

Missouri Value-Added *“Farm to Table”* Grant Program

Applications are now being accepted and must be received no later than 5:00 p.m.

October 28, 2016

OBJECTIVE: Missouri Agricultural and Small Business Development Authority’s (MASBDA’s) objective for this program is to provide grants for the creation and development of rural agricultural businesses that add value to Missouri agricultural products and aid the economies of rural communities.

MASBDA will consider grant applications from Missouri businesses to access resources for accessing and processing locally grown agricultural products for use in institutions within the state.

An agricultural product is defined as: “An agricultural, horticultural, viticultural, or vegetable product, growing of grapes that will be processed into wine, bees, honey, fish or other aquacultural product, planting seed, livestock, a livestock product, a forestry product, poultry or a poultry product, either in its natural or processed state, that has been produced, processed, or otherwise had value added to it in this state.”

MASBDA
1616 Missouri Boulevard
P.O. Box 630
Jefferson City, MO 65102
573/751-2129
Fax 573/522-2416
e-mail: masbda@mda.mo.gov

Missouri Agricultural and Small Business Development Authority
Missouri Value-Added
***“Farm to Table”* Grant Program**

Guidelines and Application Format

RESTRICTIONS:

The program does not provide funds for:

- a) paying off existing debt,
- b) substituting existing efforts or research already under way,
- c) salaries or wages of grant applicant or employees of applicant’s business,
- d) agricultural product production costs,
- e) operating expenses,
- f) motor vehicles,
- g) application fee or grant writing expenses (may be included as an in-kind match), or
- h) travel or mileage expenses.

ELIGIBILITY REQUIREMENTS:

1. Eligible applicants must be a “Small Business” purchasing or processing “locally grown agricultural products” from a “small farmer” and whose primary market is institutions in this state. The following terms shall mean:

“Agricultural product,” an agricultural, horticultural, viticultural, or vegetable product, growing of grapes that will be processed into wine, bees, honey, fish or other aquacultural product, planting seed, livestock, a livestock product, a forestry product, poultry or a poultry product, either in its natural or processed state, that has been produced, processed, or otherwise had value added to it in this state.

“Institutions,” facilities including, but not limited to, schools, correctional facilities, hospitals, nursing homes, long-term care facilities, and military bases.

“Locally grown agricultural products,” food or fiber produced or processed by a small agribusiness or small farm.

“School,” includes any public, non-public, or residential child care in this state that operates the United States Department of Agriculture (USDA) Food Distribution Program or any of the USDA Child Nutrition Programs.

“Small agribusiness,” a qualified agribusiness as defined in section 348.400 RSMo, and located in Missouri with gross annual sales of less than five million dollars.

“Small farm,” a family-owned farm or family farm corporation as defined in Section 350.010, and located in Missouri with less than two hundred fifty thousand dollars in gross sales per year.

2. Eligible applicants must use grant funds to access resources for the purpose of accessing (purchasing) and processing of locally grown agricultural products for use in institutions within the state.

Resources may include, but are not limited to:

- Coolers,
- Freezers,
- Washing equipment,
- Bagging equipment,
- Packing equipment,
- Sorting equipment,
- Professional services for Good Agricultural Practices/Good Handling Practices (GAP/GHP) and Hazard Analysis and Critical Control Analysis (HACCP) plan development,

A written bid for the resource (equipment, materials, installation, professional services, etc) to be funded must be submitted as part of this application. The bid must clearly state the expiration date of the bid.

Grant recipients will be required to submit copies of receipts, proof of purchase or signed professional contract within 60 days of receipt of grant funds. Grant funds may be paid directly to the supplier of equipment and services upon receipt of approved invoice.

ALL CHANGES TO CONTRACTS AND/OR BUDGETS AS PRESENTED IN THE GRANT APPLICATION MUST RECEIVE PRIOR APPROVAL FROM MASBDA.

