



**WORKING LANDS ENTERPRISE INITIATIVE**  
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Agency of Agriculture, Food & Markets  
Department of Forests, Parks & Recreation  
Agency of Commerce & Community Development

## **Working Lands Enterprise Initiative: Guide for Applicants FY 2014**

### **IV. Poultry Processing Grants**

Poultry Processing Grants are available for the construction of a mobile OR fixed, commercially inspected (state or federal) poultry slaughter and/or processing facility. The poultry processing funds are the proceeds from the sale of the state owned mobile poultry processing unit to be reinvested in VT's poultry processing sector. With strong justification, a MOBILE facility operating under the 20,000 bird exemption would be considered. Request for funds may be no greater than \$40,859.84. Applicants must provide a 1:1 in matching funds (amount of grant dollars requested equals matching funds from applicant). Projects must be completed within a 12 month timeline. **Applications are due Monday, November 18, 2013 by 4:00pm.**

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**Goals, performance measures, and outcomes (download and submit as an attachment on Wufoo)**

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**Sustainability**

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**Business plan (submit as an attachment)**

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## **15. Applicant checklist (page 16)**

### **1. About the initiative**

Over 97 percent of Vermonters value the “working landscape” which consists of agriculture, food system, forestry, and forest product based businesses. Approximately 20 percent of Vermont’s land is used for agricultural purposes and 75 percent is forested. The backbone of Vermont’s heritage and economic viability is our working landscape. The Findings section of [Act 142 outlines nine goals of the Working Lands initiative](#):

- (1) stimulate a concerted economic development effort on behalf of Vermont’s agriculture and forest product sectors by systematically advancing entrepreneurship, business development, and job creation;
- (2) recognize and build on the similarities and unique qualities of Vermont’s agriculture and forest product sectors;
- (3) increase the value of Vermont’s raw and value-added products through the development of in-state and export markets;
- (4) attract a new generation of entrepreneurs to Vermont’s farm, food system, forest, and value-added chain by facilitating more affordable access to the working landscape;
- (5) provide assistance to agricultural and forest product businesses in navigating the regulatory process;

(6) use Vermont's brand recognition and reputation as a national leader in food systems development, innovative entrepreneurship, and as a "green" state to leverage economic development and opportunity in the agriculture and forest product sectors;

(7) promote the benefits of Vermont's working lands, from the economic value of raw and value-added products to the public value of ecological stability, land stewardship, recreational opportunities, and quality of life;

(8) increase the amount of state investment in working lands enterprises, particularly when it leverages private and philanthropic funds; and

(9) support the people and businesses that depend on Vermont's renewable land-based resources and the sustainable and productive use.

### **Mission**

The Vermont Working Lands Enterprise Board is an impact investment organization whose mission is to grow the economies, cultures, and communities of Vermont's working landscape by making essential, catalytic investments in critical leverage points of the Vermont farm and forest economy, from individual enterprises to industry sectors.

### **Vision for Future Success**

Vermont prospers and its unique sense of place thrives in large part because of intelligent investment in the people and enterprises that comprise its farm, food, and forest based systems.

### **History of Success to Date**

WLEB began operations in August, 2012 and has awarded over \$1 million in grant funds. An additional \$750,000 in outside funds are being leveraged as a result of these projects:

- Twenty Enterprise Investment Recipients, 14 grants in agriculture and six in forestry were awarded, totaling \$220,000. The Enterprise Investment Area included grants ranging from \$3,000-\$15,000 to new and growing agriculture and/or forestry based enterprises.
- Eight Service Provider Grant Recipients, Six grants in agriculture and two in forestry were awarded, totaling \$369,802.
- Eight Capital & Infrastructure Investment Recipients, 4 enterprises in each of agriculture and forestry - 8 projects total - were awarded \$411,522.

The Vermont legislature appropriated \$1,425,000 to WLEB for the 2014 budget year to continue its work of growing the state's working lands forestry and agricultural economies.

