

Application

INSTRUCTIONS

Copy and paste application into a document or email to fill in and send, or print out and mail.

Is there any reason this application is not accessible to you? For example, are you an English Language Learner, pre-literate or vision-impaired, or is there another reason that it is particularly difficult or culturally inappropriate for you to use this format? **If yes, please call or email Nicolas Lindholm: 207-505-5752 or nlindholm@mofga.org.**

APPLICANT INFORMATION

- Individual Name(s):
- Pronouns:
- Physical Address:
- Email:
- Phone Number:
- Farm or Business Name:
- Is the entity registered as a business with the state of Maine?

ELIGIBILITY

1. Do you farm in Maine?
 1. If yes, do you farm in a county other than York, Cumberland, Sagadahoc or Lincoln?
2. Check all that apply:
 - Business is certified organic
 - Business is organic and exempt from certification by the small farm exemption
 - Owner has completed a MOFGA farmer training program (either apprenticeship, JP, Farm Beginnings or MFRP)
 - Business is actively transitioning to certified organic production or processing (please include brief description)
 - Business utilizes organic and/or local ingredients in its food processing
3. Have you accessed other technical assistance programs (e.g., MFT's Business of Farming or Farming for Wholesale; DACF's Farms for the Future; MOFGA's Farm Beginnings or Maine Farm Resilience Program; or other business planning classes)? If yes, please list them here.
4. Are there barriers that have prevented you from accessing technical assistance or business planning programs? If yes, please describe them here.

PROJECT DESCRIPTION

1. What goal are you seeking to accomplish?
2. What impact will this goal have on your business?
3. What impact will this goal have on Maine food security or food systems? Potential factors to consider are: employment, potential to share information with/mentor other businesses, addressing food access, benefit to Maine's food supply chain, etc.
4. Please describe any challenges you need to address to reach this goal.
5. List the particular type(s) of technical assistance you are seeking. If you have identified specific consultants or technical assistance providers, please list their names and contact information here.

6. How will technical assistance help you reach your goal and address any challenges?
7. Describe any steps you have already taken to achieve this goal.
8. Provide a realistic timeline for completing your goal between December 15, 2021, and June 30, 2022.

BUDGET

1. How much money do you need to access technical assistance and achieve the goal you are seeking to accomplish? A best estimate will be helpful in allocating grant funds. Please note that the awards will range from \$1,000 to \$2,000, and that \$2,000 is the maximum award that may be granted per business by MOFGA. Please describe:
 - a. Where will additional money come from if the amount awarded does not cover your full project expenses?
 - b. How will MOFGA funds still be valuable/impactful even if other funds do not materialize?

Evaluation Criteria

Grants will be awarded through an internal review process with MOFGA and program partners.

SCREENING CRITERIA

Applications will be screened based upon the following criteria:

- The application meets all eligibility and submission requirements.

SCORING CRITERIA

Eligible applications will be scored according to the following criteria:

- **PROJECT GOALS**
Proposal identifies a need for technical assistance to reach a defined goal. Proposal explains why the goal is significant and how technical assistance will be used to achieve the stated goal.
Up to 25 points
- **PROJECT IMPACTS**
Proposed goal will have a significant impact on Maine food security or food systems. Proposal explains how technical assistance will change the recipient's business and expand access to local food. Proposal acknowledges realistic challenges to the project.
Up to 25 points
- **TECHNICAL ASSISTANCE**

Proposal defines an appropriate match between the scope of technical assistance requested and the defined goal. Applicants are encouraged to contact Nicolas Lindholm nlindholm@mofga.org for assistance.

Up to 20 points

- **REALISTIC TIMELINE**

Project timeline is reasonable for the term of the grant period.

Up to 10 points

- **BUDGET**

Project is likely to be completed and to make an impact utilizing requested funds. If the project budget exceeds award, the project has secured matching funds or proposes a reasonable and impactful plan if matching funds do not materialize.

Up to 20 points

Grant Management and Reporting

GRANT AGREEMENT

Prior to receiving funding, successful applicants must sign a grant agreement with MOFGA indicating their intent to complete the proposed project and authorizing MOFGA to monitor the project's progress.

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

- A current IRS Form W-9 (Request for Taxpayer Identification Number and Certification), signed within the past six months.

GRANTEE PAYMENT SCHEDULE

MOFGA will provide funds upon the approval of submitted claims and associated invoices. We can set up payments to be made directly to your technical assistance providers (which will then not be taxable income to you), or you can pay them upfront and be reimbursed with the awarded funds (taxable income to you). Typically, we will pay half of the awarded funds to your technical assistance provider at the beginning. The final funds will be provided after completion of the project, and when an outtake form and invoice have been submitted and approved.

Only expenses incurred during the grant period are eligible for payment/reimbursement. Project costs occurring prior to or after the dates of an executed grant are not eligible for reimbursement.

PUBLIC INFORMATION

Except for proprietary financial and personal identifying data, all other information provided by grantees regarding MOFGA Technical Assistance Grant projects (including grantee names, project descriptions, the amount of the grant award and impact reports) are considered public information and may be subject to disclosure.

DURATION

All projects funded in this round will begin as soon as grant agreements are executed, and must be completed no later than **June 30, 2022**.

REPORTING

Grantees will fill in an Intake Form at the onset of their project, and then are required to submit an Outtake Form to our funder (provided by MOFGA) as soon as their project is complete but no later than **June 30, 2022**. Later in the year, a First Year Report form will also be provided, to be submitted no later than **September 30, 2022**, and a final impact report form will be provided and filled in by September 30, 2023. MOFGA may request receipts, proof of purchases or other documents showing that grant funds have been used to complete the project.