3. Eligibility will not be determined or otherwise affected by any consideration of race, religion, sex, creed, color or residence, other than that the individual applicant must be a legal Missouri resident or business located in Missouri.
4. If awarded a grant, the applicant must be able to provide proof of citizenship, identity, residence, and proof of enrollment in E-verify, the federal work authorization program.
5. The grant recipient shall be required to submit an annual certification of continued sales of locally grown products to institutions in this state.
6. Failure to market to institutions in this state may result in the recapture of the grant funds over a three year prorated basis.
7. The Authority reserves the right of inspection of the funded resources for up to three years after purchase.

EVALUATION AND FUNDING CRITERIA:

Proposals will be selected on a competitive basis. Each proposal will be evaluated and rated within a framework of 100 maximum points using the following criteria:

AGRICULTURE ECONOMIC DEVELOPMENT POTENTIAL (45 points possible)

The grant program's objective is to create a positive economic impact in rural communities through the creation, development, and operation of businesses involved in adding value to agricultural products. Preference will be given to proposals that provide greater benefits to Missouri's agricultural producers or foster greater use of Missouri agricultural products. This category will be evaluated in terms of: 1) economic development potential for a Missouri rural community and direct economic impact to Missouri's agricultural producers; 2) developing or expanding markets for a Missouri agricultural product; 3) potential for creating new jobs; and 4) capital investment. **Preference will be given to projects demonstrating a potential for the near-term development or expansion of a value-added agricultural business concept.**

CREDIBILITY AND MERIT (25 points possible)

The qualifications of the project's principals are critical to the success of each application, as is the scientific and technical merit of any proposed project. MASBDA will judge each proposal for its perceived feasibility, both technical and commercial. The relative ability and technical qualifications of the project principals is a *key consideration*. An application with substantial market and near-term commercial potential, product/process development that is innovative and has commercial feasibility will be favored more than one with little perceived economic impact.

Applications and anticipated project results should demonstrate a reasonable and feasible work plan and time frame for completion. The potential for timely application of results, near-term commercial application and/or widespread use of the project results will be major considerations.

MATCHING FUNDS (10 points possible)

A minimum 10% CASH match is required toward the cost of funded items and must be documented by proof of payment before the final grant funds can be disbursed. Cash match amount must be shown on Attachment C – Project Budget. Applicants will be awarded points for any matching funds. Both cash and in-kind matches will be considered; more value will be placed on cash matches than on in-kind, above the 10% required cash match.

Cash Match: “Cash that is contributed by the grant recipient specifically toward the cost of the project as detailed in Attachment B of the application.” The Confirmation of Cash Contribution statement included on Attachment B must be completed.

In-Kind Match: “Non-cash contributions such as services, property, equipment, etc. toward the cost of the entire project.”

Projects will be evaluated on the the level of funding commitment from the applicant and other private or public sources. In-kind matches may be in the form of in-kind services such as land, labor, equipment, and facilities. The MASBDA application fee and any grant writing expenses qualify as "Indirect Cost" and may be shown as an in-kind match expenditure. The MASBDA administration fee qualifies as an internal cash match expenditure only if it is paid by the applicant.

Applications with matching funds from other sources must show the source's approval before MASBDA will release grant funds. Grants may be contingent upon proof that matching funds have been allocated to the proposal.

MERIT (20 points possible)

Each authority commissioner may award up to 20 additional points per proposal. These points are based largely on individual judgment of a proposal's likely success.

A project must score at least an average of 60 points to be considered for a grant.

FUNDING LEVEL

The maximum cumulative grant to any small business is \$200,000. Requests for funds must be justified with respect to the scope of the project.

TIMELINE

Applicants will be notified by telephone approximately Thursday, December 1, 2016 if their application scored high enough (at least an average of 60 points on the 100 point evaluation criteria) for an interview before the Missouri Agricultural and Small Business Development Authority board. These interviews are tentatively scheduled for Wednesday, December 14, 2016 at Tan-Tar-A Resort, Lake of the Ozarks. Funding decisions will be made that day. This timeline is tentative and may be adjusted.