## **2. Eligibility and Selection Criteria**

### **Eligibility**

Poultry Processing Grants are available to Enterprises, Partnerships, Limited Liability Corporations, Sole Proprietorships, Cooperatives, Corporations, S Corporations, L3Cs, and B Corporations and/or non-

profits. **Applications received must be for the construction of a mobile OR fixed, commercially inspected (state or federal) poultry slaughter and/or processing facility. With strong justification, a MOBILE facility operating under the 20,000 bird exemption would be considered.**

### **Selection Criteria**

- Quality of proposal and concept – Proposal is clear and complete; the applicant is ready to receive funds and begin promptly (i.e., matching funds are secured, key partnerships are established, necessary permits and/or certifications have been obtained such as a Hazard Analysis and Critical Control Points (HACCP) plan and/or a Sanitary Standard Operating Procedure (SSOP) plan unless otherwise exempt).

The project as described demonstrates capacity to achieve the stated outcomes.

- Impact – Project demonstrates significant enhancement of the applicant’s business (e.g., increases profits, improves product value/quality, creates access to new markets; enhances operational efficiencies; creates new product line; fills a gap in an existing supply chain; utilizes innovative models/approaches and/or creates/retains jobs). Project has a positive outcome on other businesses.
- Need – Without these particular funds in this form, a project would happen more slowly, in a less desirable fashion, or with a lower probability of success; an urgent window of opportunity to advance a business, value chain or industry as a whole would be missed; or the project would not happen. Project’s requested funds leverage other funds, and the project cannot be fully funded through other sources. Applicant demonstrates how this funding and project will enable the enterprise to progress to the next stage of its development. Project clearly aligns with state’s sector needs and gaps and is evidenced as such.
- Sustainability – Project meets business goals and contributes to long-term sustainability and financial viability. Projects that credibly outline anticipated positive impacts based on measurable financial, social, and environmental criteria will be given preference.
- Provides a budget that requests an amount of funds no greater than \$40,859.84 (the total amount of funds available).
- Enterprise must be a registered business with the State of Vermont at the time of application submittal.
- MATCH – Applicant must provide a 1:1 match of the amount of Working Lands Enterprise grant funds requested. At least 50% of the match must be in cash. The remaining 50% of the match can be any combination of cash and/or in kind. Matching must be identified at the time of proposal application and must be in place at the time of the award.

### **Example**

**\$20,000 WLEF grant:**

$\$20,000 \times 1 = \$20,000$  minimum match (50% of this must be cash = \$10,000)  
 $\$20,000 + \$20,000 = \$40,000$  (total Working Lands project cost = WLEB request + match amount)

*Please note: In compelling cases the Working Lands Enterprise Board may consider a match waiver. A request for waiver must include a strong justification narrative and accompany the application. A one-page waiver request may be attached in the "Other Attachments" section on Wufoo, our online application submission system. Please submit in a doc or pdf format.*

- Please note that matching funds are documented in the **budget template and narrative** section of the project proposal, and are NOT mailed in as a payment to Working Lands.
- **Examples of cash match** include funds in the bank, third party funds, and applicant labor that is not associated with the regular day to day operations of the business. Labor rates should be in line with current market rates. Loans may be considered as a cash match only if the loan is directly correlated to the project and must not exceed the amount of the loan payments made during the grant period.
- **Examples of in-kind match** include goods or services provided during the grant period for which no expenditure is made (i.e. contractors, consultants, or equipment provided pro bono for the project, volunteer labor, and/or donated supplies that are not part of the normal cost of doing business). In-kind contributions must be made during the grant agreement period, and must be directly related to the project. Verification for in-kind contributions that are over-valued will not be accepted.
- Project must be complete within 12 months from grant agreement start date.
- Primary beneficiaries are Vermont agricultural based businesses.
- The applicant must be in compliance with all state regulations (i.e. land, water, unemployment compensation, taxation, child support) and in good standing with the state of Vermont.
- Please NOTE: the proposal review committee may request additional information about your project (i.e., additional financial data or records, project clarification).
- Grants of \$10,000 or greater must comply with all requirements of **Attachment C** (please see Attachment C section of guide) which includes: Conflict of Interest, Auto and Liability Insurance, Workers Compensation. Applicants must be fully prepared to comply with all requirements if selected for Working Lands funding.

### 3. Timeline

**Application due: Monday, November 18, 2013 by 4:00pm**

**Applicant notification: Friday, December 20, 2013**

In the event of a timeline change, applicants will be notified directly. Timeline changes will also be posted on our website at [vermontworkinglands.com](http://vermontworkinglands.com).

