



**VERMONT AGENCY OF
AGRICULTURE, FOOD & MARKETS**

**Working Lands Enterprise Initiative
ARPA-Funded Primary Producer
Grant Application Guide**

FISCAL YEAR 2023 REQUEST FOR APPLICATIONS

KEY DATES

- Request for Applications Release Date: October 28, 2022
- Applicant Webinar with Q&A: November 3, 2022 at 12:00-1:00 PM
- Pre-Application Opens for Submission: November 9, 2022 at 12:00 PM (noon)
- Pre-Application Deadline: December 16, 2022 at 11:59 PM
- Notification of Pre-Application Acceptance/Denial: Early February 2023
- Full Application Deadline: March 17, 2023
- Estimated Project Start: May 2023

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PROGRAMMATIC QUESTIONS

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Agency of Agriculture, Food and Markets staff are available assist applicants during State of Vermont business hours, Monday - Friday, 7:45 AM to 4:30 PM. Please note that immediate assistance may not be available shortly before deadlines.

WEBGRANTS

Applications for this program are accepted through the [WebGrants](#) grants management system.

REGISTRATION

New users must complete the [WebGrants Registration Form](#) to start an application. New registrations are typically processed within two business days. Please register for an account well in advance of the application deadline.

SUBMISSION POLICY

It is the applicant's responsibility to follow all application instructions including the submission dates and times included in this request for applications (RFA). The Vermont Agency of Agriculture, Food & Markets (VAAFAM) will accept the last validated submission through the grants management system, [WebGrants](#), prior to the posted deadline as the final and sole acceptable submission of an application.

We cannot accept submission or re-submission of incomplete or delayed applications after the posted deadline, barring exceptional circumstances.

WebGrants will prevent applications from being submitted after the posted deadline.

SUBMISSION CONFIRMATION

When you have successfully applied, you will be redirected to an **Application Submitted Confirmation** page with an Application ID number. You will also receive a confirmation email.

When an application has successfully been submitted, the applicant will receive a confirmation email from agriculturegrants.vermont@mail.webgrantscloud.com. Please add this email address to your “safe senders” list. If you do not receive this confirmation, please check your junk or spam folder.

Section 1: Overview

PROGRAM PURPOSE

Approximately 20% of Vermont’s working landscape is used for agricultural purposes, and 75% is forested. Vermont prospers and its unique sense of place thrives because of intelligent investments in the people and enterprises that comprise its farm, food, and forest-based systems. Strong community engagement and support for the farm and forest sectors leads to enhanced quality of life for Vermont citizens and working lands business owners.

The mission of the Working Lands Enterprise Initiative is to grow the economies, cultures, and communities of Vermont's working landscape. The Working Lands Enterprise Board (WLEB) achieves this by making essential, catalytic investments in critical leverage points of the Vermont farm and forest economy and facilitating policy development to optimize the agricultural and forest use of Vermont lands. [The Working Lands Enterprise Initiative, Act 142](#), created the Working Lands Enterprise Fund (WLEF) and the WLEB. The WLEB is made up of:

- Private sector members throughout the agriculture and forest supply chains
- Vermont Agency of Agriculture, Food, and Markets staff
- Vermont Department of Forests, Parks & Recreation staff
- Vermont Agency of Commerce and Community Development staff
- Vermont Housing & Conservation Board staff
- Vermont Economic Development Authority staff
- Vermont Sustainable Jobs Fund staff

HISTORY OF SUCCESS TO DATE

Since its formation in August 2012, the Working Lands Enterprise Board (WLEB) has awarded over \$12 million in grant funds to over 300 grantees, leveraging more than \$22 million in matching funds. Since 2013, the WLEB has invested over \$3 million to 41 distinct service provider organizations in the form of grants and contracts. For a list of previously funded projects, visit <https://workinglands.vermont.gov/history-initiative/funded-projects>.

FUNDING SUMMARY

Applicants whose pre-application is approved for advancement will be able to begin editing their full application at any point after receiving their approval notification by email.

ELIGIBLE APPLICANTS

Applicants for this Grant Opportunity Must be Primary Producers

Primary producers of farm and forest products are eligible to apply for the ARPA-Funded Primary Producer Impact Grant. Examples of eligible primary production activities are growing crops and fruit, raising animals, harvesting timber, sugaring, and dairies. Applicants will need to provide a narrative description of their primary production activities and submit **one** of the following documents to confirm their status as a primary producer:

- Profit and loss statement from 2021 showing revenue from primary production activity.
- Filed 2021 Schedule F Profit of Loss from Farming tax return form. Available to farmers.

