



Agriculture Small Grant Program

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Section I: Program Purpose

This grant program is made possible through the generous contributions of sponsorships, donations, and participants for the annual Thank a Farmer Dash 5k, 10k, and Family Fun Walk as well as other community driven charitable contributions. Our mission is to provide financial support to small farmers in Indiana and Cambria Counties for business plan development that focuses on sustainable farming models, including providing match funding for sustainable farming projects and the development of conservation best management practices.

Section II: Eligibility

A. Eligible Applicants

Any agricultural producer or landowner where agricultural activities are occurring in Indiana and Cambria Counties.

B. Eligible Projects

- High Priority Projects:
 - Developing business plans using sustainable farming models
 - Implementing components of an existing farm business plan
 - Purchasing equipment or supplies and materials associated with an existing farm business plan
 - Marketing projects associated with a farm business plan
- Low to Medium Priority Projects (when requesting funding for these items, priority will be given to projects or costs that cannot be covered through other existing funding opportunities like ACAP, PACD Plan Reimbursement Program, Conservation Excellence Grant, NRCS Equip, etc.):
 - Covering conservation planning costs associated with manure, nutrient, or agricultural erosion and sedimentation plans.
 - Covering costs associated with implementing conservation best management practices associated with a conservation, manure, nutrient, agricultural erosion and sedimentation plan.

C. Eligible Use of Funds

Funds can be used to cover any of the following associated costs:

- Equipment, supplies, and materials necessary for implementing parts of a business plan.
- Construction activities associated with business, manure, nutrient Ag E&S, or conservation plans.
- Engineering Services including design and inspection costs.



- Professional Services including services such as business plan writing consultants, conservation, manure, nutrient, or Ag E&S plan writing consultants, land surveying, preparation of bid documents, construction inspections, archaeological surveys, PNDI surveys, etc.

***Funds cannot be used to cover agricultural producer/landowner time or operational overhead costs.**

Section III: Program Requirements

A. Applicant Cost Share Requirements

No match is required for this grant program, however applications that include match or demonstrate that the request is leveraging funds for other funding sources may rank higher during application scoring.

B. Planning and Permit Requirements

The applicant is responsible for ensuring that any required local, state and federal permits are obtained before completing work.

C. Other Requirements

- **Conflicts of Interest**
An officer, director, or employee of an applicant who is a party to or who has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant and may not vote on any action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project
- **Nondiscrimination**
No assistance shall be awarded to an applicant under this program unless the applicant certifies that the applicant shall not discriminate against any person by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws.

Section IV – Grants

1. Grants shall not exceed a total of **\$1,500** for any project.
2. A maximum of one grant will be awarded in each county.
3. Commencement of work prior to receiving authority approval will result in the project being ineligible for consideration.



4. To be eligible for payment, project costs must be incurred within the time frame established by the grant agreement.
5. Grants are to be completed within **one year** from the executed date of the grant agreement.

Section V – Application Procedures

1. To apply for funding, the applicant must submit the electronic on-line application located at www.iccdpa.org/agriculture-small-grant-program. For technical inquiries regarding the submission of the on-line application, contact the Indiana County Conservation District at (724) 471-4751.
2. Applications will be accepted between May 1st and June 30th of each year. All applications and required supplemental information must be received by midnight on June 30th.

Section VI – Application Evaluation

The Friends of the Indiana County Conservation District application review committee will evaluate applications based on cost, feasibility, importance, and impact to the operation and/or the environment.

Section VII – Accessing Funds

Upon approval of an application by the Friends of the Indiana County Conservation District (FICCD), a grant agreement and commitment letter will be electronically issued to the applicant explaining the terms and conditions of the grant. The Grantee must provide the names, titles and e-mail addresses for an authorized individual and whittness to sign the grant agreement. The grant agreement must be signed and returned to FICCD within 45 days of the date of the commitment letter or the offer may be withdrawn by FICCD. Funds will be released after the contract is signed with a check issued by the Indiana County Conservatoin District. A final grant report will be required to be submitted when the project is completed or one year from the date the contract was executed.

Section VIII – Program Inquiries

Program inquiries should be directed to:

Friends of the Indiana County Conservation District
435 Hamill Road,
Indiana PA 15701
friends@iccdpa.org
724-471-4751



Appendix I – Grant Application Template

This is to be used to assist the applicant in preparing the application for submission on the online form. The online form cannot be saved and returned to at a later date, so it is recommended that the applicant prepare their application before inputting the information into the online form.

Application

Applicant Information

Farm Name (if applicable):

Point of Contact:

Address:

Phone Number:

E-mail Address:

Federal Tax Identification TIN/EIN:

Financial Ask

Total Request:

Match Provided:

Match Source:

Project Budget:

Line Item Name	Unit Cost	Number of Units	Total Cost	Grant Request	Match
Example: Consultant Fee for Business Plan Development	\$2500	1	\$2500	\$1500	\$1000

Project Narrative

1. Briefly Describe your project in 1000 words or less. (Be sure to include a brief history of your operation, the type of operation in place at your farm, if this proposal will help you diversify your operations, and specific details about your proposed project)
2. What benefit will this project have on your operation and/or the environment?
3. How will this project help you obtain sustainability (financial/environmental)?