FEES

1. A nonrefundable application fee will be due with each application. The fee will be \$150 for grant application requests totaling \$25,000 or less and \$300 for requests totaling over \$25,000 as shown on Attachment C, Project Budget Total.
2. For funded grants, a MASBDA ten (10) percent grant administration fee is due as shown on Attachment C, Project Budget. The fee is due when the Grant Agreement is signed. The MASBDA grant administration fee may be included as part of the applicant's grant request, or if paid directly by the applicant, may be shown as part of the applicant's internal cash match.

APPLICATION REQUIREMENTS

The application provides evaluators with a written document describing an activity that has a sound approach and merits financial support. Proposed projects must adhere to the objectives identified in these guidelines. Each application is limited to one project.

Applications must be no more than fifteen (15) pages long (including cover letter, ONE PAGE FREE STANDING EXECUTIVE SUMMARY, all attachments, resumes, bids, letters of reference and conform to the application format as described. Dated bids for the resource (equipment, materials, installation, professional services, etc) to be funded must be submitted as part of this application, but will not be counted against the 15 page limit.

Margin Requirement: Not less than one inch margins.

Font Requirement: Not less than a 12 pitch font.

NO STAPLES or binders: All applications must be bound by paper clip or binder clip.

Proposals exceeding fifteen pages will be rejected. Promotional materials, product samples, and unrelated materials are discouraged. No exceptions will be granted. Incomplete applications will not be considered.

PLEASE NOTE: Faxed or e-mailed applications will be accepted. However, the original and ten (10) accompanying copies and application fee **MUST** be received by overnight delivery no later than the next business day. Fax number: (573)522-2416
E-mail address: masbda@mda.mo.gov

Hard copy applications arriving late will **NOT** be considered.

Applications will be judged principally on how they conform to the grant intent, objectives, criteria and the proposal's cost effectiveness. As part of the evaluation, a meeting with applicants and/or a visit to the applicant's operation may be necessary.

APPLICATION FORMAT

NOTE: A grant proposal must be submitted in the following format – not to exceed 15 pages – including cover letter, executive summary, resumes, letters of intent, all attachments, and endorsements. (RFP's and bid responses are not included in the 15 page limit.)

I. COVER PAGE - APPLICANT INFORMATION:

Business or Producer Name:

Contact person:

Mailing Address:

City, State, Zip:

County:

Phone:

Cell Phone:

Fax:

Email:

Total Cost of Project: \$

Grant Application Amount: \$

Project Co-Sponsor(s) (if any):

Project Start-Up Date:

Project Completion Date:

II. ONE PAGE FREE STANDING EXECUTIVE SUMMARY

Provide a summary, not to exceed one page, of the project as it relates to:

- identification of the need for the grant,
- identification of the opportunity the grant will provide,
- the agricultural product and process to be used,
- description of institution(s) to be served, to include
 - *location,
 - *number of people/students, and age or grade (if students) (pre-K, elementary, middle, high school, university)
 - *listing of locally grown products that will be marketed

- *the form in which the locally grown products will be provided (fresh, frozen, form of processing, etc.)
- *timing of marketing (year-round, summer school months, February –October, etc.)
- the project objectives,
- a brief description of the work plan,
- specific use of grant funds,
- the end product that will result if the proposed project is funded, and
- the expected economic impact and the intended location of the impact after proposed project is completed.

Suggestion: This executive summary should be written after completing Sections III. – IX. below.

III. DESCRIPTION OF SMALL BUSINESS

Clearly describe the small business, the current market, potential institutional market (both location and volume).

IV. STATEMENT OF OBJECTIVES

Provide a clear, concise description of the project objectives. Describe specifically what is to be accomplished and identify the geographic area impacted by funding this project.

A description of the project’s agriculture economic development potential should be included. The economic development potential for a Missouri rural community and direct economic impact to Missouri’s agricultural producers through the development, processing or marketing of new or expanded uses of an agricultural product must be described. Consistency with the program evaluation and funding criteria listed in these guidelines is critical.