### 4. Creating a Stronger Proposal: Technical assistance is available

First time applicants are encouraged to work with a service provider to develop their project concept and convey a well thought out and clearly written grant application. For a list of service providers, please visit our [website](#). Applicants are encouraged to utilize current business advisors, colleagues, friends, and family, etc., to review the grant application for additional feedback on the need and innovation of the project, proposal clarity, spelling, and grammar before submitting the application.

Applicants are strongly encouraged to investigate all other possible funding streams before applying for a Working Lands Enterprise grant. For a list of other common grant programs, and potential funding streams please visit our [website](#).

For tips on writing a successful grant proposal please visit our [website](#).

## 5. Attachment C - applicant is required to read if requesting \$10,000 or greater

### ATTACHMENT C: STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS

1. **Entire Agreement:** This Agreement, whether in the form of a Contract, State Funded Grant, or Federally Funded Grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.
2. **Applicable Law:** This Agreement will be governed by the laws of the State of Vermont.
3. **Definitions:** For purposes of this Attachment, "Party" shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement.
4. **Appropriations:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, and in the event federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
5. **No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the state withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.
6. **Independence, Liability:** The Party will act in an independent capacity and not as officers or employees of the State.

The Party shall defend the State and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

After a final judgment or settlement the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only

upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party.

The Party shall indemnify the State and its officers and employees in the event that the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party.

- 7. Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations  
Products and Completed Operations  
Personal Injury Liability  
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence  
\$1,000,000 General Aggregate  
\$1,000,000 Products/Completed Operations Aggregate  
\$ 50,000 Fire/ Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

- 8. Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all prior representations by the Party, including but not limited to bills, invoices, progress reports and other proofs of work.

- 9. Requirement to Have a Single Audit:** In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, the Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a single audit is required for the prior fiscal year. If a single audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

A single audit is required if the subrecipient expends \$500,000 or more in federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. The Subrecipient Annual Report is

required to be submitted within 45 days, whether or not a single audit is required.

- 10. Records Available for Audit:** The Party will maintain all books, documents, payroll papers, accounting records and other evidence pertaining to costs incurred under this agreement and make them available at reasonable times during the period of the Agreement and for three years thereafter for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this Agreement.
- 11. Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of Title 21V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement. Party further agrees to include this provision in all subcontracts.
- 12. Set Off:** The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.
- 13. Taxes Due to the State:**

  - a. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
  - b. Party certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
  - c. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
  - d. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.
- 14. Child Support:** (Applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date the Agreement is signed, he/she:

  - a. is not under any obligation to pay child support; or
  - b. is under such an obligation and is in good standing with respect to that obligation; or
  - c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

- 15. Sub-Agreements:** Party shall not assign, subcontract or sub grant the performance of his Agreement or any portion thereof to any other Party without the prior written approval of the State. Party also agrees to include in all subcontract or sub grant agreements a tax certification in accordance with paragraph 13 above.
- 16. No Gifts or Gratuities:** Party shall not give title or possession of any thing of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.
- 17. Copies:** All written reports prepared under this Agreement will be printed using both sides of the paper.
- 18. Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.
- Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at:  
<http://bgs.vermont.gov/purchasing/debarment>
- 19. Certification Regarding Use of State Funds:** In the case that Party is an employer and this Agreement is a State Funded Grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

(End of Standard Provisions)

## 6. Receiving a Grant – Expectations

Businesses/Organizations selected for funding will be expected to meet the following requirements:

- Must already be incorporated and on-file with the Secretary of State as a business
- Enter into a grant agreement with the State of Vermont
- Submit a W-9 for the enterprise
- For grants \$10,000 or greater (Attachment C) provide evidence of:
  - Worker's Compensation (unless you are a sole proprietor)
  - Insurance Certificate with a minimum coverage of:
    - General Liability - \$1,000,000 coverage (details in grant agreement)
    - Automotive Liability - \$1,000,000 coverage (details in grant agreement)
- Upon receipt of grant, following Attachment B, Payment Provisions, submit an initial invoice for the amount specified for the first payment.
- Provide Interim and Final reports which will include: financials documenting expenditure of both grant and matching funds, text suitable for a press release, high-resolution digital photos in jpg format , and a listing of accomplishments which include the project's goals, performance measures, and outcomes.
- Submit subsequent invoices to trigger payment (payments based on project timeline and milestones, are typically made after receiving interim and final reports with all required documentation).
- Willingness to share project details, including successes and challenges with the public, the WLEB, and the media, which tell the broader story of how the grant is impacting the working lands economies of Vermont. This sharing may take place by way of media inquiries, possible press events on location, and site visits from WLEB members and/or their partners.

