



KENTUCKY STATE
UNIVERSITY

Land Grant Program

Small-Scale Farm Grant

*Enhancing agricultural opportunities
for small-scale farms*

2022/2023 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.



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

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To file a program discrimination complaint, a complainant should complete the USDA Program Discrimination Complaint Form, AD-3027, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

(2) fax: (833) 256-1665 or (202) 690-7442; or

(3) email: program.intake@usda.gov

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.
- 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 10)
 - 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 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 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

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.

- "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 KSU.
- Final authorization and KSU administrative signatures must be obtained prior to the disbursement of approved funding.
- Upon final authorization, approved grant funds will be disbursed via Direct Deposit.

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: _____

Phone: _____ Email address: _____

Referred by (if applicable): _____

Social Security Number or Federal Tax ID 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/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 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

Group affiliations: (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): _____

BUDGET WORKSHEET

(Maximum \$500 per request)

Amount Requested: _____

*MEALS AND FUEL EXCLUDED

Item <i>(Example: workshop/training material)</i>	Cost <i>(Example: \$500)</i>	Explanation <i>(Example: educational benefit)</i>
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 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
Digital and scanned applications (.pdf format) will also be accepted via email
to Allison Noel at allison.noel@kysu.edu**