



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 SERVICE PROVIDER GRANT

FISCAL YEAR 2020 REQUEST FOR APPLICATIONS

The Working Lands Enterprise Board – a collaborative effort of Vermont Agency of Agriculture, Food, and Markets; Department of Forests, Parks, and Recreation; and Agency of Commerce and Community Development – announce the availability of grant funds to support the development of Vermont-based agriculture and forest products businesses.

KEY DATES

Request for Applications Release Date: September 3, 2019

Application Opens for Submission: September 10, 2019 at 12:00 PM (noon)

Application Deadline: November 17, 2019 at 12:00 PM (noon)

Award Notification: End of January 2020

Estimated Project Date Start: End of February 2020

CONTENTS

- I. PROGRAM OVERVIEW AND FUNDING ELIGIBILITY 2
- II. GRANT MANAGEMENT AND REPORTING 4
- III. APPLICATION PROCESS AND CONTENT 5
- IV. APPLICATION REVIEW AND SCORING 9
- APPENDIX A: PROGRAM PROVISIONS..... 11

SECTION I: PROGRAM OVERVIEW AND FUNDING ELIGIBILITY

CONTACT

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Vermont Agency of Agriculture, Food and Markets (VAAF) staff are available to provide assistance during State of Vermont business hours, Monday - Friday, 7:45 AM to 4:30 PM. Assistance may not be available shortly before deadlines.

Applications must be submitted in [WebGrants](#) by the deadline indicated. Please note both the date and time of the deadline, after which WebGrants will prevent applications from being submitted.

After submitting your application, you will see an **Application Submitted Confirmation** with an Application ID number. (See example below.)

Late applications will not be accepted.

Application Submitted Confirmation

You have successfully submitted your Pre-Application for Testing Process Application with Application ID [40504]. Grantor has received your application for evaluation.

I. PROGRAM OVERVIEW AND FUNDING ELIGIBILITY

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, in large part, 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 supply chains of agriculture and forestry, and staff from the Vermont Agency of Agriculture, Food, and Markets, Vermont Department of Forests, Parks & Recreation, Vermont Agency

SECTION I: PROGRAM OVERVIEW AND FUNDING ELIGIBILITY

of Commerce and Community Development, Vermont Housing & Conservation Board, Vermont Economic Development Authority, and Vermont Sustainable Jobs Fund.

HISTORY OF SUCCESS TO DATE

Since its formation in August 2012, the Working Lands Enterprise Board (WLEB) has awarded over \$5.5 million in grant funds to over 200 grantees, leveraging more than \$10 million in matching funds. Since 2013, the WLEB has invested over \$2 million to twenty-six distinct service provider organizations in the form of grants and contracts. For a list of previously funded projects, visit <http://workinglands.vermont.gov/projects>.

ELIGIBILITY

ELIGIBLE APPLICANTS

Service provider organizations must be based in Vermont and registered with the Secretary of State at the time of application submission. All structures are eligible (e.g., Partnerships, Limited Liability Corporations, Sole Proprietorships, Cooperatives, Corporations, S Corporations, L3Cs, B Corporations, and/or non-profits that are involved in the support of 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 submitting an application and must remain so during the entire grant period.

Previous recipients of Working Lands Service Provider Grants in the amount of \$20,000 or less are eligible to re-apply for funding during Fiscal Year 2020. Previous recipients of Working Lands grants for more than \$20,000 are not eligible to apply for further Working Lands funding until three years after the start date of their previous grant (i.e., FY16 and earlier grantees are eligible to apply this year). Applicants who have received Working Lands grants in the past will be asked to measure and report on the results of previously funded projects and demonstrate how continued funding will be used to grow or improve the program. *Services must be provided to a new cohort of businesses for each funding period.*

Prequalified Vendors: Priority will be given to applications from organizations that are not prequalified vendors of the Working Lands Enterprise Initiative (WLEI). Prequalified vendors who apply for these grants must demonstrate that the services and/or clients addressed are not redundant with the scope of existing contracts or analogous grant agreements with WLEI. For optional further context about the history of pre-qualified service providers and the Working Lands Enterprise Board, please see the [WLEI website](#).