V. EXPECTED RESULTS AND APPLICABILITY TO DEVELOPMENT

This section should clearly describe:

- specific qualifications of the project’s principals ,
- description of institution(s) to be served, to include
 - *location,
 - *number of people/students and age or grade (if students) (pre-K, elementary, middle, high school, university)
 - *listing of locally grown products that will be marketed
 - *the form in which the locally grown products will be provided (fresh, frozen, form of processing, etc.)
 - *timing of marketing (year-round, summer school months, February –October, etc.)
- potential for direct near-term commercial application of project’s results,
- the anticipated results or outcome of the proposed project,
- what impact the project will have on Missouri’s agricultural producers,
- what impact the project will have to a rural community’s economy,
- job creation potential, and
- capital investment.

NOTE: The program places an emphasis on aiding businesses that will result in timely application of results and in direct commercial application. It is essential that economic benefits to a rural community and agricultural producers be identified and quantified as much as possible.

VI. PLAN OF WORK

This section should provide a detailed plan of work, including:

- description of key personnel,
- list of producers who are project team members, consultants, subcontractors and other professional assistants and their qualifications, and level of involvement in the project
- resumes, no longer than two pages per person.
- outline of how the proposed project is to be carried out, tasks to be performed and person(s) responsible,
- timetable for each project task, completion dates, including implementation time, completion and deadline for final report,
- location of project tasks,
- critical risks or concerns that must be addressed in order to make a successful project.

The MASBDA Board reserves the right to eliminate, discontinue, or reduce funding if the project falls behind the approved deadlines.

VII. FACILITIES AND EQUIPMENT

Describe the facilities, materials, and equipment required to carry out the proposed project (should also be shown on Attachment C, Project Budget).

VIII. CO-SPONSORS (if any)

List any project co-sponsors (including name of organization, address, telephone, key contact and nature of participation) and attach a letter of intent to participate from each co-sponsor outlining the extent of their participation in the project.

IX. REFERENCES

Attach a minimum of one letter from a professional reference (such as a lender, supplier, or customer) who is familiar with the applicant's business and business plan.

X. LETTER OF COMMITMENT or PURCHASE CONTRACT

Attach a minimum of one letter of commitment or purchase contract from a (an) institution(s) dated within 6 months of the application deadline.

XI. ATTACHMENTS

Actual attachment forms are included in this packet following the guidelines. Attachments should be included at the end of the proposal in the following order:

ATTACHMENT A - CERTIFICATION OF INFORMATION

ATTACHMENT B - STATEMENT OF POTENTIAL FUNDING SOURCES

Show amount and source for funding previously received and proposed funding sources (matching funds). Attach a written letter of intent of matching funds allocated to this project from any source shown as a proposed funding source. A breakout of matching expenditures will be reflected on Attachment C, Project Budget.

ATTACHMENT C - PROJECT BUDGET

NOTE: A written, dated bid(s) for the resource to be funded with grant funds must be included in the grant proposal. The bid(s) must include a detailed budget breakdown (equipment, materials, installation, etc.)

The bid for professional services (HACCP, GAP/GHP plans) must provide a detailed budget for each phase of the plan of work. Budget categories not included under a bid for professional services must be documented by a detailed plan of work.

Note: The Missouri Agricultural and Small Business Development Authority reserves the right to contact all subcontractors directly for bid verification.

**ATTACHMENT D – CERTIFICATION OF COUNTY HEALTH ORDINANCES
- Required for all applications - regardless of project**

APPLICATION EVALUATION AND GRANT AWARD PROCESS

The authority will review, evaluate and award grants on a timetable to be set by the authority. *No partial applications will be considered.* All applications will be screened for completeness and eligibility upon receipt by MASBDA staff.

The authority will consider each application individually. Each application will compete for limited funds. All proposals must include sufficient information to allow the funding criteria to be evaluated.

The authority reserves the right to decrease the amount of requested funding based on its findings and on its level of available funds. Should the process produce a funding level less than the amount requested in the application, MASBDA staff will confer with the applicant to determine whether the amount recommended would alter the project's feasibility.

Each applicant will be notified of the authority's decision. **The decision is binding and not subject to review or appeal.**

MASBDA reserves the right to audit the applicant's books and records relating to project performance during and up to three years following the project's completion. MASBDA also may recover grant funds not used per the contract or if a misrepresentation should occur. The grant recipient is required to submit an annual certification of continued sales of local grown products to institutions in this state for up to three years following the grant award.