And, if available, submit one of the following:

- State issued registration or license that captures primary producer status (e.g., Farm registration; Produce program registration; Water quality designations for Medium Farm Operation (MFO), Large Farm Operation (LFO), or Certified Small Farm Operations (CSFO))
- Registration with the Secretary of State that shows NAICS Code 11.

While typically the forest industry includes sawmills and other primary wood manufacturing as primary production, only businesses involved in harvesting timber are eligible for this grant.

Primary producers can use grant funds to invest in market development, infrastructure, and workforce development initiatives that advance their usage of primary products they have produced. Grant funds can be used for investments in processing primary products.

Applicants will need to Demonstrate Negative Economic Impact Due to COVID Pandemic

Eligible businesses must have been operational prior to January 2020. Applicants will need to demonstrate how their business experienced a negative economic impact due to the COVID-19 pandemic, even if that impact was not sustained (e.g., experienced an increased operational cost, decreased revenue or gross receipts, increased costs, challenges covering payroll, or other harm that can be linked to the COVID-19 pandemic). Grant funds must be used to support your businesses recover from the economic harm experienced, but the project does not need to be a direct response to the economic harm experienced (e.g., a business that was harmed due to a sharp increase in the cost of inputs **does not** need to focus their grant activities on sourcing inputs). Additionally, a business that received the Vermont COVID-19 Agriculture Assistance Program (VCAAP) must use these grant funds for a different scope of work.

Businesses must be based in Vermont and registered with the Secretary of State at the time of application submission. All organizational structures are eligible (e.g., Partnerships, Limited Liability Corporations, Sole Proprietorships, Cooperatives, Corporations, S Corporations, L3Cs, and/or non-profits that are involved in the production of agriculture and/or forest products). Applicants must be in compliance with all state regulations (i.e., water quality, taxes, child support) and in good standing with the State of Vermont at the time of applying and must remain so during the entire grant period.

Previous recipients of a Working Lands Standard Business Grant, COVID-19 Response Business Development Grant, Service Provider Grant, and/or Producer Association Grant are eligible to apply for this grant. Previous recipients of a Working Lands Supply Chain Impact Grant, Market Level Infrastructure Grant, or Meat Slaughter and Processing Development Grant are eligible to apply for further Working Lands funding after three years, meaning that only Fiscal Year 2020 and earlier grantees are eligible to apply in this round. **Previous grantees must explain how their proposed project either builds on previous work or is a separate project and must demonstrate how continued funding will be used to support development of the business.**

ELIGIBLE PROJECTS

Projects eligible for funding under the ARPA-Funded Primary Producer Grant include:

- Market development – professionalizing business marketing and/or branding approaches to establish new or expand current markets; hiring a professional marketing/branding contractor to develop strategy and/or content; implementing the strategy and/or content developed by the contractor (e.g., branding, website, or social media development)
- Research and design focused on business diversification, operations and/or product development
- Infrastructure improvements that enable scaling up of business operations; including project-specific planning, permitting, engineering or architectural plans; building and equipment costs
- Energy focused projects – efficiency enhancements, including lighting, refrigeration/cooling, heat pumps, solar panels, low-energy water management, ventilation systems, and/or energy generation; may include equipment, installation, and/or technical assistance costs
- Workforce training and development – technical skill training for staff, business management training, and/or business succession planning, including hiring a consultant to support any of these processes

AVAILABLE FUNDS

Up to \$1,000,000

The Working Lands Enterprise Initiative anticipates releasing a second ARPA Funded Primary Producer Grant opportunity in 2023, with available funds of up to \$1,000,000.

MINIMUM & MAXIMUM AWARD

\$50,000-\$250,000

MATCHING REQUIREMENT

Grant recipients must provide matching funds at a 100% (one-to-one) rate using **cash** (e.g., funds in the bank, paid staff labor hours) or a combination of cash and **in-kind** items (e.g., businesses time contributed to project, use of equipment, donated goods, pro bono services, volunteer labor) that the grantee organization has received from other sources. Match sources must be identified by the time of application submission and commitments in place by the time of grant agreement signing. Matching

funds may not be sourced from other State of Vermont funding opportunities. Under limited circumstances, the matching requirement may be reduced or waived for applicants who demonstrate a clear need for this accommodation.

