



# 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

## Farmer Education Program

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



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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# 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](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.

## 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:
  - 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 TIMELINE?

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 Kentucky State.
- Final authorization and Kentucky State 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: \_\_\_\_\_

*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? \_\_\_\_\_

Is your gross farm income more than \$1,000 and less than \$250,000 per 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 (two years or less)?    ☐ Yes    ☐ 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

What other groups are you a member of or affiliated with? (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

Amount Requested: \_\_\_\_\_ Maximum \$500 per request

### \*MEALS AND FUEL EXCLUDED

Item (Example: workshop/training 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 understood the Program Guidelines for 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)**