant awardees are selected based on evaluation criteria listed on the application.

6. The applicant will be informed in writing by County staff of the committee's determination of the disposition of your application. If the committee denies a grant request, staff will provide feedback on the application to the applicant.

7. All applicants will be notified by mail of the funding outcome of their proposal by September 30, 2022.

## Contract Procedures

At its discretion, the AED 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) Installation and purchases made before having an approved contract and all necessary paperwork will not be eligible for reimbursement.
- B) A Durham Soil & Water Conservation District staff representative will visit the farm, school or nonprofit organization to conduct a preconstruction meeting or site visit.
- C) Grant awardee must attend the grant administration training before implementation.
- D) Awardee will be provided the required documents to become a Durham County Vendor.
- E) The grant awardee will enter into a contract with Durham County.
- F) Contract will state that Grantee agrees to utilize grant funds for their intended use and to **maintain the proposed project in Durham County for 3 years.**
- G) Each individual or organization receiving a grant must provide an accounting of how all funds will be used and key milestones reached **within 180 days of the receipt of the grant award.**
- H) If an applicant fails to complete item [F] 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.**
- I) Once the project has been completed Durham Soil & Water Conservation District staff will certify the project as complete.
- J) This is a reimbursement grant. After installation of the approved farm improvements are completed/installed according to the predetermined specification, the Applicant will submit all paid receipts to the Durham Soil and Water Staff.
- K) Staff will complete a request for reimbursement and submit the request to the Durham County Finance office. At that time, Applicant will be issued a payment reimbursing Applicant for the approved expenses.
- L) A three-year Maintenance period of project begins at time of the final payment. If project is not properly maintained or fails to be used for the intended use for the life of the project during this three-year period, the Grantee shall repair or reimplement the project within 60 days of issuance of a noncompliance notice from Durham Soil and Water Department OR repay Durham County a percentage of the Durham County AED Grant Payment at a prorated amount.
- M) Maintenance checks will be performed annually to determine compliance.

The committee shall provide annual reports to the Soil & Water Conservation District Board and the BOCC of the number of grants requested and awarded, and an analysis of the program's success metrics.

## **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.

### **Durham County M/WBE Ordinance adopted in November 2016**

Minority means an individual who is a citizen or lawful permanent resident of the United States and who is:

1. African American-A person having origins in any of the black racial groups of Africa.
2. Asian American-A person having origins in any of the original peoples of the Far East, Southeast Asia, Asia, Indian continent, or Pacific Islands.
3. Hispanic American-A person of Spanish or Portuguese culture having origins in Mexico, South or Central America, or the Caribbean islands, regardless of race.
4. Native American- A person having origins in any of the original Indian peoples of North America.
5. WBE means an M/WBE which is a woman-owned business enterprise.

**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:**

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
- Outreach Expenses associated with the production and marketing of diversified farm enterprises, value-added and Agritourism endeavors
- Specialized equipment purchases

**Grant funds cannot be used for:** purchase of livestock, general-use farm equipment or salary for the applicant.