PROJECT LENGTH

24 months

FUNDING SOURCE

Federal American Rescue Plan Act funds appropriated by the Vermont legislature to the Working Lands Enterprise Initiative.

Section 2: Application Process and Content

HOW TO APPLY

Applications must be submitted via the online grants management system, WebGrants, at agriculturegrants.vermont.gov between Friday, October 28, 2022 at 12:00 PM (noon) and Friday, December 16, 2022 at 11:59 PM. Paper applications will not be accepted. Application components are outlined below as they will appear in WebGrants.

An informational webinar for applicants will be hosted by the Agency of Agriculture, Food and Markets (AAFM) on Thursday, November 3, 2022 at 12:00 PM online, via Microsoft Teams. Webinar content will include the grant cycle timeline, a demonstration of how to create an application in WebGrants, other tips for applicants, and a public question and answer period. Please RSVP to attend the webinar at <https://tinyurl.com/WLEIFY23ARPAgrantwebinar>. For those not able to attend, the webinar will be recorded and available for future viewing beginning on November 4, 2022 at <https://workinglands.vermont.gov/grant-contract-opportunities/arpa-primary-producer-impact-grant>.

For technical instructions on the application submission process, please see the guide on the AAFM website at <https://agriculture.vermont.gov/grants/howtoapply>.

PRE-APPLICATION QUESTIONS

Applicant Information

- Organization Name
- Type of Legal Entity (e.g., sole proprietorship, LLC, cooperative, 501(c)(3))
- Contact Name
- Job Title/Position
- Phone Number
- Email
- Physical Address
- County
- Primary product category

- Secondary product category
- **Business Narrative** (2000-character limit): Please provide a brief overview of your businesses' primary production activities. Please include approximately what % of your time is spent on primary production and the % of your business's revenue that comes from primary production activities.
- **COVID Impact** (2000-character limit): Please provide an overview of how your business was impacted by the COVID 19 pandemic (e.g., experienced an increased operational cost, decreased revenue or gross receipts, increased costs, challenges covering payroll, or other harm that can be linked to the COVID-19 pandemic). Explain how this project will support your businesses in recovering from the economic harm experienced, even if it is an indirect link.
- Please upload one of the following documents:
 - Profit and loss statement from 2021 showing revenue from primary production activity.
 - Filed 2021 Schedule F Profit of Loss from Farming tax return form with SSN redacted or fully blacked out.
- If available, please submit one of the following:
 - State issued registration or license that captures primary producer status (e.g., Farm registration; Produce program registration; Water quality designations for Medium Farm Operation (MFO), Large Farm Operation (LFO), or Certified Small Farm Operations (CSFO))
 - Registration with the Secretary of State that shows NAICS Code 11.
- Please upload the cover page of your 2019 tax return to demonstrate business operations before January 2020, with SSN redacted or fully blacked out.
- Demonstration of applicant compliance with state regulations and good standing with the State of Vermont – e-signature and date
 - Completed Water Quality Compliance Form upload
- How did you learn about this grant opportunity?
- Interest in receiving Working Lands related e-news/events/funding opportunity updates by email (Yes/No)
- Willingness to share contact information with other state and federal funders (Yes/No)

Project Information

- Project title that briefly summarizes proposal (150-character limit)
- Project category (drop down menu)
- Does this project involve expanding and/or developing processing operations?
- Amount of Working Lands grant funds requested (\$)
- Amount of matching funds committed (\$) **Please note: must be a minimum of 100% of the amount of grant funds requested, through either cash or a combination of cash and in-kind sources*

- **Project Summary** (2000-character limit): Provide a brief overview of your project, including how requested and matching funds would be used. Explain why your project is being proposed and how it relates to the overall development of your business.
- **Permitting** (if applicable): While having permits in hand isn't required to receive WLEI grants, applicants are encouraged to begin thinking about permitting needs during their application process to ensure that permitting costs are included in the budget and that project timelines include the permitting process, if applicable. To this end, what permits will you need for this project? What is your estimated timeline for receiving each permit? Please visit the following link for guidance around common permitting questions: [Act 250 Resources for Working Lands Enterprise Fund Projects.](#)

Previous Funding

- List additional grants received for this project (not for your organization as a whole) in the past five years, if any.
- List other grants/loans applied for in conjunction with this project application, if any.
- Has your organization received a grant from the State of Vermont or from the Federal government in the past?
 - If so, were these grants successfully completed? If not, please indicate why.
 - Did you receive a grant from the Vermont COVID-19 Agriculture Assistance Program (VCAAP)? If yes, please indicate specific outcomes achieved through the VCAAP project (up to 1800-characters).
 - If your previous funding includes a Working Lands grant, please indicate specific outcomes achieved through your past project (up to 1800-characters).
 - Please provide any additional comments on your previous State of Vermont and/or Federal government grants (optional).