ELIGIBLE PROJECTS

Projects eligible for funding will include the provision of direct technical assistance and/or indirect services to support the development of Vermont-based working lands businesses. Services may cover topics such as:

- Market development, marketing plans, and sales;
- Business and financial planning;
- Succession planning;
- Access to capital;
- Manufacturing efficiencies or process flow;
- Business research and development; and/or
- Pilot programs.

FUNDING OPPORTUNITY DETAILS

AVAILABLE FUNDS

The Working Lands Enterprise Board plans to award a total of \$1.6 million in Service Provider Grants and Business Grants for projects beginning in 2020. **A total of \$100,000-150,000 is available for Service Provider Grants for awards in the range of \$5,000-20,000.** Information regarding Business Grants, including those for dairy-specific projects (for which \$500,000 is available in grant funds) will be released on October 1, 2019.

PROJECT LENGTH

Service Provider Grant projects will be 18 months in duration.

FUNDING SOURCE

Grants are funded through a State of Vermont legislative appropriation, with additional philanthropic contributions.

II. 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:

- A current [IRS Form W-9](#) (Request for Taxpayer Identification Number and Certification), signed within the past six months (not required if organization is a previous State of Vermont grant recipient)
- 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)
- A completed [Act 154 Good Standing Certification](#) – find this form at finance.vermont.gov/vendors-and-grantees
- Documentation that verifies pledged matching funds, as applicable.

GRANTEE PAYMENT SCHEDULE

Working Lands Service Provider Grant payments are made on a reimbursement basis, after costs have been incurred, and require documentation of project expenditures (e.g., receipts, paid invoices) to substantiate the

SECTION II: GRANT MANAGEMENT AND REPORTING

total dollar amount of each claim for payment. Grant funds must be matched at a 100% (one-to-one) rate using funds the grantee organization has procured from other sources.

After grant agreements are fully executed, i.e., have been approved and signed by all parties, Working Lands Grant funds are typically disbursed according to the following schedule:

- Up to 40% of the grant award following receipt and approval of an initial claim for payment via WebGrants; claim must contain documentation of expenditures to date for which reimbursement is requested
- Up to an additional 40% of the grant award (80% total) at the mid- point of the project, pending completion and approval of the Interim Report and a second claim; claim must contain documentation of receipts for all project expenditures to date for the requested reimbursement AND matching expenses at a minimum one-to-one ratio
- Final 20% (or other remaining amount) of the grant award, pending receipt and approval of the Final Report demonstrating completion of project deliverables and satisfactory achievement of measurable project outcomes, and a final claim, including documentation of project expenses (both claimed and matching, as above).

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, and high-resolution digital photos in jpg format that demonstrate project work. Grantees must also complete an Annual Survey one year following and two years following the grant end date. These surveys will be distributed by grantees to the clients who received services as a result of the grant. Grantees will be expected to collaborate with VAAFAM staff to measure the impact of their project on businesses served.

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 VAAFAM staff, WLEB members, and/or their stakeholder partners.

III. APPLICATION PROCESS AND CONTENT

HOW TO APPLY

Applications must be submitted via the online grants management system, WebGrants, at agriculturegrants.vermont.gov between Tuesday, September 10, 2019 at 12:00 PM (noon) and Sunday, November 17th, 2019 at 12:00 PM (noon). Paper applications will not be accepted. Application components are outlined as they will appear in WebGrants below.

For technical instructions on the application submission process, please see the guide on the Agency of Agriculture, Food and Markets website at <https://agriculture.vermont.gov/grants/howtoapply>.

