

*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*

**2019 Guidelines and Forms**

**Application Deadline:  
November 12, 2019, 4:00 p.m.**



**Ned Lamont, Governor**  
**Bryan P. Hurlburt, Commissioner of Agriculture**  
450 Columbus Blvd, Suite 703 • Hartford, CT 06103  
860-713-2503 • [www.CTGrown.gov](http://www.CTGrown.gov)

# Table of Contents

Grant Description	4
Eligible Applicants	4
Award Limits and Matching Requirements	4
Funding Priorities and Project Information	5
Eligible and Ineligible Expenses	5
Application Requirements	6
Submission Process	6
Evaluation Criteria and Process	7
Award Requirements	6
<u>Appendices</u>	
A: Application Cover Page	8
B: Budget Form	9
C: Required Format for Project Plan	10
D: Submission Check List	13

**Applications must be received via email by:  
November 12, 2019, 4:00 p.m.**

Applications must be submitted by email to Jaime Smith, [Jaime.Smith@ct.gov](mailto:Jaime.Smith@ct.gov), and Mark Hood, [Mark.Hood@ct.gov](mailto:Mark.Hood@ct.gov), between November 5, 2019 and November 12, 2019.

Applications will not be accepted before November 5, 2019 or after 4:00 p.m. on November 12, 2019.

Questions can be directed to:  
Jaime Smith at 860-713-2559, [Jaime.Smith@ct.gov](mailto:Jaime.Smith@ct.gov)  
Mark Hood at 860-713-2530, [Mark.Hood@ct.gov](mailto:Mark.Hood@ct.gov)

Grant guidelines and forms can also be found online at [www.CTGrown.gov/Grants](http://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 directly impact and/or foster agricultural viability.

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*.

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

## **ELIGIBLE APPLICANTS**

The following entities are eligible to apply for the Farm Viability Grant:

1. Municipalities with a current Plan of Conservation and 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

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 the federal IRS exemption letter. 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.

All projects which focus on a farmers' market, must pertain to a Certified Connecticut Grown Farmers' Market for the full duration of the project to be eligible.

## **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/or cash contributions directly associated with the project. All match expenses must be clearly documented and justified.

After the issuance of 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 documents.

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

## FUNDING PRIORITIES AND PROJECT INFORMATION

Projects must directly impact and/or foster agricultural viability. Funding priorities for the 2019 Farm Viability Grant are as follows:

- Enhancing consumer awareness of CT Grown
- Increasing access to farmland and farmland preservation
- CT Grown value-added processing for expanded availability of CT Grown foods year-round
- Increasing the availability of SNAP at farmers' markets
- Improving food security in urban and rural areas
- Enhancing agricultural education and industry outreach at agricultural fairs and expositions
- Assisting farmers with meeting existing and emerging food safety requirements

The list above is not exclusive; all projects submitted will be competitively evaluated.

**NEW:** A "project" is defined as:

*A set of interrelated tasks with a cohesive, distinct, specified, and defined goal. It follows a planned, organized approach over a fixed period of time and within specific limitations (cost, performance, quality, etc.). Additionally, it uses resources that are specifically allocated to the work of the project and usually involves a team.*

*Projects are different from other ongoing operations in an organization because, unlike operations, projects have a definitive beginning and end, they have a limited duration. One way to think about this is that a project has an overarching goal that you want to accomplish through a series of individual activities or tasks.*

Applications which do not meet the definition of project will be disqualified.

The following aspects are encouraged to enhance a project:

- Practical projects which have a long-term impact
- Communications that reach diverse populations and are multilingual (when applicable)
- Projects acknowledging long-term planning for agriculture

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.

## 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 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. Travel including, but not limited to, transportation, hotels, meals, or per diem for the project

3. Permits fees pertaining to the project
4. Furnishings, fixtures, agricultural general purpose equipment and items considered personal property pertaining to the project
5. Attorneys' fees associated with the project

The following expenses cannot 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
8. Indirect costs at any percentage

## 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 anitemized budget 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, letters of support, etc. If applicable, 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](http://www.CTGrown.gov/Grants).

## SUBMISSION PROCESS

Applications are only accepted as Microsoft Word documents, with editable text, submitted via email to Jaime Smith, [Jaime.Smith@ct.gov](mailto:Jaime.Smith@ct.gov), and Mark Hood, [Mark.Hood@ct.gov](mailto:Mark.Hood@ct.gov), between November 5, 2019 and 4:00 p.m. on November 12, 2019.

