



LAND GRANT PROGRAM

# SMALL-SCALE FARM GRANT

*Enhancing agricultural opportunities  
for small-scale farms*

## 2020/2021 Application: Farmer Education Program

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



Providing training to Kentucky farmers for certified organic farming and marketing, value-added enterprise development, aquaponics, new economic development, and more.

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

# FARMER/PRODUCER EDUCATIONAL SUPPORT PROGRAM 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 the grant is expected to have 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.
- Special considerations will be made for:
  - limited resource farmers (annual household income of less than \$23,000)
  - small acreage producers
  - female farmers
  - minority farmers
  - residents of USDA-designated food insecure counties (see map on page 6)
  - SOAR county residents <https://www.kyagr.com/marketing/appalachia-proud-ky.html>
- 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](mailto:joni.nelson@kysu.edu) or Mr. Kevin Gurtowski at [kevin.gurtowski@kysu.edu](mailto:kevin.gurtowski@kysu.edu)
- Kentucky State University employees and their immediate family members are not eligible.

## APPLICATION DEADLINES:

The **1st day of every other month** in 2020 and 2021: **February, April, June, August, October, December** (contingent upon the availability of funding).

## 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 upon 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 listing and verification of all expenditures.
- Workshops or trainings attended prior to the execution of the contract will not be eligible for grant funds.
- Educational projects must be completed within six (6) months of approval.

## **FREQUENTLY ASKED QUESTIONS:**

### **What are my obligations for accepting grant funds?**

You will sign a legal contract which 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, is 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 the following:

- Better Processing Control School offered by the University of Kentucky
- Aquaculture and/or Aquaponics training
- Appropriate educational books, literature, and/or online webinars
- Conferences

### **How long does it take to get a grant?**

- The Grant Review Committee will consider all applications received by the stated deadlines and vote to recommend funding, deny funding, or seek further clarification.
- All recommended applications are submitted to the Governor's Office of Agricultural Policy (GOAP) for final approval.
- If your application is denied or the committee requires further clarification, you will be notified.
- If your application is approved, you will receive a notification letter along with a contract to sign and return.
- Upon final authorization, a check will be issued for up to but not exceeding \$500 for educational training and/or materials.

**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 FARMER/PRODUCER EDUCATIONAL SUPPORT APPLICATION

Farm Name: \_\_\_\_\_

Contact Person for Project: Mr./Ms. \_\_\_\_\_

Street Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Preferred Communication Method (*select as many as apply*):  Postal Mail  Telephone  Email

Referred by (*if applicable*): \_\_\_\_\_

Social Security Number or Federal Tax ID Number: \_\_\_\_\_

Farm Serial Number (FSA farm number): \_\_\_\_\_

Is your gross farm income more than \$1,000 and less than \$250,000 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?  YES (two years or less)  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 the educational training out of state?  YES  NO

Are you a military veteran?  YES  NO

Workshop Title (*attach event agenda*): \_\_\_\_\_

Description of requested educational training (*please provide available links to training or conference*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Training Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Who will attend and receive training? \_\_\_\_\_

\_\_\_\_\_  
Who will write and submit the post-training report? \_\_\_\_\_

**Small-Scale Farmer/Producer Educational Support 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

Group affiliations: (check all that apply)

Kentucky Proud  Farmers Market  OAK  KAA  CFA  Appalachian Proud

KDA Organic Program  KWIA  KSU programs (specify): \_\_\_\_\_

Others \_\_\_\_\_

**BUDGET WORKSHEET**

Amount Requested: \_\_\_\_\_ (Maximum \$500 per request.)

**\*\*MEALS AND FUEL EXCLUDED**

| Item (Example: workshop/material) | Cost (Example: \$500) | Explanation (Example: educational benefit) |
|-----------------------------------|-----------------------|--|
|                                   |                       |  |
|                                   |                       |  |
|                                   |                       |  |
|                                   |                       |  |
|                                   |                       |  |
|                                   |                       |  |
|                                   |                       |  |
|                                   |                       |  |
|                                   |                       |  |
| <b>TOTAL</b>                      | <b>\$</b>             |  |

**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 understand the attached guidelines in requesting these funds.

Submitted by: \_\_\_\_\_

*Signature of Applicant*

Date: \_\_\_\_\_

**Please mail the completed application and any 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@ksu.edu](mailto:joni.nelson@ksu.edu)  
Digital and scanned applications will also be accepted via email to Allison Noel at [allison.noel@ksu.edu](mailto:allison.noel@ksu.edu)**