- An understanding that the funded project and the amount of funds received are public information (with the exception of some proprietary information (i.e. business financials, trade secrets, marketing strategies considered confidential by the applicant).

## 7. Submitting your application

All applications must be electronically submitted at Wufoo. **It is imperative that the application and all templates/attachments are fully completed and saved on a computer/thumb drive BEFORE entering the information onto the Wufoo site. Applicants have 24 hours to submit online. Information entered onto the Wufoo site is not saved to work on at a later time. Therefore, all materials must be ready in advance to enter in one sitting.**

If you experience difficulties with electronic submission and need assistance, please [email us](#) **no later than one week before applications are due** (Please do not call or email for such technical support within two business days of the deadline). If you continue to experience difficulty after assistance from the Working Lands Team, exceptions may be made, on a case-by-case basis, for applications to be mailed. **Please call 802-585-9072 or email [working.lands@state.vt.us](mailto:working.lands@state.vt.us) for assistance.**

## 8. Review & selection process

Applications will be reviewed by the Vermont Working Lands Enterprise Board and its partners, subject matter experts, and/or state agency staff and assessed based on the criteria outlined on pages #3 to 5. The Working Lands Enterprise Board makes final decisions on all grants.

## 9. Confidentiality policy

Working Lands Enterprise Initiative, as a public instrumentality, is subject to the Vermont Public Records Law, 1 VSA § 315 - 320. The statute contains specific exemptions for tax-related information of persons, personal financial information of an individual, and trade secrets. Therefore personal financial information submitted by applicants to the Working Lands Enterprise Board will be held in confidential files by the Working Lands Enterprise Board and will not be available for public inspection under the Public Records Law.

The Working Lands Enterprise Board considers the following information about applicants to be subject to public record: applicant contact information; names, description, and contact information of applying enterprise or organization; and the purpose and amount of any Working Lands Enterprise funds received.

Working Lands Enterprise Board and support staff will require copies of completed business plans in order to score applicants on quality of proposal and concept, need, impact, and sustainability.

Business plans contain confidential financial information, such as past and projected income statements. Business plans may also contain trade secrets and marketing strategies that Agriculture, Forestry, and Forest Product sector enterprises and organizations may wish to keep confidential for reasons of

competitive advantage. Working Lands Enterprise Board and Support Staff agree to keep business plans confidential to protect applicants' interests.

Notwithstanding the Records Law exemption, the Working Lands Enterprise Board and Support Staff may share business plans with selected staff of the Agency of Agriculture, Agency of Commerce and Community Development, Department of Forests, Parks and Recreation, or other partners during the grant application evaluation process. When that occurs, strict confidentiality guidelines will be followed. Staff or contractors who are approved for viewing business plans will not be allowed to make printed copies, or to share information from the plans with any other person. When printed plans are removed from Working Lands Enterprise Initiative files for inspection, the approved staff will be required to sign for the documents, and sign again when they are returned to the files.

## **10. Tax consequences**

Grant awards must be reported as income on business tax returns.

## **11. Application feedback policy**

The Working Lands Enterprise staff will email notification letters regarding the Board's funding decisions; however, these letters will not provide specific application feedback. If you would like specific feedback on your application, please email a [request for feedback](#) no later than two weeks after receipt of your notification email.

## **12. Definitions of words in application**

### **Project goals**

- Why your project is being proposed.
- What you wish to accomplish using measurable targets that will be met through your project
- The Working Lands Enterprise Initiative identifies nine goals (listed under "About the initiative" page 2). Your project goals should be in alignment with at least X number of the Initiative's goals.
- Each of your project goals should have corresponding performance measures and outcomes.

### **Performance measures**

- Ways in which the effectiveness of project will be measured:
  - What will be measured
  - How it will be measured
  - When it will be measured

- Well written performance measures should be simple, easy to understand, realistic, worthwhile and must be quantifiable measurements of the project's progress that are easily validated and audited.

