



CPA Info #137

January 2007

**Tennessee Agricultural Enhancement Program  
Tennessee Agricultural Growth Initiative  
Farmers Markets Capital Development  
FY2006-2007**

The following 5 pages are the guidelines and application form for the Tennessee Department of Agriculture, "Farmers Market Capital Development Grant Program" for February 2007.

# **TAEP Farmers Market Capital Development Grant Program Application Guidelines**

## **GENERAL INFORMATION:**

The purpose of the Farmers Market Capital Development Grant Program is to **provide assistance for the establishment or improvement of farmers markets** in the communities of Tennessee.

**Grants are available to qualified Farmers Markets in amounts up to \$25,000. These funds are available in addition to the Farmers Market Grant program funds already offered.**

The Tennessee Department of Agriculture is providing this opportunity through the Tennessee Agriculture Enhancement Program (TAEP). This initiative is funded through a \$6 million appropriation for farm programs in the state's budget for FY06/07 as proposed by Governor Phil Bredesen and supported by the Tennessee General Assembly.

## **ELIGIBILITY REQUIREMENTS:**

- Grant funds are available to publicly owned and operated farmers markets currently involved in the planning, construction or development of a new or expanded farmers market.
- Grants must be issued through public entities such as a local Chamber of Commerce, city or county government, etc. (not to private individuals or organizations)
- Markets must demonstrate community financial/matching support (i.e. federal, state, local or private)
- Projects must be completed June 1, 2008
- Activities must meet all state and local food safety and regulatory requirements.

## **ELIGIBLE ACTIVITIES**

Proposed activities must be permanent or long term and serve to assist the creation, establishment or the improvement of a farmers market through the following activities:

### ***INFRASTRUCTURE***

Examples include but are not limited to:

- Construction of buildings/sheds
- permanent farmers market signage
- architectural drawings for farmers market design

### ***PUBLIC USE CONSIDERATIONS***

Examples include but are not limited to:

- central heat and air
- concession areas
- handicap accessibility
- lighting
- parking areas
- restroom facilities

### ***RETAIL CONSIDERATIONS***

Examples include but are not limited to:

- counters
- loading docks
- refrigeration equipment (i.e. fruit and vegetable cooling equipment)
- shelters
- utility sinks for fruit and vegetable sale preparation
- permanent display tables and shelving for sales floor

**Ineligible costs** include, but are not limited to:

- Administrative and overhead costs
- Festivals
- Give-a-way items
- Motorized vehicles (i.e. golf carts, forklifts, mowers, tractors, bulldozers, etc.)
- Building tools and equipment to be utilized for construction
- Paying off existing debt
- Purchase of property
- Travel and other travel expenses related to the day-to-day operation of the organization
- Salaries, wages, and fringe benefits of employees
- Clearing land
- Construction clean-up from previous site built on location

### **APPLICATION PROCESS**

- Complete and submit Farmers Market Capital Development Grant Application by the deadline. Applications are available through the TDA Market Development office at (615) 837-5349 or via e-mail at [Laura.Fortune@state.tn.us](mailto:Laura.Fortune@state.tn.us).
- The application will be evaluated by staff of TDA and the applicant will be notified of approval or disapproval for grant assistance. Only projects approved in advance by TDA will be eligible for grant assistance. Approved projects must be completed by the project deadline.

Program Timeline	
Application Deadline:	February 15, 2007
Approval Announcement:	February 28, 2007
Project Deadline:	June 1, 2008

### **APPLICATION REVIEW CRITERIA**

Only applications that are complete and include sufficient information will be considered for evaluation. Important considerations will be the overall soundness of the proposed activity's goals, objectives, and work plan. As part of the evaluation process, a meeting with the applicant and/or a visit to the applicant's enterprise may be required.

Priority will be given to projects that:

- Demonstrate the importance of the funds to the market (needs)
- Show the potential impact of increasing Tennessee farm income
- Demonstrate in-kind and financial support of market (i.e. federal, state, local or private participation)
- Describe effectively the proposed project (new or major expansion)
- Have a full-time/dedicated manager or management team

#### ***TDA RESERVES THE RIGHT TO:***

- Consider each funding request on a case by case basis
- Reject any or all requests
- Provide partial funding for specific activity components that may be less than the full amount requested
- Provide funding contingent on receiving additional information or testimony from the applicant
- Waive or modify minor irregularities in requests
- Require the applicant to work with TDA to complete all aspects of the application and reporting requirements

## **CONTRACT PROCESS**

A Grant Contract will be issued by TDA for each approved application. Funding is not considered approved until the applicant receives an approval letter and a copy of this signed contract.

The staff of TDA will monitor and evaluate each funded activity. TDA reserves the right to make site visits relating to the performance of the activity during and following completion.

