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2023-2024 Application for Family Farms

STOP: If your family farm received a grant for the 2022-2023 year.

We never have enough money to fund all the deserving farms with good ideas. We are asking that you skip a year between grant submissions to help other farms take advantage of this opportunity. Please submit your next application to the 2024-2025 submission cycle.

If you received an earlier grant (prior to 2023) or have not received any grants please continue.

Describe your project goal in one sentence? *

Example: The goal of this project is to renovate a barn into a sorting and packing facility.

Or, the goal is to transition 3 acres of tobacco into strawberry fields.

Please keep to one brief sentence. The questions below will provide an opportunity to describe your project in detail.

Name Question *

First Name

Last Name

Please use your full legal name. No nicknames or shortened names.

Farm name? (Please remember, only application per farm.) *

Limit: 50 words

If you do not use a farm name type your personal name.

County in which the farm is located? *

If your farm is located in more than one county just pick one county.

Street Address or PO Box *

Please provide an address where you check your mail regularly.

City *

State and Zipcode *

Phone *

Email address for the applicant *

Please provide an email for the contact person. In case we have questions.

Are you related to a current NC Extension Agent? If yes, what is the relationship? *

Employees and their spouses of NC Cooperative Extension are not eligible to apply.

How long have you been working with NC Cooperative Extension? *

- Never
- Only in connection to this application
- Regular contact

Name of Extension Agent Working on the Application/Project with You? *

Limit: 25 words

This is an Extension grant program and you are required to work with an Agent. The Agent does not have to be in your county, but they have to be an active NC Extension Agent. If you are not currently working with an Agent, please contact your local Extension office and talk with the County Extension Director about your grant idea.

When is the last time your Agent toured your farm operation?

- In the last year
- In the last two years
- More than three years ago
- Never

Briefly describe your participation in grower associations, commodity meetings or Cooperative Extension workshops. *

Limit: 200 words

Use bullets or short statements. For example: I have been a member of the Livestock Association for 5 years and attend monthly meetings.

I attended an Extension workshop last year to learn about agritourism.

Have you submitted previous applications to NC AgVentures and NEVER received an award? *

- No previous applications were submitted
- One application was submitted and denied
- Two or more applications were submitted and denied

Remember to **SAVE DRAFT**

SAVE DRAFT if you want to stop working and continue later.

If you click submit, the application will be locked. (Contact the Program Coordinator to unlock. (jackie_miller@ncsu.edu (mailto:jackie_miller@ncsu.edu)))

Get Your Reference Letters Early!

Letters need to be digitized so that you can upload them when you submit the application. Reference letters that are emailed to you as an attachment can be saved and uploaded when you submit your application. (2 letters) Below are some suggestions for writing a reference letter.

A reference letter guidelines:

It takes time for people to write their letters, so ask early!

We suggest that you share the following template to as a guide.

A reference letter should identify the person you are recommending, and include information on who you are, your connection with the person you are recommending, why they are qualified, and the specific skills they have.

Whenever possible, it's helpful to provide specific anecdotes and examples that illustrate your support.

*Save your photos as a **jpeg medium size**. They must be under 400mgs.*

File uploads may not work with mobile devices.

Section II (In this section we are looking for information about you and your current farm operation.)

Fill in your answers to best of your ability but remember this is a first draft

Meet with your Cooperative Extension agent to discuss the application proposal

Edit and fine-tune your answers

How many acres are you farming? *

Please count acres that are owned and/or rented. The answer should be in a number format, no words, commas, or symbols.

Tell us a little about yourself and your experience on and off the farm. *

Limit: 200 words

Describe your experience on-farm and off-farm. What skills do you have that will be useful to the successful completion of your project? How long have you been farming? If you are adding a new project please identify the resources that will help you gain the necessary skills to be successful.

Tell us a little about the history of the farm *

Limit: 300 words

Provide a brief description of the current farm operation and the products that provide income. *

Limit: 300 words

For example: We grow tomatoes, and raise hogs. Or, we are a dairy farm. We sell bottled milk and ice cream.

We will ask for a PROJECT DESCRIPTION in section 3 below.

What is your three year vision for the future of the farm? *

Limit: 200 words

After your project has been implemented, what is your vision for years 2 and 3? Will you build on this project or develop new markets? Please describe how your project will help sustain or grow your farm operation.