#### **Expected outcomes**

- What are the impacts and changes you anticipate will occur due to project work: on you and on your quality of life?
- How will your project enhance your business? Please refer to examples of measurable outcomes as identified by the Working Lands Enterprise Board on page 12. Please quantify your response, and briefly state how you think this will take place.
- Will your project have a positive outcome on other businesses and on the supply chain? If so, what types of business(es)?

### **13. Working Lands Enterprise Board Members**

1. Secretary of Agriculture, Food & Markets or designee - CHAIR  
**Chuck Ross**
2. Commissioner of Forests , Parks & Recreation or designee  
**Mike Snyder**  
Designee: Caledonia/Essex County Forester, VT Department of Forests, Parks, and Recreation  
**Matt Langlais**
3. Secretary of Commerce and Community Development or designee  
**Lawrence Miller**
4. Appointed by the Speaker of the House:
  - a. One representative of the VT forest industry who is a forester  
**Joseph W Nelson, Consulting Forester**
  - b. One representative actively engaged in commodity maple production  
**Emma Marvin, Butternut Mountain Farm**
5. Appointed by the Senate Committee on Committees:
  - a. One representative actively engaged in wood products manufacturing  
**Mike Rainville, Maple Landmark**
  - b. One representative of the two largest membership-based agricultural organizations in VT who is NOT a dairy farmer  
**Brian Kemp, Mountain Meadow Farms**
6. Appointed by the Governor:

- a. One representative of Vermont’s dairy industry who is also a dairy farmer  
**Beverly Thurber, Lilac Ridge Farm, LLP**
  - b. One representative of a membership-based forestland owner organization  
**Kathleen Wanner, Vermont Woodlands Association**
7. Appointed by the Vermont Agricultural and Forest Products Development Board:
- a. One representative who is actively engaged in value-added agricultural products manufacturing  
**Eleanor Leger, Eden Ice Cider**
  - b. Two representatives actively engaged in providing marketing assistance, market development, or business and financial planning  
**Eric DeLuca**  
  
**Robin Scheu, Addison County Economic Development Corporation**
8. EX Officio, Nonvoting members:
- a. Manager of VT Economic Development Authority or designee  
**Jo Bradley**  
Designee: Senior Agricultural Loan Officer of VACC  
**Sarah Isham**
  - b. Executive Director of VT sustainable jobs fund or designee  
**Ellen Kahler**
  - c. Executive Director VT housing conservation board or designee  
**Gus Seelig**  
Designee: Program Director of Vermont Farm Viability Program  
**Ela Chapin**

**14. The application sections ([CLICK TO BEGIN APPLICATION ON WUFOO.COM](https://www.wufoo.com)):**

**\*Wufoo, our online application submission will delete your application information if you do submit within 24 hours. Please keep this in mind. You may find it helpful to create your application in a word document and then copy and paste into Wufoo.**

I. Cover page

The “Cover page” is the first section of the application. The forms are generated automatically by “Wufoo”, the online application submission system. These forms are straightforward, and require you to fill in the following:

- a) Project title (must reflect what the project is)
- b) Project category
- c) Applicant name(s) and organization(s)
- d) Primary contact information
- e) County
- f) Defining your entity
- g) Identify other supporting organizations, services, programs, friends, relatives, involved in the proposal, if any
- h) Funds requested and matching funds secured
- i) Have you or are you currently working with any Technical Assistance Providers? If yes, please list
- j) Please list any other grants that you are applying to for this project and the amounts you are requesting
- k) Please list and explain the purpose of other grants/loans you have secured in the past 24 months
- l) Please list any memberships in associations/trade organizations that you belong to
- m) Where did you learn about this grant opportunity?
- n) Applicant must be in compliance with state regulations and in good standing with the state of Vermont
- o) If requesting \$10,000 or greater in grant funds, applicant must read Attachment C check box
- p) Applicant allows the release of non-proprietary information

### **Project and enterprise description**

Please describe your project, and include information about the business – including size, products, recent history that relates to this project and number of years in business.

### **Core team of individuals involved in project**

Please list the core team of individuals and organizations/businesses involved in this project.

**Goals, performance measures, and outcomes template and narrative ([DOWNLOAD HERE](#) and submit as an attachment on Wufoo)**

Fill in the **goals, performance measures, and outcomes template** provided. Please see the “[Filling out a Grant Application](#)” tab on our website for an example.