Organization and Financial Information

- **Organization information** (2000-character limit): Describe the business in terms of size (gross annual sales, number of employees, annual production volume), current markets, and number of years in business.
- **Stage of Business Development:** Review the [definitions](#) for the different stages of business development and select the one that applies to your business.
- **Business Viability** (2000-character limit): Describe your efforts to build financial viability and promote overall business sustainability beyond the grant period.

Project Impact (2000-character limit per question)

- Describe the intended outcomes of your project for your business (e.g., changes in products, production processes, marketing, sales, staff positions, skills acquired).
- If applicable, please identify the intended impact of your project on the market or supply chain within the industry. Please reference other working lands business involved and how they will benefit.

Budget and Narrative (1000-character limit for each question):

- Describe how Working Lands Enterprise Initiative Grant funds (personnel, supplies, travel, permitting, etc.) will be used to support your project. Costs incurred prior to the signing of the grant agreement are not eligible.
- Explain why Working Lands Enterprise Initiative Grant funds are needed, and how the project would or would not move forward without these funds. Be specific and describe efforts to fund this project with other sources and why those efforts have not been sufficient.
- Select all/any that apply:
 - Without this grant, this project wouldn't happen
 - Without this grant, an urgent window of opportunity would be missed
 - Without this grant, the project would have a lower probability of success
 - Without this grant, this project would happen in a less desirable fashion
 - This project would possibly happen, as planned, without these grant funds
- **Budget Template:** Enter the dollar amount for each line item of your budget into the appropriate field. Your budget should include any other funding sources supporting the proposed project as matching funds. Up to 10% of requested grant funds may be used for indirect costs (i.e., facilities/administrative costs).

Example Budget Calculations:

- $\$20,000$ Working Lands grant request $\times 10\% = \$2,000$ eligible as indirect costs
- $\$20,000 \times 100\% = \$20,000$ minimum cash and/or in-kind match
- $\$20,000$ grant request + $\$20,000$ match amount = $\$40,000$ total project cost
- Identify the source(s) for all matching funds with a timeline for securing these commitments.
 - Examples of **cash match** include funds in the bank and third-party funds and applicant labor directly associated with the proposed project
 - Examples of **in-kind match** include goods or services provided during the grant period for which no expenditure is made (e.g., contractors, consultants, or equipment provided pro bono, volunteer labor)

Expense Category	Grant Request	Matching		Match Source	Details/Purpose	Total
		Cash	In-Kind			
Salaries/Wages (Personnel)						
Benefits						
Travel						
Machinery/Equipment						
Supplies						
Contractual						
Permits						
Other Direct Costs						
Indirect Costs						
TOTAL						

Budget Narrative (1000-character limit for each question):

- Describe your intended use of Working Lands funds. Provide further detail on proposed amounts for all line items, as needed.
- Match: Indicate whether all matching funds are committed (at the time of application submission). If not, provide your timeline for securing such commitments prior to grant agreement execution.
- Match Waiver: If a match waiver is requested, provide justification here.

Section 3: Application Review and Scoring

APPLICATION REVIEW

Working Lands Business Enhancement Grant funds will be awarded to projects benefitting agriculture and forest-based businesses through a competitive review process. A committee of Working Lands Enterprise Board (WLEB) members, state agency staff, and industry stakeholders will review submitted applications and make funding recommendations to the full WLEB for final awarding decisions. Applicants will be notified by email of application approval or denial, with specific feedback, in January 2023.

