A PRACTICAL GUIDE FOR PROGRAM ADMINISTRATORS

The Grower Payment & Incentive Compliance Guide

What you need to document, and why funders are starting to check.

Paying growers used to be the easy part. Now funders, auditors, and boards want to see the paper trail behind every dollar: who was eligible, how it was verified, and why the payment was the amount it was. This guide breaks down exactly what to document, category by category.

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Four Categories Every Funder Will Ask About

Eligibility documentation

- Written eligibility criteria (dated, versioned if they change mid-program)
- The application that each grower submitted
- Notes on how borderline cases were decided, and by whom

Verification evidence

- Geotagged, timestamped photos or documents tied to the specific practice or milestone
- A record of who reviewed the evidence and when
- Documentation of any failed or disputed verifications

Payment records

- Amount, method, and date of each disbursement
- The milestone or eligibility criteria that triggered payment
- Approval sign-off, and who authorized it

Reporting trail

- A standardized export tying eligibility → verification → payment for every grower
- Version history if program terms changed mid-cycle
- A record retention plan (most funders expect 3–7 years)

Why Funders Are Asking Harder Questions Now

More programs are federally cost-shared, tied to sustainability claims, or reported to investors, which means more people downstream are asking to see the receipts.

Programs that treat documentation as an afterthought spend audit season scrambling. Programs that build it in from enrollment spend audit season answering emails in under an hour.

Want your next audit to take an hour instead of a week?
See how FarmRaise keeps your documentation audit-ready by default → www.farmraise.com