



2010 N.C. Value-Added Cost Share - Grant Writing and Feasibility Assessment Application & Checklist

Complete all sections of this application and either hand deliver or mail complete application packet to NCSU Value-Added Cost Share Program, N.C. Research Campus, 600 Laureate Way, Kannapolis, NC 28081. Application packet must include an original application with supporting documents and three (3) additional copies. Completed application packets must be received by May 1, 2010 in order to be considered.

SECTION I: GENERAL INFORMATION

Type of Applicant (Select one; refer to N.C. Value-Added Cost Share Guidelines for definitions.)

- Individual/ Independent Producer, Agricultural Producer Group, Farmer/ Rancher Cooperative, Majority-Controlled Producer-Based Business

Type of Cost Share Request (Refer to Value-Added Cost Share Guidelines.)

- VAPG Grant Writing: Planning, Working Capital, Agricultural Enterprise Feasibility Assessment (for VAPG Working Capital Applicants Only), USDA Matching Funds Assistance

Timeline for USDA VAPG Application

- I will be applying for VAPG funding in 2011, I plan to apply for VAPG funding in 2012, I do not plan to apply for VAPG funding

Applicant Name: \_\_\_\_\_

- The organization is based in N.C. OR I am a permanent resident of N.C.

Mailing Address: \_\_\_\_\_

Physical Address (if different): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Representative (If different from above, for applicants other than independent producers):

\_\_\_\_\_

## **SECTION II: COST SHARE REQUEST INFORMATION (Attach up to five single-spaced pages)**

**For All Cost Share Applicants.** Please provide a description of the enterprise you are proposing for your cost share request and your farming operation. The description should include the following:

- Explanation of how your proposed enterprise qualifies as "value-added" agriculture (See N.C. Value-Added Cost Share (NCVACS) Guidelines for a list of eligible value-added enterprises)
- Explanation of how you are eligible for cost share funding (See NCVACS Guidelines for a list of eligible cost share recipients)
- Brief, one-page summary of your value-added enterprise; only include information about your eligible value-added activities, not your generalized farm operations
- Short- and long-term goals of your proposed value-added enterprise
- Expected outcomes and measurable economic impact of your proposed value-added enterprise
- Listing of cooperators who will be involved in your proposed value-added enterprise. The list should include specific names of cooperators, the nature of each one's commitment and the extent to which each one is involved with the proposed enterprise. Letters of support or commitment from cooperators should be attached to the application as Appendix A (up to 5 additional pages allowed in Appendix A).

**For VAPG Grant Writing Cost Share Applicants.** If you are requesting cost share funding for VAPG grant writing assistance, please address the following additional items in your description:

- Discussion of any preparations you have made in order to apply for a VAPG
  - Note: NCVACS will match recipients with approved grant writing professionals who are familiar with the VAPG process. However, if you would like to use a particular grant writing professional that you have worked with in the past, *he/she must be approved by the NCVACS Program*. Please provide the name and contact information for the individual.
- Activities that you plan to fund with a Planning VAPG or Working Capital VAPG

**For Agricultural Enterprise Feasibility Assessment Cost Share Applicants.** If you are requesting cost share funding for agricultural enterprise feasibility assessment, please address the following additional items in your description:

- Explanation of how the proposed value-added enterprise fits into your existing operation
- Discussion of the current status of your proposed value-added enterprise (idea only, exploratory, expansion, etc.)
- Discussion of existing business plan, market research, feasibility assessment, etc. that have already been completed for your proposed enterprise (if applicable). Any documents that have been prepared specifically for the proposed enterprise should be referenced in the description; a copy of applicable documents should be attached to the application as Appendix B (up to 15 additional pages allowed in Appendix B).

*Note: If selected as a finalist, you will be asked to submit a Pre-Feasibility Questionnaire within two weeks of finalist notification. See NCVACS Guidelines for more information.*

**SECTION III: INTERVIEW SCHEDULE FOR ALL FINALISTS**

Finalists for 2010 NCVACS awards will be notified (by email or phone) on or before **May 14, 2010**. Finalists will be asked to attend an interview on one of the following dates and locations. All applicants should make plans to attend an interview on one of the following dates in the event that they are selected as a finalist. Please mark the date/location that you would most likely attend a finalist interview.

**May 17, 2010**, in Greenville at the Pitt County Agricultural Center between 2 and 5 p.m.

**May 19, 2010**, in Sanford at the Lee County Extension Center between 11 a.m. and 3 p.m.

**May 25, 2010**, in Mills River at the Mountain Horticultural Crops Research & Extension Center between 11 a.m. and 3 p.m.