APPLICATION SCORING

Criteria that will inform scoring of application quality are as follows:

Quality of Proposal and Management Team: The proposal is comprehensible and clear, and the proposed project fits within the criteria outlined in the Request for Applications. The Management team demonstrates previous experience in the sector necessary to conduct the proposed activities. (20 points)

Business Viability: The applicant possesses characteristics of a viable business, including a solid financial management system, diverse markets, partnerships, and strong internal management. (15 points)

Outcomes/Impact: The applicant's project will enhance Vermont's working landscape, with performance outcomes that may include job creation and retention, increased sales, increased product output, and increased and/or retained acres in active forestry or agricultural use. (20 points)

Supply Chain/Market Level Impact: The proposed project will have a supply chain and/or market level impact on its respective sector, such as in the examples below (5 points)

- Makes significant process and/or infrastructure improvements for medium to large scale production, producer-processing initiatives, or distribution of primary products in the forestry and agriculture sectors.
- Scale of the primary product being brought into supply chain has ability to strengthen the industry, address the sector on a market-wide scale, and/or address a market downturn.
- The technology or approach is innovative and will lead to new opportunities for multiple businesses and/or increases the scale of the enterprise in a way that enables it to meet a growing market demand.

Collaboration: The project is collaborative among or benefits other working-lands enterprises to maximize the benefits among the working landscape. (10 points)

Budget: The applicant has prepared a clear budget reflecting realistic, well-planned components, including required matching funds. Budget narrative supports and further details items in budget table. (15 points)

Financial Need: The applicant demonstrates financial sustainability of the organization, while showing an evident need for Working Lands Enterprise Initiative funding. Project cannot be fully funded through other sources sought by the applicant. If Working Lands funds are not received, this project will have a lower probability of success, would not happen, and/or an urgent window of opportunity would be missed. (10 points)

Innovation: The proposed project suggests there will be new ideas or business models used which may include (but are not limited to) proposing a new solution to an old problem, creating a new product or crop, or commercializing a researched product or process. (5 points)

Full Application Information

Applicants whose pre-application is approved for advancement will be able to begin editing their full application at any point after receiving their approval notification by email. The message will contain instructions and required full application content in detail. In addition to information required in the pre-application (e.g., project summary, budget. – which will automatically populate from pre-application responses), the full application will require the following new information to be submitted:

- Financial management data, including system used for accounting
- Experience and successes implementing similar past work
- Current business plan for requests of more than \$75,000 (uploaded in PDF format)
- Project goals and expected measurable outcomes
- Project workplan including timeline of key activities
- Anticipated increase in sales, product output, number of employees, and/or acreage in agricultural or forestry usage as a result of project completion
- If applicable, marketing plan description
- Description of intended supply chain/market level impact
- Project work plan including key activities, completion timeline, and responsible personnel
- Letter(s) of support/commitment. The letter(s) of support should demonstrate the need for the work or a key partner's commitment to collaboration.
- Optional additional attachments (project renderings or plans, equipment cost estimates, etc.)
- Identification of project management team and business viability support team
- Potentially applicants requesting \$150,000 and above (optional for requests between \$75k - \$150k) will be expected to present a project pitch to the reviewer team. Each pitch will be no more than 5 minutes in length and should include an explanation of intended participation of the management team (including business viability providers), project feasibility, and anticipated project impacts on the supply chain and/or market sector. These will be virtual, so technology preparation will be required in advance.
- Additional financial documentation:
 - Cash flow record
 - Profit and loss statement
 - Balance sheet
 - Projected income and expenses

Additional details regarding the full application will not be shared publicly and will be sent only to applicants whose pre-application has been approved for advancement. Full applications must be submitted in WebGrants by Friday, March 17, 2023, at 11:59 PM. Applicants will receive final award notification via email in May 2023.

Section 4: Grant Management and Reporting

GRANT AGREEMENT & PAYMENT

Prior to receiving funding, successful applicants must sign a grant agreement with the Vermont Agency of Agriculture, Food & Markets (VAAFAM) indicating their intent to complete the proposed project and authorizing VAAFAM to monitor progress. The grant agreement will include provisions (terms and conditions) set by the State of Vermont as well as any program-specific requirements. Review **Attachment C - Standard State Provisions for Contracts and Grants (12/15/2017 Revised)** at bgs.vermont.gov/purchasing-contracting/forms for the most recent State of Vermont provisions.

Prior to commencement of work and release of any payments, grantees must submit:

1. A current IRS Form W-9 (Request for Taxpayer Identification Number and Certification), signed within the past six months.
2. A certificate of insurance consistent with the requirements set forth in Attachment C of the grant agreement (not required if grantee already has a current certificate of insurance on file with VAAFAM).
3. Confirmation of grantee payment schedule.

