



LAND GRANT PROGRAM

# Small-Scale Farm Grant

*Enhancing agricultural opportunities  
for small-scale farms*

## 2020/2021 Application



Providing assistance and development in aquaculture and aquaponics, value-added products, certified organic agriculture, agroforestry, and food insecure areas.

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

FUNDING PROVIDED BY



KENTUCKY AGRICULTURAL  
DEVELOPMENT FUND

# SMALL-SCALE FARM GRANT PROGRAM GUIDELINES

The Kentucky State University Center for the Sustainability of Farms and Families (KSU-CSFF) Small Scale Farm Grant Program was developed to support the expansion of certain types of agriculture in Kentucky, especially among underserved groups. Grant funding decisions are based upon the future impact expected on the production and sales of Kentucky-grown and Kentucky-raised farm products.

## APPLICATION DEADLINES:

The 1<sup>st</sup> day of February, April, June, August, October, December (or until funds are depleted).

## ELIGIBILITY REQUIREMENTS:

- A Kentucky-based farm with gross annual agricultural sales greater than \$1,000 and below \$250,000 in the previous two years. This is a self-declaration but must be verifiable.
- Farmers already certified or seeking organic certification with the Kentucky Department of Agriculture (KDA).
- Small-scale, limited-resource farmers expanding the marketability of their agricultural products by a value-added process (see value-added definition below).
- Kentucky-based, formal, non-governmental organizations, and cooperatives that serve multiple Kentucky farms or producers (farm/producer names must be provided and verifiable).
- 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 9)
  - SOAR county residents <https://www.kyagr.com/marketing/appalachia-proud-ky.html>

## PRIORITY AREAS:

There are **five priority areas** for the Small Scale Farm Grant:

1. **Aquaculture/Aquaponics** - Food production; vegetable and/or fish production (e.g. aerators, pumps, tanks, harvesting equipment, liners, etc.)
2. **Certified Organic Agriculture** (*documentation of certified or transitional status is required*) - Production-related implements, equipment, or supplies (e.g., broadfork, walk behind implements, irrigation lines, etc.)
3. **Value-Added Enterprise** - Changing of raw agricultural products to a new product of increased market value (e.g. milk to cheese or lotions, grains to bread, etc.)
4. **Food Insecure Area Production** (*must operate in one or more of the 77 eligible counties*) - Addresses one or more of the following: apiculture, hydroponics, poultry/eggs, small ruminants (excludes cattle/dairy cattle).
5. **Farmer Education Assistance** - Includes associated costs to acquire relevant agricultural knowledge (registration fees for workshops, conferences, online trainings, reference materials, mileage at \$0.41/mile). **MEALS ARE EXCLUDED.**
6. **Agroforestry** - Producers interested in utilizing their forestlands to acquire equipment and non-disposable supplies and materials related to the production, harvesting/collection, processing, storage and packaging of non-timber forest products such as tree sap syrup, mushrooms, honey, medicinal herbs, fruits, nuts, berries, and silvopasture ruminant production (excluding cattle or dairy cattle).

## RESTRICTIONS:

- Applicants must submit the supplemental category questionnaire and quotes for requested items.
- Approved overall funding is limited to \$10,000 (up to \$5,000 per category).
- Approved individual funding is limited to one individual per household/address or farm number/address.
- Approved organization funding is limited to \$15,000 (must benefit multiple Kentucky farms and/or producers).
- Grantees must comply with all health, food safety, and other federal, state, and local laws.
- Kentucky State University employees and their immediate family members are not eligible.

## EXCEPTIONS:

- NO motorized vehicles (e.g. trucks, tractors, walk-behinds)
- NO labor costs paid to the applicant or their relatives
- NO consumables, expendables (jars, seed, feed, plant materials, etc.), or livestock
- NO partial funding of equipment greater than \$10,000 (greater than \$5,000 requires verified match)

## FREQUENTLY ASKED QUESTIONS

### **What is the approval process and how long is it?**

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

- Approved applicant data is submitted to the Governor's Office of Agricultural Policy (GOAP) for final approval.
- Approved applicants are notified by letter and must submit further legal documentation provided by KSU.
- Approved and Pended applicants may be subject to a site visit to verify your capacity to administer the grant.
- Final authorization and signatures are typically obtained within a few weeks after you submit the legal documents.
- Upon final authorization, approved grant funds will be disbursed via direct deposit.

### **How much time do I get to finish my project?**

**Recipients will have up to six (6) months to purchase the approved items and up to one (1) year to complete the project, and submit the required impact reports.** Projects should continue for a minimum of three years. Reporting may extend for up to three years post-project completion to determine the viability of the program.

### **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, will be considered a breach of contract and funds must be forfeited.**

### **Why do you need pictures of my farm or business project?**

Photos and videos are a great way to document the success of a project. We will use them to help you with issues that may arise and in our required reporting to the funding source, the Kentucky Agricultural Development Board.

### **Why do you need my social security number and/or taxpayer ID number?**

Grants over \$600 are considered income and must be reported as such. **Failure to submit required information will disqualify you for grant funds.**

### **How do we define 'organic'?**

Those who apply for organic funding through the Small-Scale Farm Grant program must understand and comply with federal laws regulating organic products. "Organic" is a labeling term which indicates that food or other agricultural products have been produced through methods approved by the U.S. Department of Agriculture's (USDA) National Organic Program. These methods integrate cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity. Synthetic fertilizers and pesticides are not allowed.

