



Small-Scale Farm Grant

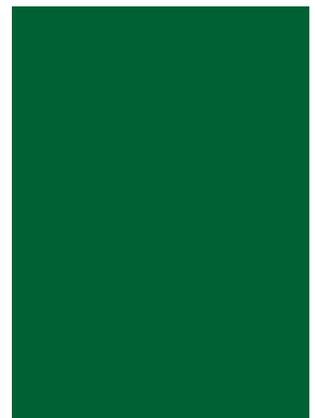
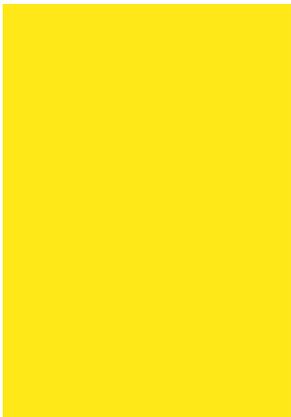
Enhancing agricultural opportunities for small-scale farms

2026-27 Application

DEADLINES: February 1 • April 1 • June 1 • August 1 • October 1 • December 1

Farmer Education Program

Applications must be submitted at least 30-90 days in advance of the conference/workshop date.



KENTUCKY STATE UNIVERSITY
LAND GRANT PROGRAM
COOPERATIVE EXTENSION BUILDING
400 E. MAIN STREET FRANKFORT, KY 40601
(502) 597-6831

FUNDING PROVIDED BY
KADF
KENTUCKY AGRICULTURAL
DEVELOPMENT FUND

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Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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FARMER/PRODUCER EDUCATIONAL SUPPORT GUIDELINES

The Kentucky State University Center for the Sustainability of Farms and Families (KSU-CSFF) offers an educational support program to support small-scale farmers/producers in the expansion of certain types of agriculture in Kentucky, especially among certain underserved groups. Grant funding decisions are based upon the impact expected on the production and sales of Kentucky-grown or Kentucky-raised farm products.

WHO IS ELIGIBLE FOR AN EDUCATIONAL SUPPORT GRANT?

- Farmers or producers interested in specific training to improve the marketability of their agricultural products.
- Farmers or producers interested in new ventures that require training for on-site implementation.

- Grantees must comply with all health, food safety, and other federal, state, and local laws.
- If you do not meet the eligibility requirements at this time, please contact Ms. Joni Nelson at joni.nelson@kysu.edu or Mr. Kevin Gurtowski at kevin.gurtowski@kysu.edu
- Kentucky State University employees and their immediate family members are not eligible.

THINGS TO REMEMBER:

- **Applications must be received at least 30-90 days in advance of the conference/workshop date.**
- Incomplete applications will not be rolled over to another award cycle to await information. The applicant must complete the application and resubmit for consideration in another funding cycle.
- Conference, training, or workshop agenda and/or information must be included with the application.
- Requests for educational books must be supported with an online quote or shopping cart list.
- Approvals are dependent on the availability of funds. If more applicants qualify than there are funds available, awards will be made with applications scoring the highest, continuing down the list until all funds are expended.
- Funds approved must be used solely for the benefit of the agricultural business, which must be located in Kentucky.
- Out-of-state educational trainings may qualify but must be pre-approved. Priority is given to in-state trainings.
- Recipients will be required to provide a detailed report and verification of all expenditures.
- Workshops or trainings attended prior to the execution of the contract will not be eligible for grant funds.

FREQUENTLY ASKED QUESTIONS

WHAT ARE MY OBLIGATIONS FOR ACCEPTING GRANT FUNDS?

You will sign a legal contract that obligates you to use the funds as stated in your application budget, provide data related to your project, and submit reports outlining the impact of the project. The terms and conditions are specific to your project. **Failure to fulfill reporting requirements, including submittal of receipts, will be considered a breach of contract and funds must be forfeited.**

WHAT CAN I USE THE MONEY FOR?