Failure to market to institutions in this state may result in the recapture of the grant funds over a three year prorated basis.

REPORTING REQUIREMENTS

Grant recipients will be required to enter into a contract with the authority. The contract will establish an approved project plan of work and budget, and will list responsibilities of project personnel. Once the applicant and MASBDA staff agrees to a contract, it will be considered for final approval by MASBDA's executive director. MASBDA program staff will monitor and evaluate each funded project.

Interim Report

Interim reporting requirements will be based on the duration, nature, cost of the project and approved work plan. Interim reports will include detailed coverage of project activities and expenditures, and include goals for work to be completed prior to the next scheduled report. MASBDA reserves the right to modify the reporting requirements during the course of the project.

Final Report

At a minimum, an original and two (2) copies of a comprehensive final report will be required within 60 days following project completion. The final report shall include program and fiscal summaries. The program summary shall include the following:

- a. A brief description of the original intent of the project, including what was purchased with grant funds
- b. The perceived economic impact to Missouri's agricultural producers
- c. The perceived economic impact on the Missouri rural community
- d. A summary of how the project achieved one or more of the following:
 1. Job creation
 2. New capital investment
 3. Market development of new or expanded uses of Missouri's agricultural products or
 4. Number of institutions and meals/persons served
 5. Listing of type and quantity of locally grown products marketed into institutions as a result of this funding
- e. An evaluation of project results and benefits, including how they met original expectations
- f. Future projections that may result from receiving grant funds and
- g. Other appropriate information related to the project

Failure to submit required reports in a timely manner will result in delay of invoice reimbursement and possible grant termination.

In addition to the final project report, MASBDA reserves the right to conduct a follow-up survey of funded projects to determine long-term economic impacts.

LIABILITY

MASBDA will not be held liable for any costs incurred by any firm for work performed in the preparation and production of a proposal or for any work performed prior to the formal execution of a contract.

OTHER CONSIDERATIONS

MASBDA reserves the right to:

- Reject any or all applications received
- Waive or modify minor irregularities in applications received after prior notification and applicant's agreement
- Clarify the scope of this program, within the application requirements and with appropriate notice to all applicants, to better serve the interests of the State of Missouri
- Amend the program specifications after their release, with appropriate written notice to all potential applicants
- Require a good faith effort on the part of the project sponsor to work with MASBDA subsequent to project completion to develop or implement the project results in Missouri
- Withhold any payments if contract conditions are not met.

All proposals submitted in response to a call for applications will become the property of MASBDA.

CHECKLIST:

- Is all contact information on the Cover Page complete, current, and correct? This is what will be used to contact you if we have questions on your application.**
- Have you included a one page, FREE STANDING Executive Summary?**
- Have you signed Attachment A, the Certification of Information?**
- Does Attachment B, Statement of Potential Funding Sources, include the amount of cash contributed by the applicant toward the cost of the project? Is the Confirmation statement completed and signed?**
- Is Attachment C, Project Budget Summary, fully completed? If you have ANY questions regarding your project budget, please call MASBDA prior to submitting your application.**
- Is Attachment D, Certification of County Health Ordinances, completed, signed and notarized?**
- Have you included ONE original and TEN copies of your application?**
- Have you included the correct application fee? Please see page 5.**

For more information contact:

Missouri Agricultural and Small Business Development Authority (MASBDA)
PO Box 630
Jefferson City, MO 65102
573-751-2129
Fax: 573-522-2416
e-mail: masbda@mda.mo.gov

ATTACHMENT A
Certification of Information and Business Relationships

Pursuant to the “Guidelines and Application Format” document for the “Missouri Value-Added *Farm to Table* Grant Program” administered by the Missouri Agricultural and Small Business Development Authority (MASBDA), the applicant(s) (signing below) hereby certifies, subject to penalties of perjury, the following:

I certify that I am not: (i) a commissioner or employee of the Missouri Agricultural and Small Business Development Authority with a substantial interest of ten percent or more in the project described in the grant application, (ii) a member of the Missouri General Assembly with a substantial interest in the project described in the grant application, (iii) a state-wide elected official with a substantial interest in the project described in the grant application, (iv) a director of a state department with a substantial interest in the project described in the grant application, (v) a parent, child, spouse or sibling of any of the above either of who has a substantial interest in the project described in the grant application, whether singularly or collectively of 10 percent or more.

