

**ORANGE COUNTY**  
**AGRICULTURAL ECONOMIC DEVELOPMENT**  
**GRANT PROGRAM GUIDELINES**

**Version 2.0**  
Updated July 16<sup>th</sup>, 2018

# ORANGE COUNTY AGRICULTURAL ECONOMIC DEVELOPMENT GRANT PROGRAM

## Application for Individual Farmers or Collaborative Farmer Projects

The grant program assists farmers in developing new sources of agricultural income through the provision of cost-share grants. Individual grant limit is \$10,000. Applicants must be able to demonstrate that their operation is a verifiable farm business.

## Farmer Eligibility

- **The farm tract and farming operation on which the funds are to be used must be in Orange County**
- Collaborative/Group grants must include at least 3 farmers and may include agricultural groups and agencies

## Agricultural Grant Subcommittee

- The Agricultural Economic Development Grant Subcommittee will be made up of five (5) members including:
- The Agricultural Representative from the Orange County Economic Development Advisory Board
- One member from the Orange County Cooperative Extension Staff
- The Agriculture Economic Developer from Orange County's Economic Development staff.
- Two farmers who are members of the Orange County Agricultural Preservation Board

## Procedures

1. Applicants will be referred to the Orange County Economic Development Department's website, where they will complete and submit their application.
2. Applicants will be provided interview dates and times (if required) no later than two (2) weeks prior to the Agriculture Economic Development Grant Subcommittee's next meeting date.
3. County staff will provide completed applications to the Subcommittee for their review after the closing deadline, all applications for that period have been received, and before the next scheduled meeting.
4. Quarterly meetings will begin at the start of each funded fiscal year and will continue until funds are expended for that funding year. At its scheduled quarterly meetings, the Subcommittee will discuss the strengths and weaknesses of complete grant application(s) and decide whether or not to take action on the request, based on the information provided. All Applications must

be complete to include the detailed budget template provided. Additional information may be provided if necessary to add clarity or better justification for how funds will be used.

5. The Subcommittee shall approve, deny or request additional information from the applicant based on the strengths and weakness of the application. They will submit grant determinations to County staff at the review meetings and follow with written confirmation to staff if staff is not in attendance.
6. The applicant will be informed in writing by County staff of the Subcommittee's decision to deny, grant, grant with condition, or seek more information. If the Subcommittee denies a grant request, it shall provide a copy of the score sheet(s) to the applicant.
7. Should the Subcommittee deny an application, the Subcommittee will not consider any applications from that applicant for at least six months. Should an applicant think that their application has been improperly denied, then the applicant may notify, in writing, the Subcommittee. The notice to the Subcommittee shall state why the applicant thinks the grant should be approved. The application shall then be given further consideration by the Subcommittee and its decision is final.
8. At its discretion, the Subcommittee may impose any additional terms to a grant request. The Subcommittee may require an itemized budget detailing the proposed use of grant funds.
9. Applicants agree to utilize grant funds for their intended use. Each venture receiving a grant must provide an accounting of how all funds were used and key milestones reached by the venture **within 180 days of the receipt of the grant.**
10. If an applicant fails to complete item #9 in a timely manner, the County has the right to require all grant funds back from the applicant, and may initiate legal proceedings against the applicant.
12. The Subcommittee shall provide annual reports to the Economic Development Department and the BOCC of the number of grants requested, approved and denied, and a 2-3 page written analysis of the program's success metrics to date.
13. Documents, including but not limited to financial statements, business plans, customer and supplier lists, description of inventory or assets, contractual obligations and existing liabilities, submitted during the application process shall be treated as confidential information.

### Expenses

- Suitable expenses are those associated with the production and marketing of diversified farm enterprises, value-added and agri-tourism endeavors. Funds are not intended for farmer or full-time employee salaries or normal farm operational

costs (utilities, insurance, rent, etc.). Funds should be used as stated in the applicant's proposal.

### **Funding Limits**

The maximum amount any one farm can receive within 3 years of initial funding is \$10,000. Multiple applications and subsequent awards of less than the \$10,000 limit may be made within the 3-year period by one farm entity but may not exceed \$10,000 in total awards for the 3-year period

### **Collaborators**

Collaborators/ Mentors are not required, but increases the likelihood of success of your project. Mentors may include County Agriculture Economic Development Coordinators, other farmers, marketing and production specialists, extension agents, crop consultants, non-profit organizations, business and other agricultural advisors. The best collaborators bring needed expertise to the project and have a clear role in helping the project succeed.