Applications will be considered from organic farms that are currently certified by a USDA accredited agency (i.e., the Kentucky Department of Agriculture-Organic Program), and from farms that are registered with an accredited agency as transitional or exempt (i.e. all organic sales are through direct market channels and total less than \$5,000 per year).

- If you have certification questions please visit <https://www.kyagr.com/marketing/organic-marketing.html>.

### **Why is my county considered to be food insecure or a food desert?**

Food insecurity is the USDA's measure of the lack of access to enough food for an active, healthy life for all household members (<https://www.ers.usda.gov/topics/food-nutrition-assistance/food-security-in-the-us/>). A food desert consists of census tracts where residents have limited access to affordable and nutritious food due to low access to a supermarket or large grocery store (Refer to: <https://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas/>).

### **What type of support can I expect from Kentucky State University?**

We are dedicated to helping the small-scale farmers and producers. We will provide relevant technical expertise from our research and Cooperative Extension staff and help you make connections with other local producers and/or specialists in your area.

# 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: \_\_\_\_\_

Preferred Communication Method: (choose one or more)     Postal Mail     Telephone     Email

Social Security Number or Federal Tax ID Number: \_\_\_\_\_ FSA farm number: \_\_\_\_\_

How did you learn about this grant program? \_\_\_\_\_

Applicant Type: (choose one):     Individual     Association     Non-Profit

Project Type: (choose one):

Aquaculture     Organic Agriculture     Value-added     Food Insecure Area     Agroforestry

Description of Project (attach additional sheets if needed):

Expected Project Timeline: From (date) \_\_\_\_\_ To (date) \_\_\_\_\_

Has your gross farm income been more than \$1,000 and less than \$250,000/year in the previous two years?

Yes                       No

Is your gross income less than \$23,000/year?

Yes                       No

Check the response that best describes your participation in the KSU Small Scale Farm Grant (SSFG):

- I have received the SSFG once in the past
- I have received the SSFG more than once but for less than \$10,000 total
- I have received educational assistance funds
- I have never received the SSFG

In the previous program cycles, check the response that best describes you:

- Approved and received funding and completed my project
- Applied but not approved for funding
- Approved and received funding but did not complete my project
- Did not apply

At the time of application how long have you been farming/producing/selling?

- Less than 1 year
- 1-3 years
- 3-5 years
- 6-10 years
- More than 10 years

Do you keep production records of your farming enterprise?

- Yes
- No

Do you have a completed business plan?

- Yes
- No

Do you have a completed Agricultural Water Quality Plan (AWQP) for your farm? ([conservation.ky.gov/pages/AgricultureWaterQuality.aspx](http://conservation.ky.gov/pages/AgricultureWaterQuality.aspx))

- Yes
- No

Is this a new enterprise for you?

- Yes
- No

Have you been approved for KADF cost share funds from your county in the past five years?

- Yes
- No

Please mark the statement that best describes your level of tobacco dependency:

- Prior to 2001, but not since 2001, I grew tobacco or owned a tobacco quota
- Since 2001, I have owned quota or grown and marketed tobacco
- I have never grown tobacco or owned quota

Did you file a schedule F and/or schedule C (IRS tax forms) in the previous year?

Yes  No

If you selected No to the previous question, please explain:

What percentage of your income comes from your farming/production activities?

Less than 10%  10 to 25%  
 26 to 50%  51 to 75%  
 More than 75%

*Calculation to determine %: (Farm Sales ÷ Income) x 100 = %  
[Example: \$5,000 Farm Sales ÷ \$45,000 Income) x 100 = 11.11%]*

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

Kentucky Proud  Farmers Market  OAK  KAA  CFA  
 Appalachian Proud  KDA Organic Program  KWIA  Grow Appalachia

*Other Programs:*

*KYSU programs (please list):*

What records will you keep to show your success?

Who will complete the required quarterly reports?

Where will the products be sold?

What do you hope to get out of this project?

How will you measure and track the benefits of the project? (*i.e., sales, photos, production*)

Who other than yourself and your direct customers will benefit from this project?

What are your sales projections from this project?

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

Are you willing to share pictures or give tours of the project?     Yes     No

List all federal, state, and/or local laws/regulations that you are aware of that are required to produce and sell your product:

**Supplemental Category Surveys are required**  
**Please go to**  
**[www.kysu.edu/ssfg](http://www.kysu.edu/ssfg)**

***Please continue to Budget Worksheet***

**BUDGET WORKSHEET**

Amount Requested: \_\_\_\_\_ (Maximum \$5,000 per producer or \$15,000 per association or non-profit.)

List below what the grant funds will pay for. Quotes are required for all items.

Item (Example: food processor)	Cost (Example: \$750)	Explanation (Example: chop, grind, or puree product)
<b>TOTAL</b>	<b>\$</b>	

List below the related expenses that you will pay for:

Item (Example: jars, lids, labels)	Cost (Example: \$175)	Explanation (Example: product packaging)
<b>TOTAL</b>	<b>\$</b>	

**SUMMARY OF FUNDING**

Your funds for the project: \$ \_\_\_\_\_

KSU-CSFF grant funds requested for the project: \$ \_\_\_\_\_

What else will you be providing for the project? *(check all that apply)*

- Land       Equipment/Expenses       Labor       Transportation of crops  
 Daily management       Market outlet       Record keeping

- Is your Supplemental Category Survey completed and attached?
- Quotes are required for the requested budget items.

I have read and understand the attached guidelines in 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](mailto:joni.nelson@kysu.edu)  
Digital and scanned applications (.pdf format) will also be accepted via email  
to Allison Noel at [allison.noel@kysu.edu](mailto:allison.noel@kysu.edu)

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