In addition by affixing my/our signature(s) to this application, I/we certify having read and understand the guidelines governing award of these grants and agree to all conditions set forth therein and attest that all information contained in this application package is true to the best of the applicant’s knowledge, information and belief.

If awarded, grant payments by MASBDA for expenditures approved in the work plan may be made on a reimbursement basis to the grant recipient (after proof of payment is received by MASBDA) or directly to the vendor contracted by the grant recipient upon receipt of an invoice approved by the grant recipient. Any vendor invoice paid by MASBDA are for the benefit of the grant recipient for its obligations owed related to the approved work plan, and in no way constitutes a partnership, creditor, or other business relationship between MASBDA and vendors contracted by the grant recipient.

Should a grant be awarded, basic project information (such as grant amount, proposed location, work products funded, etc.) may be used in announcements, press releases and other public information.

The Missouri Agricultural and Small Business Development Authority reserves the right to modify or terminate any subsequent agreements with applicant if, at a future date, the authority becomes aware of misrepresentation(s) contained in this application.

Applicant Name and Signature: _____

Applicant Name and Signature _____

Date: _____

Send completed application (one Original and 10 copies) and application fee to:
Missouri Agricultural and Small Business Development Authority (MASBDA)
1616 Missouri Boulevard
PO Box 630
Jefferson City, MO 65102

**ATTACHMENT B
Statement of Potential Funding Sources**

Previous funds received, or funding applications pending, for this project. List additional sources on another sheet of paper if necessary.

Source: _____
 Address: _____
 Amount: _____
 Time Period Funded: _____

Source: _____
 Address: _____
 Amount: _____
 Time Period Funded: _____

PROPOSED FUNDING FOR THIS PROJECT (other than the Missouri Agricultural and Small Business Development Authority):

Source	Funding Request	Anticipated Date of Funding
Contributed Cash Match – verified by statement below		
Commercial Lender		
Venture Funding		
Foundation		
State Program (specify) 1. 2.		
Federal Program (specify) 1. 2.		
Other Sources (specify) 1. 2.		
Total Proposed Funding		

Confirmation of Cash Contribution toward Cost of Grant Funded Project:

I, _____, authorized representative of _____ (grant applicant) confirm that _____ (grant applicant) will contribute \$_____ (must match project budget and be a minimum of 10% of the grant subtotal shown on Attachment C) toward the cost of the grant-funded project. Appropriate copies of invoices and cancelled checks will be provided to MASBDA. Final disbursement of grant funds cannot be made until the 10% cash match obligation is satisfied.

Signature _____ Date _____

ATTACHMENT C

Project Budget Summary

****THIS BUDGET FORMAT MUST BE USED IN GRANT APPLICATION****

Expenditure	A. MASBDA Request	B. Contributed Cash Match***	C. State Funds***	D. Federal Funds***	E. In-Kind Match ***	Total A-E Total Cost
Facility (List individually)						
Equipment (List individually)						
*Materials/Supplies (List individually)						
Equipment Lease/Rental Costs (List individually)						
Professional Services Fees- (List individually):						
Indirect Costs (Be specific - MASBDA does not fund indirect costs but they may be included as In-Kind match)						
Subtotal						
Grant Administration Fee (10% of MASBDA Request <u>Subtotal</u>) <i>See page 5 of grant guidelines.</i>						
Total (subtotal +grant administration fee)						

* Use an additional sheet if required.

** The authority does not fund application fees or any grant writing expenses, but they may be included as In-kind match.

*** Only cash costs that are directly related to this phase of the project should be included. Documentation is required prior to grant reimbursement.

