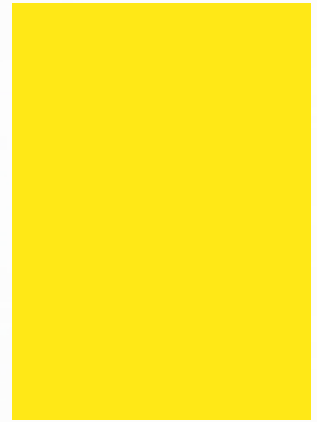# Small-Scale Farm Grant
Enhancing agricultural opportunities for small-scale farms

2024-25 Application

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

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

PROGRAM GUIDELINES

The Kentucky State University Center for the Sustainability of Farms and Families (KSU-CSFF) Small-Scale Farm Grant Program was established 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.

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.
- 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/producers
  - minority farmers/producers
  - SOAR/ARC counties
  - IWG Energy Community county residents

RESTRICTIONS

- This grant does not fund start-ups (farms established less than one year ago).
- Applications are considered incomplete without the Category Supplemental Form and/or without quotes/estimates for requested items. Quotes can be online shopping carts or screenshots of items, as long as the cost of the item is visible.
- Late applications received after a stated deadline will not be included until the next review session.
- Individuals can apply for up to $5,000 per application, with a lifetime limit of $10,000.
- Individual funding is limited to one individual per household/address or farm number/address.
- Association/Non-Profit funding is limited to a one-time $15,000 award. The proposed project must benefit multiple Kentucky farms and/or producers. Verifiable support letters from producers are required with the application.
- All approved recipients must comply with all health, food safety, and other federal, state, and local laws.
- Kentucky State University employees and their immediate family members are INELIGIBLE.

NON-ALLOWABLE REQUESTS

- NO motorized vehicles or equipment (e.g., trucks, tractors, walk-behinds).
- NO labor costs paid to the applicant nor their relatives.
- NO consumables, disposables, expendables (i.e., jars, lids, labels, product packaging, seed, feed, soil, compost, live plants, fertilizers, pesticides, drip tape, etc.).
- NO livestock purchases, including horses.
- NO partial funding of equipment greater than $10,000. Equipment requests from $5,000 to $9,999 require a verified match.
- NO slaughter fees, water testing or other product testing fees, consulting or technical assistance fees.

CATEGORY AREAS

1. VALUE-ADDED ENTERPRISE

- A value-added enterprise is the changing of raw agricultural products to a new product of increased market value (e.g., milk to cheese or lotions, grains to bread, etc.).
- Small-scale, limited-resource farmers expanding the marketability of their agricultural products by a value-added process will be considered for this category.
- Allowable items might include but are not limited to: cold storage, commercial kitchen equipment, appliances such as blenders, mixers, utensils, canners, ovens, etc.

2. CERTIFIED ORGANIC AGRICULTURE

- Verifiable documentation of Certified or Transitional or Exempt status is required with the application. Allowable items included production-related implements, equipment, or supplies such as Jang seeders, handheld tools, walk-behind implements, irrigation, etc.
- Applications will be considered from organic farms currently certified by a USDA-accredited agency such as the Kentucky Department of Agriculture Organic Program and from farms 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).
- Organic applicants must understand and comply with federal laws regulating organic products.
- "Organic" is a labeling term indicating that food or other agricultural products have been produced through methods approved by the USDA National Organic Program. These methods integrate cultural, biological, and mechanical practices that foster the cycling of resources, promote ecological balance, and conserve biodiversity.
- Synthetic fertilizers and pesticides are not allowed.
- If you have certification questions, please visit https://www.kyagr.com/marketing/organic-marketing.html

3. AGROFORESTRY/SPECIALTY CROPS

- Equipment and non-disposable supplies and materials related to the production, harvesting or 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.
- Excludes beef and dairy cattle.

4. FOOD SYSTEMS RESILIENCY

- Continues to promote the production, sale and consumption of healthy foods in all areas of Kentucky, particularly those that have high levels of food insecurity. If a farmer or producer accepts Electronic Benefit Transfer (EBT) SNAP payments, or if products are sold at a farmers market that processes EBT SNAP payments, they will be eligible to apply for a mini-grant to support improved crop and/or livestock production and value-added product development (including fruit and vegetable production, aquaculture, poultry or eggs, and small ruminant production; excludes meat cattle or dairy cattle).

5. EMERGING AGRICULTURAL TECHNOLOGIES (EAT)

- The Emerging Agricultural Technologies category will support farmers and producers in implementing emerging and appropriate technologies and/or practices that enhance farm efficiency, improve management practices and increase overall sustainability of the farm. The category is designed for experienced farmers and producers with existing infrastructure and ongoing operations. The two areas of focus for the category are Controlled Environmental Agriculture and Precision Agriculture. Each area of focus includes a variety of practices.

Controlled Environment Agriculture	Precision Agriculture
Hydroponics/Aeroponics	Sensors/Timers
Aquaculture/Aquaponics	Data Loggers
Fungiculture/Algaculture	Decision Support

- Farmers interested in pursuing funding under the EAT category should reach out to determine project feasibility early in the application process. This category is designed for experienced farmers who are looking to improve already efficient systems of production in an effort to maximize resource allocation in their operations.

FREQUENTLY ASKED QUESTIONS

CAN YOU EXPLAIN THE APPROVAL PROCESS?