APPLICATION QUESTIONS

A. Applicant Information

- Organization name
- Type of legal entity (e.g. sole proprietorship, LLC, cooperative, 501(c)(3), etc.)
- Contact Name
- Title
- Phone Number
- Email
- Physical Address
- County
- Where did you learn about this grant opportunity?
- Demonstration of applicant compliance with state regulations and good standing with the State of Vermont – e-signature and date
- 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)

B. Organization and Financial Information

- **Organization Description** (2000 character limit): Describe your organization, including experience and success in serving businesses. Describe the core team of individuals who will be involved in the project and their expertise that will contribute to project success.
- Has this organization been in operation for more than two years? If not, how many years of organizational management experience is held by those in leading staff position(s)?
- Describe the relationship and expertise of any partner organizations expected to participate in the project.
- Do you have an accounting system, such as QuickBooks or a formatted Excel spreadsheet, to track grant project expenses? If not, do you plan to obtain such a system?
- Do you have a system in place to track employee time associated with this grant – both time paid by the grant and in-kind time used for matching purposes?
- Have you 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.
 - If your previous funding includes a Working Lands grant, please indicate specific outcomes achieved for clients through your past project (1800 character limit).
- Please provide any additional comments on your previous State of Vermont and/or Federal government grants (optional).

C. Project Information

- Project title

SECTION III: APPLICATION PROCESS AND CONTENT

- Project category (drop down menu)
 - Amount of Working Lands grant funds requested
 - Matching Funds: Must equal at least 100% of Working Lands grant funds requested, through either cash or in-kind sources (more details about matching funds in Section H below)
 - **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 reference key anticipated impacts.
 - **Outreach Plan** (2000 character limit): Provide a brief summary of your outreach plan to recruit businesses, including the intended targeted audience and evaluation process for the plan.
 - Describe how your management team will adjust if you see less demand for services than anticipated. (1000 character limit)
 - List additional grants received for this project (not for your organization as a whole) in the past five years.
 - List other grants/loans applied for in conjunction with this project application.
- D. Financial Need** (2000 character limit): Provide an explanation of why these Working Lands 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 would happen over a longer timeframe
 - Without this grant, this project would happen in a less desirable fashion
 - Without this grant, this project would have a lower probability of success
 - Without this grant, this project would not happen
 - This grant will not change the implementation and success of this project
- E. Impact** (1800 character limit): Outline projected measurable outcomes on working lands businesses served including: impact on business sales, net income, jobs created or retained, acreage in active use, and/or product output. Briefly describe the project's evaluation plan.
- Will your project increase gross sales for businesses served? If so, how much do you anticipate businesses' gross sales to increase (in aggregate dollars)?
 - Will your project increase product output for businesses served? If yes, how much, on average (in percent), do you anticipate product output to increase for businesses?
 - Will this project increase jobs for businesses served? If yes, how many Full Time Equivalent (FTE) jobs do you anticipate will be created?
 - Will this project increase working lands acres impacted? If yes, how many additional acres will be impacted by this project? (includes acres directly used for production, committed for production through other producers and/or under active management by your enterprise)
 - Will this project directly enhance the executive business skills of entrepreneurs and managers?
 - Will this project cultivate a pipeline of qualified employees?
 - Will this project support the leadership development of next-generation leaders within client businesses?

SECTION III: APPLICATION PROCESS AND CONTENT

- Will this project help businesses address industry-specific or common VT bottlenecks, e.g. workforce housing, technical or financial skills, etc.?

F. Budget and Narrative: Provide a detailed budget, including Working Lands funds requested and other funding sources supporting the project as matching funds. Costs incurred prior to the signing of the grant agreement are not eligible.

Matching funds should equal at least 100% of the Working Lands Enterprise funds requested and may be comprised of either cash or in-kind sources. Match sources must be identified by the time of application submission and in place by the time of grant agreement execution (estimated January 2020).

- Examples of **cash match** include funds in the bank, 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 for the project, volunteer labor, and/or donated supplies that are not part of the normal cost of doing business)
- **Indirect costs** (i.e. facilities/administrative costs) are allowed for up to 10% of requested Working Lands Grant funds. Additional indirect costs may be used as match.