Except for the first payment following grant agreement signing, grant payments are based upon project performance, including completion of project activities, and proof of expenditure of grant funds requested. Progress will be communicated via interim and final status reports, which must be approved by the State grant program manager before claims (payment requests) are approved.

24-month Working Lands Grant funds are typically distributed according to the following schedule:

1. Up to 40% of the grant award following signing of the grant agreement, and receipt and approval of an initial claim in WebGrants.
2. Up to an additional 30% of the grant award (70% total), following completion and approval of the first Interim Report demonstrating project progress, and the submission of a second claim. Typically, no later than six months after the grant start date. The first payment (of 40%) is an advance payment, but prior to receiving additional funds you must show proof of expenditures of all initial funds plus proof of expenditures for the funds requested in the second claim.
3. Up to an additional 20% of the grant award (90% total), following completion and approval of the second Interim Report demonstrating project progress, and the submission of a third claim. Typically, fifteen months after the grant start date.
4. Final 10% (or other remaining amount) of the grant award, following receipt and approval of the Final Report demonstrating completion of project and satisfactory achievement of expected measurable outcomes, and a final claim.

Grantees must maintain documentation of project costs, both those paid with grant funds and with matching funds, throughout the grant period. Accurate expense totals and images of expense documentation are required components of status reporting.

REPORTING REQUIREMENTS

Prior to receipt of the second and third grant payments, respectively, grant recipients must complete Interim and Final status reports in WebGrants. Reports will include a narrative of project accomplishments to date, progress on meeting expected goals and outcomes, a budget table showing amounts of expended grant and matching funds, and high-resolution digital photos in .jpg format that demonstrate project work. Grantees will be expected to collaborate with VAAFM staff to measure the impact of their project on their business.

Grantees must be willing to share project details, including successes and challenges, with the public, the WLEB, and the media, which illustrate how the grant is impacting Vermont's working lands economies. This may occur through media inquiries, press events on location, and/or site visits from VAAFM staff, WLEB members, and/or their stakeholder partners.

Appendix A: Program Provisions

Working Lands Grant agreements are held between the State of Vermont and the business or, where applicable, the business entity. Should the business entity cease to exist, or if the business entity to which this grant is issued becomes inactive, the State may suspend or cancel this Grant immediately, and the State shall be under no obligation to pay or further pay grantee.

Ready to begin work: Grantee must be ready to begin project work immediately following execution of this grant agreement. If grantee anticipates a delay or experiences a delay of more than two months, grantee shall submit to the grant manager via email an explanation for the delay and note the extent to which the delay will/will not impact project completion. Similarly, grantees should submit their initial claim for funds reimbursement within two months of receipt of the grant agreement. An explanation must be sent to the grant administrator if no request for reimbursement is anticipated within the first two months of the grant.

Publicly known and open to inspection: Except for grantee proprietary and personal identifying data, as noted per 1 V.S.A. § 317(c), grantee names, projects, the amount of grant awards, and all other information regarding Working Lands grant projects are considered public information and are open to inspection. Grantee can also anticipate communication from other Working Lands partners and stakeholders regarding project successes and accomplishments.

Grantee Confidential and/or Proprietary Information: Grantee is responsible for noting all information, data, project results and narrative text which it considers confidential and/or proprietary in its reports and communications with the state. Grantee financials are automatically classified as confidential by the state.

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, financial information of an individual or business, and trade secrets. This information 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 and the state of Vermont consider the following information about applicants to be subject to public record: contact information of applicants; names, description, and contact information of applying enterprise or organization; the purpose and amount of any Working Lands Enterprise Funds received; and grantee communications. Other information may be shared in aggregate form (without identifying individual business info).

Acknowledgement: All meetings and gatherings held because of this grant will recognize the Vermont Agency of Agriculture, Food and Markets and the Working Land Enterprise Board as a funder. Written and electronic materials produced shall include text acknowledging the same and shall also feature a Vermont Agency of Agriculture, Food and Markets graphic. Grantee may be required to reprint event

flyers, posters, and/or brochures or repost meeting announcements if the State learns of grantee's failure to acknowledge the Working Lands Enterprise Board as a funder.

Tax Implications: We recommend that all entities consult with a tax accountant as needed regarding how to report grant awards for tax purposes, including advising on your tax return. State of Vermont staff and WorkingLands partners are not authorized to advise or provide input on tax-related information, including the completion of federal forms.