

**South Dakota Department of Agriculture
Market Grower Grant**

Applications Due

Applications must be postmarked on or before the above date

March 15, 2009

Final Reports Due on Project Completion

Submit Applications to:

South Dakota Department of Agriculture
Division of Ag Development
Specialty Crops Block Grant Program
523 E Capitol Ave
Pierre, SD 57501-3182

South Dakota Department of Agriculture Contact:

Alison Kiesz
605.626.3272
alison.kiesz@state.sd.us

Reminder:

Application must include one original and 4 copies.

Grant Eligibility

Proposals will be accepted from any current farmers' market or any group interested in beginning a farmers' market located in the state of South Dakota. Applicants may cooperate with any public or private organization to enhance South Dakota's specialty crop industry. Specialty crops are defined as fruits, vegetables, tree nuts, dried fruits, nursery crops (including floriculture) and horticulture. Proposals must enhance the competitiveness of specialty crops.

Cost-Share: The maximum cost share award will be \$1,000. Successful applicants will be required to match the cost share funds on a 1:1 basis. For every \$1 contributed by the applicant, either cash or in-kind, SDDA will provide \$1 in funds, up to \$1,000. In-Kind matches can include participant time and talent, but must be well documented.

Project Types

The funds can be used for several purposes, including, but not limited to:

- Farmers' market start up costs (legal fees, insurance, etc.)
- Promotion (Advertising, Signage, other marketing expenses)
- Merchandising and selling assistance (legal scales, credit card sales, electronic food stamp equipment, etc)
- Vendor Recruitment
- Training expenses
- Market Infrastructure (displays, tents, electricity, etc.)
- Consumer Education
- "Buy Local" programs
- Market research (surveys, etc.)

The Program will NOT fund the following expenses:

- wages, salaries, and fringe benefits
- paying off existing debt
- substituting existing efforts or research already funded
- purchase of land or buildings
- business entertainment or business gifts
- lobbying or political efforts

Program Policies

South Dakota Department of Agriculture reserves the right to:

- Reject any or all proposals received;
- Request additional information on project proposals;
- Provide partial funding for proposal, that may be less than the full amount requested in the grant application;
- Require a good faith effort from the project sponsor to work with South Dakota Department of Agriculture subsequent to project completion to develop reporting data or implement the project results, where applicable;
- Withhold any payments that do not meet grant conditions;
- Require refunding of grant monies used for expenditures not allowed or unauthorized.

Individuals or groups wishing to make application that are not yet a legal farmers markets entity must identify at least 6 people that have committed to the formation of a farmers market. This will include their complete contact information and knowledge of their responsibility for the progress of the activities identified in the application.

Grantees agree to comply with all applicable federal, state, and local laws, codes, regulations, rules, and orders. The grant will be governed by and construed in accordance with the laws of the State of South Dakota. Information submitted in grant proposals is subject to South Dakota law.

Grantees will be accountable for all grant funds awarded. Grantees shall maintain books, records, receipts, and accounting procedures and practices sufficient to reflect all costs claimed to have been incurred for the performance of the grant agreement. Interim and final reports shall document all grant expenditures. Grantees will make receipts, books, and records available for audit or examination by the Department of Agriculture if requested. Records will be maintained for three years from start date of the project.

Grantees must obtain prior approval from South Dakota Department of Agriculture if there is:

- 1) any major revision of the project scope or objectives after a project is funded;
- 2) need to extend the project period; or,
- 3) changes in key persons associated with the project.

Grantees will include graphics or text to credit South Dakota Department of Agriculture, and Specialty Crop Block Grant on any or all printed materials purchased with grant awards.

Additional Requirements

At least one person from each successful applicant organization will be required to attend Producer Food Safety Training hosted by South Dakota State University.

Funding Allocation

Funds will be made available upon signing of the grant agreement.

Grant Proposal Review and Selection

Staff of the South Dakota Department of Agriculture will review applications and make final recommendations to the Secretary of Agriculture.

Application Instructions

All applications should include the following information:

A. Cover Page

1. Name of a single person(s), business or association who you want used on all correspondence, including contact information (address, phone/fax, e-mail). This person should also be the one that will appear on a grant agreement and who will be responsible for tracking and accounting for project funds and ensuring the completion of the project.
2. Listing of all other individuals, entities, organizations, or businesses involved with the project.
3. Project Title
4. Federal Tax ID Number for the official entity recipient of the grant (related to item 1 above). If more than one entity is acting as joint recipient, tax ID information is required for all recipients.
5. Project location: identify where the proposed project is located or where the economic benefit will be realized.

B. Goals

Describe the overall goal(s) of the project in one or two sentences.

C. Work Plan

On two pages or less, describe your project and how you will use the cost share funds. Explain how each goal will be accomplished. Be clear about who will do the work. Include appropriate time lines.

D. Budget and Budget Narrative

How do you intend to use the grant funds? Provide a list of each item that you want the cost share funds to pay for, the amount of the item and how you came up with the amount. Prioritize funding needs, if possible. Also state how each item is essential to the project.

Submit one original and four (4) copies of the grant application to:

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Division of Ag Development
Specialty Crops Block Grant Program
523 E Capitol Avenue
Pierre SD 57501-3182

Send an electronic copy of the application to alison.kiesz@state.sd.us
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