The Grant Review Committee considers all applications received by the stated deadlines and votes to recommend or deny funding, or pend for further clarification. The KY Office of Agricultural Policy (KOAP) determines final approval. Applicants may be subject to a site visit to verify the capacity to accept and properly administer grant funding. We notify approved recipients via email. Recipients must complete a Contract and other legal documentation provided by KSU. Upon final authorization, disbursement of awarded grant funds is via Direct Deposit.

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 project description, and requires you to submit 4-month, 8-month, and Final reports outlining the impact of the project. Approved applicants are required to submit demographic information with reports. The Contract terms and conditions are specific to your project. **Failure to fulfill reporting requirements is a breach of contract.**

HOW LONG IS THE PROJECT TIMELINE?

Recipients have one (1) year to fulfill the project aspects while submitting the required 4-month, 8-month and Final reports. Projects should be sustainable for a minimum of three (3) years beyond the project timeline. Reporting may extend for up to three (3) years beyond the project timeline to determine the scope of sustainability.

WHY DO YOU NEED MY SOCIAL SECURITY NUMBER AND/OR TAXPAYER ID NUMBER?

Grant awards over $600 are considered income for tax purposes and must be reported as such to the IRS. Failure to submit the required information will disqualify you for grant funds.

WHAT KIND OF SUPPORT CAN I EXPECT FROM KENTUCKY STATE UNIVERSITY?

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

IF YOU HAVE READ AND UNDERSTOOD THE PROGRAM GUIDELINES, PLEASE PROCEED TO FILLING OUT THE APPLICATION.

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? _____

Applicant Type: (choose one): __Individual   __Association   __Non-Profit

Project Type: (choose one):

__ Value-Added   __ Organic Agriculture   __ Agroforestry/Specialty Crops

__ Food Systems Resiliency   __ Appropriate and Emerging Agricultural Technologies

Description of Project (attach additional sheets if needed):

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?
(https://eec.ky.gov/Natural-Resources/Conservation/Pages/Agriculture-Water-Quality-Act.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 responded 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   — LFPA

— Appalachian Proud   __ KDA Organic Program   __ KWIA   __ Grow Appalachia   __ KCARD

— *Other Programs:* _____

— *KYSU programs (please list):* _____

List the crops you are growing or the livestock that corresponds to the need for grant funding.

List the locations where you are currently selling produce and/or value-added products.

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

Please describe how the proposed project is part of the overall local food system.

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:

BUDGET WORKSHEET

List the items you plan to purchase with grant funding:
Quotes/estimates are required for each item on this budget.

Item *(Example: food processor)*	Cost *(Example: $750)*	Explanation *(Example: chop, grind, or puree product)*
TOTAL	$	

BUDGET WORKSHEET

List the related expenses that you will pay for:

Item *(Example: jars, lids, labels)*	Cost *(Example: $175)*	Explanation *(Example: product packaging)*
TOTAL	$	

Agroforestry/Specialty Crops
SUPPLEMENTAL CATEGORY FORM
A Supplemental Category Form is REQUIRED for your Small-Scale Farm Grant Application to be considered.

Do you produce or work with any of the following agricultural products? Check all that apply.

— Black Walnut   — Hickory   — Hazelnut   — Other Forest Nuts

— Elderberry   — Gooseberry   — Grapes   — Mulberry   — Persimmon

— Pawpaw   — Other Forest Fruits   — Blood Root   — Black Cohosh   — Ginseng

— Goldenseal   — Valerian Root   — Other Medicinal Herbs   — Shiitake Mushrooms

— Maitake Mushrooms   — Oyster Mushrooms   — Reishi Mushrooms

— Other Mushrooms   — Maple Syrup   — Beekeeping   — Goats   — Sheep

— Other: _____

Which production method are you currently utilizing or interested in utilizing? Check one.

— Wild Simulated (under tree cover)   — Forest Cultivated (under tree cover)

— Field Cultivated (under shade cloth)   — Open Field Cultivated (full exposure)

Do you have prior experience cultivating agroforestry products utilizing the selected production method?

__ Yes   __ No

If Yes, please explain: _____

_____

Do you have an identified market for your agroforestry products?

__ Yes   __ No

If Yes, please explain: _____

_____

Have you participated in any of the following trainings regarding Forestry, Agroforestry, Specialty Crop Sales, or Food Safety? Check all that apply.

— UK Market Ready   — UK Produce Best Practices Training   — UK Master Logger

— UK Woodland Owner Short Course   — Better Process Control School

— Other: _____

Have you worked with any of the following technical service providers? Check all that apply.

— Natural Resource Conservation Service (NRCS)   — Cooperative Extension

— Farm Service Agency   — Local Conservation District   — Kentucky Division of Forestry

— Other: _____

SUMMARY OF FUNDING

Amount of funds requested for this project (from page 9): $_____

Amount of related expenses (from page 10): $_____

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

Are your quotes/estimates included?

__ Yes __ No

Is your Category Supplemental included?

__ Yes __ No

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

Submitted by: _____ Date:_____
Signature of Applicant

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

With questions, please contact:
Joni Nelson at 502-597-6831 or joni.nelson@kysu.edu
Kevin Gurtowski at 606-359-0919 or Kevin.gurtowski@kysu.edu

Digital and scanned applications (.pdf format) will also be accepted via email
to Allison Noel at allison.noel@kysu.edu