## **REPORTING REQUIREMENTS**

Following the completion of the approved grant activity, the applicant will complete a **Project Final Report** and return it to TDA. The format of this report will be specified by TDA. This report must include:

- Activity Summary
  - Brief description of the activity and its objectives
  - Describe benefits of activity – perceived and actual
  - Financial impact of activity – short and long term
- Documentation (if applicable)
  - Receipts of actual expenses as outlined in activity budget
  - Photograph of activities, equipment or facilities purchased and/or installed
- Forms
  - Invoice for actual cost of reimbursement (based on amount authorized)
  - Completed Substitute W-9 and ACH (Automated Clearing House) forms, if requested by the Department

## **PAYMENTS**

Following TDA review of the materials submitted and if no additional information or site visits are required, the Department will request payment to the applicant.

## **CONTACT INFORMATION:**

Please direct any questions concerning this program to Laura Fortune, Marketing Specialist – Farmers Market Program, at (615) 837-5349, or via e-mail at [Laura.Fortune@state.tn.us](mailto:Laura.Fortune@state.tn.us).

Mail pertaining to this program can be sent to:

Tennessee Department of Agriculture  
ATTN: Laura Fortune  
P.O. Box 40627, Holeman Building  
Nashville, TN 37204

[www.picktnproducts.org](http://www.picktnproducts.org)



**Tennessee Agricultural Enhancement Program  
 Tennessee Agricultural Growth Initiative  
 Farmers Markets Capital Development  
 APPLICATION FY2006-2007**

Mail completed application to:  
 TN Department of Agriculture  
 Attn: Laura Fortune  
 P.O. Box 40627  
 Nashville, TN 37204  
 Deadline: February 15, 2007

(Please Type or Print Legibly)			
Date:		Office Use Only – Date Received	
<b>APPLICANT INFORMATION</b>			
Title of Activity:			
Farmer's Market:			
Contact:		Title:	
Address:		County:	
City:		State:	Zip:
Phone:		Fax:	
E-mail:		Website:	
<b>PUBLIC ENTITY INFORMATION</b>			
Contact:		Title:	
Address:		County:	
City:		State:	Zip:
Phone:		Fax:	
E-mail:		Website: www.	
Federal Tax ID Number:			
Type of Organization: <input type="checkbox"/> Educational <input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> Other _____			
<b>APPLICATION QUESTIONNAIRE</b>			
# of Vendors:		Total Annual Vendor Sales:	
# of Farm Product Vendors:		Total Annual TN Farm Product Vendor Sales:	
# of Vendors of TN Farm Products:		Annual Farm Product Vendor Sales generated from TDA Market Development assistance (PTP promotions):	
# of Farmer's Market Employees	Full-time:		# of Farmer's Market Volunteers:
	Part-time:		
<p><b>On separate paper, provide a typed or neatly hand-written narrative (<u>no more than 3 pages in length</u>) addressing each of the following questions.</b> It is important to give your answers in detail. This is the primary information the selection committee will have in their efforts to decide which proposals are funded. Incomplete applications will not be considered for evaluation.</p> <ol style="list-style-type: none"> <li>1. Describe your market/proposed market (size, management, facilities, location, history, goals &amp; if applicable opening date).</li> <li>2. Describe the specific need, opportunity, or problem you will address with grant funding.</li> <li>3. Describe your proposed activity's goals and objectives including how it will expand of TN farm income.</li> <li>4. Describe plan of work including timeline for the proposed activity. * <b>Projects must be completed by June 1, 2008.</b></li> <li>5. Describe the short and long term benefits this project will have on your market or proposed market project.</li> <li>6. Describe the financial and in-kind support your market or proposed market has received or has been obligated.</li> </ol>			

Provide a **detailed, line-item budget** for the proposed activity. Indicate which items will be involved in grant funding. Use additional sheets if needed, maintaining format below. Written quotes showing cost may also be used to show expenses.

Item Description	Cost	Matching funds	TAEP fund request
<b>Totals:</b>			
<b>Total Request for Funding:</b>			

**OFFICE USE ONLY**

*I certify that all the information on this application is complete and true to the best of my knowledge and belief.*  
 I understand that providing any false, fraudulent, or misleading information may result in penalties and/or make this organization ineligible to participate in present and/or future Tennessee Department of Agriculture programs.

Contact Signature	Date
-------------------	------

<b>Mail to:</b>	TN Dept. of Agriculture Attn: Laura Fortune P.O. Box 40627 Nashville, TN 37204	<b>Applications must be postmarked by:</b>  <i>February 15, 2007</i>
<b>Contact:</b>	Laura Fortune Marketing Specialist – Farmers Market Program (615) 837-5349 <a href="mailto:Laura.Fortune@state.tn.us">Laura.Fortune@state.tn.us</a>	

**OFFICE USE ONLY**

Date approved:		Amount approved:	
Notes:			