**SECTION IV: CERTIFICATION OF MATCHING FUNDS**

Applicants must certify that matching funds will be available at the same time cost share funds are anticipated to be spent by completing one of the following statements.

**For VAPG Grant Writing Cost Share Applicants.** The N.C. Value-Added Cost Share Program will award up to \$3,500 for VAPG Grant Writing. Recipient matching funds of at least \$1,000 must be spent in advance of cost share funding. Once a recipient verifies that matching funds of at least \$1,000 have been expended, the cost share funding may be issued to the professional completing the cost share purpose. Recipients will verify their expenditures by submitting a Matching Funds Report along with copies of receipts, canceled checks or paid invoices that equal at least \$1,000.

I, \_\_\_\_\_ (signature of applicant or authorized representative), certify that matching funds will be available at the same time cost share funds are anticipated to be spent and that at least \$1,000 in matching funds will be spent in advance of cost share funding.

**For Agricultural Enterprise Feasibility Assessment Cost Share Applicants.** The N.C. Value-Added Cost Share Program will award up to \$20,000 for Agricultural Enterprise Feasibility Assessment. Recipient matching funds of at least \$5,000 must be spent in advance of cost share funding. Once a recipient verifies that matching funds of at least \$5,000 have been expended, the cost share funding may be issued to the professional completing the cost share purpose. Recipients will verify their expenditures by submitting a Matching Funds Report along with copies of receipts, canceled checks or paid invoices that equal at least \$5,000.

I, \_\_\_\_\_ (signature of applicant or authorized representative), certify that matching funds will be available at the same time cost share funds are anticipated to be spent and that at least \$5,000 in matching funds will be spent in advance of cost share funding.

**SECTION V: VERIFICATION**

*Applicants must sign the following statements that will bind the applicant/applicant organization to the representations made in the application.*

The information provided in this application is correct and complete, and the person signing this application is authorized to bind the applicant.

The applicant assures N.C. MarketReady that it will permit audits and site visits for the enterprise described in this application. The applicant also agrees to provide information to N.C. MarketReady that may be used to create case studies for educational and reporting purposes.

The applicant understands that this application and all attachments submitted with this initial application are public record.

Signature of applicant or authorized representative:

Date: \_\_\_\_\_

\_\_\_\_\_

**Checklist for Ensuring a Complete Application**

- SECTION I: Completed form
- SECTION II: Narratives and attachments as specified in the application (up to 5 pages)
  - Eligibility of “value-added” enterprise
  - Eligibility of applicant as a cost share recipient
  - Summary of value-added enterprise and operation (1 page max)
  - Short- and long-term goals
  - Expected outcomes/measurable economic impact
  - List of cooperators
  - Other: VAPG Grant Writing Cost Share Applicants
    - Preparation for 2011 VAPG application
    - Name and contact information for preferred grant writer (if applicable)
    - Proposed activities to be funded by Planning or Working Capital VAPG
  - Other: Agricultural Enterprise Feasibility Assessment Cost Share Applicants
    - Proposed enterprise relationship to existing operation
    - Current status of proposed enterprise
    - List of existing documentation for proposed enterprise
- SECTION III: Reserved a date for possible finalist interview
  - **May 17, 2010**, in Greenville at the Pitt County Agricultural Center, 2 to 5 p.m.
  - **May 19, 2010**, in Sanford at the Lee County Extension Center, 11 a.m. to 3 p.m.
  - **May 25, 2010**, in Mills River at the Mountain Horticultural Crops Research & Extension Center, 11 a.m. to 3 p.m.
- SECTION IV: Completed form with signature(s)
- SECTION V: Completed form with signature(s)
- Appendices
  - A: Letters of support and/or letters of commitment (up to 5 pages) - **For ALL Cost Share Applicants**
  - B: Existing documents for proposed enterprise, such as a business plan, market research, feasibility assessment, etc. (up to 15 pages) - **For Agricultural Enterprise Feasibility Assessment Cost Share Applicants ONLY**

For more information on the VAPG, visit <http://www.rurdev.usda.gov/nc/vapg.htm> or contact Neal Sherrod at 919-873-2043 or [neal.sherrod@nc.usda.gov](mailto:neal.sherrod@nc.usda.gov).

For more information on the N.C. Value-Added Cost Share Program, visit [www.ncmarketready.org](http://www.ncmarketready.org) or contact Brittany Whitmire at 919-830-9557 or [brittany\\_whitmire@ncsu.edu](mailto:brittany_whitmire@ncsu.edu).