Please check all that apply *

- Have a NC Dept. of Revenue Tax Exemption number
- Have a Farm Service Agency number
- Filed a Schedule F or equivalent Schedule C to the IRS
- Generate more 1/2 of individual income from crops or farm products
- Present use value (PUV) property tax qualification

You are still eligible to apply if you do not meet all of the above criteria.

What best describes you? (Please check one) *

- I am a current or past North Carolina tobacco grower
- I am a current or past North Carolina tobacco quota holder
- I am a current or past North Carolina tobacco worker
- I am a close family descendent of a North Carolina tobacco grower?

Applicants who are current or past tobacco growers will get a higher priority. This does not affect your eligibility to apply.

How many seasonal workers are employed on the farm? *

Limit: 6 characters

Include family members. The answer should be in a number format.

How many year-round workers are employed on the farm? *

Limit: 6 characters

They can be full time or part time. Include family members. The answer should be in a number format.

Do you have a Facebook page or website for your farm operation? If yes, please include the name or web address. *

If you do not have a URL, type in www.ncagventures.org

What insurance do you currently have? Check all that apply. *

- Coverage for home, garage and contents
- Farm/ranch and personal property
- Coverage for farm/ranch structures and equipment
- General liability
- Crop insurance
- Other

If you selected "other" under insurance please describe the type of your insurance coverage.

Will you have insurance to cover the new grant project as you are working on it? *

- YES
- NO

A general liability policy will cover most activities. However, if you are introducing a new project that will invite the public onto your farm please check with your Insurance Agent to see if you will need to add additional coverage.

Documentation of such insurance coverage of the Grantee must be provided upon request to NC State and or the Commission.

Remember to **SAVE DRAFT**

Section III (Project Proposal)

Please provide a description of the project and how the project will fit into your current farm operation. *

Limit: 200 words

The description should be a brief overview the project. There are additional questions below where we ask for more specific details. You can always return to this question and add more later if needed.

Where did you get the idea for the grant project proposal? *

- The project idea was a recommendation from your Agent or from an Extension education program
- The project idea came from another farmer in your community?
- The project idea came from a friend or YouTube video?

How long have you been planning the project? *

- New idea this year.
- A project idea that I have been researching for more than a year.

A. IF YOU ARE ADDING A NEW CROP OR PRODUCT PLEASE ANSWER THE FOLLOWING QUESTIONS

Type NA in the answer boxes if the project does not apply to your project proposal.

A1. What is the YEARLY breakeven cost for the new crop/product? (Consumable supplies + labor + transportation + energy = Breakeven cost) *

Consumable supplies would include anything that must be replaced each year like plant starts, fertilizer, livestock feed, and packaging materials.

Type NA in the answer boxes if the project does not apply to your project plan.

A2. What volume of NEW crop/product do you anticipate in the first year? (If you do not expect to produce a product in the first year then tell us about year two.) *

Type NA in the answer boxes if the project does not apply to your project plan.

A3. What is the current YEARLY value of the new crop/product in your area? *

Please provide your best estimate for the current year.

B. IF YOU PLAN IS TO EXPAND A CURRENT CROP OR PRODUCT PLEASE ANSWER THE FOLLOWING QUESTIONS

Type NA in the answer boxes if the project does not apply to your project plan.

B1. I plan to expand my current product from _____ to _____ *

Limit: 100 words

Example: I plan to expand my strawberry fields from 1 to 3 acres.

Type NA in the answer boxes if the project does not apply to your project plan.

B2. What is the current YEARLY value of the crop or product you plan to expand?

*

Limit: 8 characters

Number only. Example: If you raised 3000 pounds of strawberries and you sold them for \$3.99 per pound then your yearly value would be (3000 x 3.99 = 11,970) Type 11970 in the box.

Every year is different we just want your best estimate for a good year.

Type NA in the answer boxes if the project does not apply to your project plan.

C. IF YOU ARE PLANNING A PROJECT THAT WILL MAKE THE FARM OPERATION MORE EFFICIENT OR SAFER PLEASE ANSWER THE FOLLOWING QUESTIONS

Type NA in the answer boxes if the project does not apply to your project plan.

C1. List the operation expenses that will be reduced or eliminated? (Please include your anticipated YEARLY savings for each item.) *

Limit: 200 words

Examples:

The bagging equipment will reduce labor from 3 workers to 2. I estimate that I will **save about \$500 a year.**

The new tank will allow us to purchase feed in bulk and will **save about \$700 per year.**

Type NA in the answer boxes if the project does not apply to your project plan.