Example:

\$20,000 Working Lands grant request x 10% = \$2,000 (up to \$2,000 could be indirect costs)

\$20,000 x 1 = \$20,000 minimum cash or in-kind match (could include additional indirect costs)

\$20,000 + \$20,000 = \$40,000 total project cost (grant request + match amount)

Under limited circumstances, match requirements may be reduced or waived for projects that can justify the need for a reduced match. Waiver requests must outline the impact of the project and indicate if the project benefits an underserved sector of the working lands economy. For consideration, waiver requests must be outlined in the budget narrative.

Budget Template: Enter each line item of your budget into the appropriate field. Your budget should include any other funding sources supporting the proposed project and a match totaling 100% of Working Lands funds requested.

(continued on next page)

SECTION IV: APPLICATION REVIEW AND SCORING

Expense Category	Working Lands Request	Applicant Contribution		Match Source	Details/Purpose	Total
		Cash	In-Kind			
Salaries/Wages (Personnel)						
Benefits						
Travel						
Supplies						
Contractual						
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.
- Future Investment: Please describe if/how this project will strengthen your relationship with existing and prospective funders and funding sources.
- 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

IV. APPLICATION REVIEW AND SCORING

APPLICATION REVIEW

Working Lands Service Provider Grant funds will be awarded to projects that benefit agriculture and forest-based businesses through a competitive review process. A committee of Working Lands Enterprise Board members, state agency staff, and industry stakeholders will review submitted applications and make funding recommendations to the full Working Lands Enterprise Board (WLEB). The WLEB will make final decisions for official approval of awarded projects. Applicants will be notified by email of application approval or denial by the

SECTION IV: APPLICATION REVIEW AND SCORING

end of January 2020. Unsuccessful applicants will receive feedback on their application from the Working Lands Enterprise Board.

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 eligibility criteria outlined in the Request for Applications. The management team demonstrates previous experience in the sector necessary to conduct the proposed activities. If applicable, a strong board is in place to set priorities and provide oversight to operational leadership. Staff and contracted providers are selected at least in part based on operational skill sets such as marketing, sales, or production management.

Expected Measurable Outcomes: The applicant demonstrates how services to businesses will enhance Vermont's working landscape, with measurable performance outcomes that may include number of businesses served, number of technical assistance hours, client job creation and retention; increased income; increased product output; increased and/or retained acres in active forestry or agricultural use.

Financial Need: The applicant demonstrates a clear demand for services from working lands businesses and a clear need for Working Lands Enterprise funding. The applicant has sought other sources of funding, and the project cannot be fully funded through other sources. If Working Lands funds are not received, this project will happen with a lower probability of success or would not happen, and/or an urgent window of opportunity would be missed.

Collaboration: The applicant demonstrates effective collaboration and leverages partnerships among working lands service provider organizations to promote project success. Partnerships with statewide networks (non-profit or for-profit) do not facilitate competition or redundancy with other services, nor intent and willingness to develop such relationships. A thoughtful and robust outreach/knowledge sharing strategy is incorporated to support the project.

Demonstrated Need: The proposal demonstrates a need for specified services to be provided to businesses.

Priority Service Area: The proposal demonstrates and documents with data that the focus of services reflects a priority gap, opportunity, or other credible cause for business assistance that Vermont working lands enterprises are currently facing or imminently anticipating.

RELATED FUNDING OPPORTUNITIES & RESOURCES

VAAFME offers a range of [funding opportunities](#) for agriculture-related organizations, which can be found at agriculture.vermont.gov/grants. In addition, [business planning and assistance](#) resources available to the Vermont agricultural community can be found at agriculture.vermont.gov/businessdevelopment/planning

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 as a result 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 Working Lands partners are not authorized to advise or provide input on tax-related information, including the completion of federal forms.