In the **goals, performance measures, and outcomes narrative section**, applicants are strongly encouraged to describe how the project will meet a need, fill a gap, and enhance the working landscape.

Applicants should refer to the 25 goals contained in Chapter 2 of the Farm to Plate Strategic Plan to identify which one(s) your project will impact. Chapter 2 can be downloaded here:

<http://bit.ly/Rd35vj>.

Applicants are asked to identify potential outcomes of their proposal. Examples of measurable outcomes identified by the Working Lands Enterprise Board include:

- Increase in working landscape acreage
- Increase in private capital investments in working landscape
- Change in gross operating income (percentage and \$)
- Reduced input expenses as percent of sales
- Increase in raw product sales (percentage and dollar)
- Increase in value-added product sales (percentage and dollar)
- Change in number of employees (per enterprise and overall)
- Total dollars in new grants, loans and other investments anticipated or received as a result of WLEB project completion and/or technical assistance received
- Measured improvement in business health
- Increase in successful generational and ownership transitions in ag and forest enterprises
- Increased number of specialty networks supporting groups of enterprises
- Recognition and awards for quality and innovation received by WLEB beneficiaries (grant recipients)

### **Project need**

Please explain how the need for this project was identified. (e.g., does it address identified gaps in the existing supply chain?) You may find it helpful to refer to the **eligibility and selection criteria** portion of this guide.

### **Project readiness**

Please describe your project timeline, and include project start date, milestones, and projected completion date. Describe how the project can begin promptly and finish within a 12 month time frame (e.g., matching funds are secured, key partnerships are established, necessary permits and/or certifications are obtained such as a Hazard Analysis and Critical Control Points (HACCP) plan and/or a Sanitary Standard Operating Procedure (SSOP) plan unless otherwise exempt).

### **Sustainability**

How does this project meet your business goals? How will this project contribute to the business's long term financial viability? How will this project contribute to positive social and environmental sustainability for your business or the supply chain?

### **Innovation**

What new business models, production techniques, markets, or communication strategies does this project demonstrate, if any?

**Budget template and narrative ([DOWNLOAD THE TEMPLATE HERE](#) and submit as an attachment on Wufoo)**

Please use the [budget template](#) to provide a detailed budget including any other funding sources supporting the proposal and match equal to at least 100% of the Working Lands Enterprise funds requested. *\*Please note that applicant labor that is not associated with the regular day to day operations of the business is eligible for Working Lands funds or as match. Labor rates should be in line with current market rates.*

In the **budget narrative section**, provide details of line items (provide details for the purpose and use of funds and clearly identify where matching funds will be coming from):

- Describe other efforts to fund this project with other sources, and why those efforts have not been sufficient.
- Please be sure to indicate whether all matching funds are committed, or if not, your plan and timeline for securing such commitments.
- If applicable, describe how and why this project will drive investment by others in the sectors impacted.
- If match waiver requested, please provide justification here.

**Business plan ([DOWNLOAD THE TEMPLATE HERE](#))**

All applicants are required to submit a business plan for the exclusive use of the review committee. This data will be used to determine that recipients are capable of managing grant funds and to measure the impact of proposed projects. We recommend ensuring your business plan includes answers to the questions located in the [business plan template](#).

#### **Other attachments and documentation**

You are allowed to submit up to **three** additional attachments if necessary. Examples of additional attachments include drawings/plans, photos, letters of support, request for match waiver, etc.

### **15. Applicant checklist**

- Thorough review of Guide for Applicants.
- Thorough review of Attachment C if applying for \$10,000 of funds or greater.
- Application and all templates/attachments are fully completed and saved on a computer/thumb drive **before** entering the information onto the Wufoo site. Applicant has 24 hours to submit online. **Information entered onto the Wufoo site is not saved to work on at a later time. Therefore, all materials must be ready in advance to enter in one sitting.**
- [Documents attached](#) with Application:
  - Goals/Performance Measures/Outcomes Template
  - Business Plan
  - Budget Template and Narrative
  - Optional Attachments (up to three attachments i.e. drawings/plans, photos, letters of support, request for match waiver)

**APPLICATIONS ARE DUE ON MONDAY, NOVEMBER 18, 2013 BY 4:00pm**