Notes from the Extension Agent to the Farmer

Limit: 250 words

This text box is for communication between the Agent and the farmer. The comments will NOT be visible to the review committee.

What is the cost to complete the TOTAL project? *

List your best estimate in round figures.
No text or commas, just the number (00000)

How much grant money are your requesting? *

The maximum award is \$8000 but we appreciate grant proposals that ask for less and leave some money for other farms.
Type the number with no symbols or comma's.

What resources will you use to pay for the 15% cost share, or all remaining expenses? Check all that apply. *

- Credit
- Savings
- Another grant
- Bank loan
- Other

At least 15% of the total project cost must be provided by the applicant. Cash, not in-kind.

If you are not awarded the total grant funds requested, how would you modify your project? *

Limit: 200 words

If you cannot implement the project without the entire grant request, write that information in your response.

Notes from the Extension Agent to the Farmer

Limit: 250 words

This text box is for communication between the Agent and the farmer. The comments will NOT be visible to the review committee.

Has the farm received any previous grants? If yes, please describe the purpose of the grant, what was accomplished, and what year the grant was awarded and the grant amount? *

Limit: 150 words

This does not affect you eligibility to apply. But farms that have NOT received a previous grant will get a higher priority.

Notes from the Extension Agent to the Farmer

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Whenever possible, it's helpful to provide specific anecdotes and examples that illustrate your support.

*When uploading files, each **file must be under 400mb**, and the total size of files on a submission form cannot exceed 800mb. Save your photos as a **jpeg medium** size and you should be fine.*

File uploads may not work with mobile devices.

Section IV (Project Viability)

Why do you believe this project can be successful?

If you are having technical issues contact support@submittable.com (<mailto:support@submittable.com>)

What research have you done to determine if this project will work? *

Limit: 150 words

How did you come up with this idea? Have you seen anything similar and where? Have you talked with experts for technical information.

Does the project plan include Extension Best Management Practices? Provide examples of steps you are taking to protect soil, water, crops and food from contamination. *

Limit: 150 words

Provide examples of steps you are taking to protect soil, water, crops and food from contamination.

Notes from the Extension Agent to the Farmer

Limit: 250 words

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Describe your marketing plan. *

Limit: 200 words

Will you be selling directly to the public or will you be using indirect markets such a food co-op, hub, retail food store, restaurants or other?

Describe how you will promote or advertise the product or services.

How is your product or service different from other farming operations in the area?

Notes from the Extension Agent to the Farmer

Limit: 250 words

This text box is for communication between the Agent and the farmer. The comments will NOT be visible to the review committee.

BUDGET (Save files as jpeg medium quality no larger than 400mg.) *



	A	B	C
1	BUDGET	ITEM OR SERVICE	COST
2	1		
3	2		
4	3		
5	4		

	A	B	C
6	5		
7	6		
8	7		

Please list all large expenses, equipment, subcontractors, rental fees, construction materials needed to complete the entire project. Your personal labor should NOT be included.

Notes from the Extension Agent to the Farmer

Limit: 250 wor

This text box is for communication between the Agent and the farmer. The comments will NOT be visible to the review committee.

Quotes for large ticket expenses (Save files as jpeg medium quality no larger than 400mg.) *

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .pdf, .doc, .docx, .txt, .csv, .jpg, .jpeg, .gif, .tif, .tiff

You are required to upload at least one quote, but you can submit up to 10 quotes.

Save files as jpeg medium quality no larger than 400mg.

Reference letters (Provide two (digitized) letters and upload through this link.)

They must be uploaded before you submit the final application. *

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .pdf, .doc, .docx, .txt, .jpg, .jpeg, .gif, .tif, .tiff, .png

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Farm Photos *

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg, .gif, .tif, .tiff, .png, .mp3, .mp4

Please share a few photos of your farm, family, animals etc. You must submit at least one photo.

File uploads may not work with mobile devices.

Save files as jpeg medium quality no larger than 400mg.

Save Copy of the Application for Your Records

Login into the portal and click on Submissions.

Click on the submission you want to *download*.

Look in the upper right hand corner, there should be an option to *DOWNLOAD*.

Troubleshooting

If the application is locked (*you cannot type or edit the application*) contact the program coordinator.
(jackie_miller@ncsu.edu (mailto:jackie_miller@ncsu.edu))

For all other technical issues contact support@submittable.com (<mailto:support@submittable.com>)

Save Draft

Submit Form