File names should be saved in the following the format:

*Applicant Name or Acronym\_CoverPage* (or BudgetForm or ProjectPlan).

One large file or multiple files can be submitted.

*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.*

## **EVALUATION CRITERIA AND PROCESS**

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

Applications which do not follow the templates of Appendix A, B, and C will be disqualified.

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
2. 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 for all expenses including cash/in-kind match expenses.
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

### 2019 Farm Viability Grant

Due: November 12, 2019 at 4 p.m.

Applicant Information			
<b>Applicant Name:</b>			
<b>Project Contact</b> (may be different from signor):			
<b>Full Mailing Address:</b>			
<b>Phone:</b>			
<b>Email:</b>		<b>Website:</b>	
Project Information			
<b>Project Title:</b> <i>Provide a title which describes your project.</i>			
		<b>Total Project Costs:</b>	
		<b>In-Kind Expenses/Match by Applicant:</b>	
		<b>Cash Expenses/Match by Applicant:</b> <i>At least 40% of expenses (in-kind and/or cash) must be covered by applicant</i>	
		<b>Farm Viability Grant Funds Requested:</b> <i>Not to exceed \$49,999.00</i>	
Organization Information			
<b>Non-profits: Have you attached a copy of your federal IRS exemption letter?</b>		Yes / No	
<b>Municipalities: Provide the adoption date for the most recent Plan of Conservation and Development</b>			
<b>If applicable, describe in detail the production agriculture carried out. Give acreage and quantities of crops grown, number and kinds of livestock, forest products, value added products, greenhouses, etc.</b>			
<b>Is any of the land in production or land associated with this project in the Farmland Preservation Program or under any other conservation restrictions?</b>		Yes / No	
<b>If yes to above, please state under what program/what the restrictions are:</b>			
<b>Have you received a Farm Viability Grant in the last five years?</b>		Yes / No	<b>If yes, what year(s)</b>
<b>Do you currently have an open grant contract with the Connecticut Department of Agriculture?</b>			Yes / No

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Organization Representative

*(if different from applicant)*

\_\_\_\_\_  
Title(s)

\_\_\_\_\_  
Date



## Appendix B: Budget Application Form 2019 Farm Viability Grant

For each budget category below, attach a separate page/document 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. (Please do not have each budget category be a separate document – one document with each budget category explained is preferred.)

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				
<b>Project Total</b>				

### BUDGET DEFINITIONS

**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 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.

**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 2019 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:
 

<p style="text-align: center;"><i>Municipality</i></p> <ol style="list-style-type: none"> <li>a. Agricultural history</li> <li>b. Long-term plans for agriculture</li> <li>c. Are you enrolled in the Community Farms Preservation Program? What steps have you taken to participate in the program?</li> <li>d. Staff and/or committees dedicated to agriculture</li> <li>e. How is the project positively working towards your core mission?</li> </ol>	<p style="text-align: center;"><i>Nonprofit</i></p> <ol style="list-style-type: none"> <li>a. How long have you been organized?</li> <li>b. What is your core mission? How does agriculture fit in?</li> <li>c. How is the project positively working towards your core mission?</li> </ol>
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3. **Project Explanation** – Explain in detail what the project is going to accomplish - 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 contract signing	Nonprofit
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 the project directly benefits the following:
- Veterans
  - New farmers (farming for 10 years or less)
  - Anyone in a protected class
  - Anyone that speaks English as a second language

7. **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. *Municipalities:* How does your project conform with the approved Plan of Conservation and Development?

*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 2019.

An *outcome* is defined as a quantifiable result.

*Example:* The number of attendees to the weekly farmers' market will increase by 5% in 2019.

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:

- Determine the baseline number of weekly attendees from 2019
- Determine and conduct the necessary marketing and outreach to improve attendance
- Develop events, activities, and/or other entertainment to attract additional attendees
- Measure the number of weekly attendees
- 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.

Be sure to establish realistic, reasonable outcomes. While it might look impressive increase something by 25% percent, is that realistic? Identify outcomes that can be achieved rather than inevitably unrealistic and unachievable.

8. **Financial History** – Non profits must submit Form 990 for the last three years starting with the most recently filed.
9. **Project Summary and Conclusions** – Summarize the project. Explain why the project should be supported. How do the goals/outcomes 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.
- Budget Form, Appendix B, with itemized information. Submitted as a MS Word document with editable text.
- Project plan which reflects each of the sections noted in Appendix C. Submitted as a MS Word document with editable text.

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*Applicant Name or Acronym\_CoverPage* (or BudgetForm or ProjectPlan).

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