## Agricultural Reinvestment Fund Grant Application (Individual Farmer)

Up to \$10,000 maximum per grant

***\*Please read the instructions and eligibility guidelines prior to completing this application.\****

Project Title			
Name			
Mailing address			
Street address			
City, State			ZIP
Home phone		Work Phone	
Fax			
Email address			
Website			

How long have you been farming?		
Percentage of personal income generated from your farm operation		%
Please list the primary sources of your farm income (crops, etc.).		
Do you or your farming operation carry liability insurance?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this project create an opportunity for a new generation of farmers in your family to be employed on the farm?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this project create additional jobs? <input type="checkbox"/> Yes <input type="checkbox"/> No		How many? _____
What is your total current farm size?		<input type="checkbox"/> Rent <input type="checkbox"/> Owned
What is your current acreage in production?		
How much money are you requesting for your project? (up to \$10,000)		\$
<b>What is the total estimated cost for your project?</b>		<b>\$</b>

**Please answer the following questions on a separate sheet:**  
**(Ensure you adequately answer, describe or expound in enough detail the question. Maximum word count 250 words per question)**

1. Briefly describe your project.
2. Tell us about yourself. What is your farm and off-farm experience? What skills do you have that will be useful to the successful completion of your project?
3. What is new or innovative about your project? How is your project different than what others in your community are already doing? Are you aware of other farmers who are doing something similar? If so, where are they located and what are they doing?
4. Describe in detail your plan for completing your project. Tell us the specific tasks to be completed. Give dates by which you will complete them.
5. How will the new project fit into your existing farming operation? What are the labor requirements of the new project?
6. What research have you done to determine if this project will work? Why do you believe that this project can be successful?
7. How have you determined that there is a market demand for the products? Briefly describe your marketing strategy.
8. If your project is successful, what might other farmers learn from your experience? Is this an enterprise that could be duplicated by others without causing too much competition?
9. In what areas do you believe you will need assistance in order to successfully complete your project? Who have you identified to assist you in those areas? Are those individuals aware of your project and have they agreed to help you?
10. What is your goal for the project? If you are successful, how will the project contribute to keeping you or others sustainably employed on the farm?
11. How much income do you expect to generate from the project annually? What other sources of income will you have during the course of this project?
12. Are you leveraging funds from other sources aside from yourself? If yes, please note the sources and approximate amounts. How much money are you personally investing in this project?

# BUDGET FORM

Use the following pages to estimate your budget. Please list all of your expected expenses in the appropriate categories and calculate a total on the last page. Your budget should clearly show how grant funds will be used on your project. Items that you list under the grant contribution heading are those for which you will use grant funds provided by the grant program

<b>Subcontractors and Other Off-farm Services</b>			
<b>Grant Contribution</b>			
Item	Quantity	Cost per Unit	Total
<i>Example: Well Driller</i>	1	N/A	\$
<b>Total grant contribution for Subcontractors and Other Off-farm services</b>			<b>\$</b>

<b>Personnel Compensation (Only labor directly related to the grant activities completed by contractors and employees over and above normal farm operations is eligible for funding. Family members are not eligible to be paid from grant funds).</b>			
<b>Grant Contribution</b>			
Employee	# of Hours	Hourly Wage	Total
<i>Example: Well Driller</i>	1	N/A	\$
<b>Total grant contribution for Personnel Compensation</b>			<b>\$</b>

**Use of Farm Equipment (for equipment rental)  
Grant Contribution**

Equipment Item	Acres in Project	Charge per Acre/Hour	Total
<i>Example: Auger</i>	<i>?? Acres</i>	<i>Rental rates</i>	\$
<b>Total grant contribution for Use of Farm Equipment</b>			<b>\$</b>

**Supplies, Materials and Equipment (We do not fund general use equipment)  
Grant Contribution**

Item	Quantity	Cost per Unit	Total
<i>Example: Well Driller</i>	<i>1</i>	<i>N/A</i>	\$
<b>Total grant contribution for Supplies and Materials</b>			<b>\$</b>

**Travel  
Grant Contribution**

From/To	Miles Per Trip	Cost Per Mile	Total
<i>Example: Attending an educational workshop specifically related to your project</i>			\$
<b>Total grant contribution for travel</b>			<b>\$</b>



<b>Marketing Grant Contribution</b>			
<b>Item</b>	<b># of Units</b>	<b>Cost Per Unit</b>	<b>Total</b>
<i>Example: Printed flyers, signage, or postcards</i>	100	0.05	\$
<b>Total grant contribution for travel</b>			<b>\$</b>

# Budget Summary Form

Use this worksheet to summarize information from previous pages.

## Grant Contribution by line item:

Line Item	Grant Contribution	Cost-share Contribution
Subcontractors and Other Off-farm Services		\$
Personnel Compensation for contractors and employees		
Use of Farm Equipment		
Supplies and Materials		
Travel		
Marketing		
Other (Explain)		
<b>Total Contribution</b>		<b>\$</b>

Please transfer the total amount of grant contribution to the Amount Requested line on the cover sheet of the application packet. If applicable, please list other sources of funding for the project:

## SIGNATURES

Thank you for your effort in completing the application form. Please sign the proposal below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit your completed application:**

Email: [edcmail@orangecountync.gov](mailto:edcmail@orangecountync.gov)

Mail or hand-deliver:  
Orange County Economic Development  
131 W. Margaret Lane, Suite 205  
Hillsborough, NC 27278