- Funding for educational support must be pre-approved (prior to attending any workshop, conference, etc. OR the purchase of educational literature) and can be used for registration fees, specific travel (flight, bus, train) and, in some cases, mileage on personal vehicles (reimbursed at \$0.41/mile).
- **Meals and fuel costs are excluded from funding.**
- Examples of funding may include but are not limited to:
 - Better Processing Control School offered by the University of Kentucky
 - Aquaculture and/or aquaponics training
 - Appropriate educational books, literature, and/or online webinars
 - Conferences

WHAT IS THE APPROVAL PROCESS AND TIMELINE?

The Grant Review Committee considers all applications received by the stated deadlines and votes to recommend funding, deny funding or pend for further clarification.

- “Recommended” applicant data is submitted to the Kentucky Office of Agricultural Policy (KOAP) for final approval.
- “Recommended” and “Pended” applicants may be subject to a site visit to verify capacity to administer the grant.
- “Approved” applicants are notified via email and must submit further legal documentation provided by Kentucky State.
- Final authorization and Kentucky State administrative signatures must be obtained prior to the disbursement of approved funding.
- Upon final authorization, approved grant funds will be disbursed via Direct Deposit.
Lifetime limit is \$1,000, Each Application approval limit is \$500

Please note: You are required to submit proof of registration and attendance to the conference or training with a report/summary of your experience and receipts.

SMALL-SCALE FARM GRANT PROGRAM APPLICATION

Name of Farm, Company, or Organization: _____

Contact Person for Project: Mr./Ms. _____

Mailing Address: _____

Town/City: _____ County: _____ State: _____ Zip Code: _____

Farm Address (if different from above): _____

Town/City: _____ County: _____ State: _____ Zip Code: _____

Phone: _____ Email address: _____

Social Security Number or Federal Tax ID Number: _____ FSA farm number: _____

How did you learn about this grant program? _____

Is your gross farm income more than \$1,000 and less than \$250,000 per year? Yes No

Is your net household income less than \$23,000 per year? Yes No

Have you received KADF cost share funds from your county in the past five years? Yes No

Is this a new enterprise for you? Yes No

Are you a beginning farmer (two years or less)? Yes No

Do you currently produce tobacco? Yes No

Have you produced tobacco in the last 10 years? Yes No

Is your operation certified? Organic Transitional Exempt Certifying Agency: _____

Is this educational training out of the state of Kentucky? Yes No

Are you a military veteran? Yes No

Workshop Title (attach event agenda): _____

Description of the requested educational training (please provide available links to the training or conference):

Training Date(s): _____

Location: _____

Who will attend and receive the training? _____

Who will write and submit the post-training report? _____

Small-Scale Farm Grant application continued

How does this education fit with your farm goals and expectations?

What do you hope to learn from this educational program or material?

How will others learn from your experience (i.e., field day, materials, training)?

Are you willing to share your educational experience with others? — Yes — No

What other groups are you a member of or affiliated with? (check all that apply)

Kentucky Proud Farmers Market OAK KAA CFA KCARD

Appalachian Proud KDA Organic Program KWIA Grow Appalachia

Other Programs: _____

KYSU programs (please list): _____

Are you currently working with your local extension office (UK/KSU)? Yes No

If yes, please provide their names here:

BUDGET WORKSHEET

Amount Requested: _____ Maximum \$500 per request

*MEALS AND FUEL EXCLUDED

Item <small>(Example: workshop/training material)</small>	Cost <small>(Example: \$500)</small>	Explanation <small>(Example: educational benefit)</small>
TOTAL	\$	

SUMMARY OF FUNDING

Your contribution for the training (meals, etc.): \$ _____
KSU-CSFF grant funds requested for the training: \$ _____

Total Project Cost: \$ _____

I have read and understood the Program Guidelines for requesting these funds.

Submitted by: _____
Signature of Applicant

Date: _____

Please mail the completed application and all supporting documents to:

**Kentucky State University
Cooperative Extension Building
ATTN: Joni Nelson
400 E. Main Street
Frankfort, KY 40601**

**Please contact Joni Nelson with questions at 502-597-6831 or joni.nelson@kysu.edu
Digital and scanned applications (.pdf format) will also be accepted via email
to Allison Noel at allison.noel@kysu.edu**