

**Value-Added Agriculture**

**Grant/Loan**

The Oklahoma Agriculture Enhancement and Diversification Program (AEDP) offers an opportunity to apply for a value-added agriculture grant or loan. Value-added agriculture applications shall be used by entities or individuals to develop or establish production, processing or marketing of agricultural products. The purpose of this category is to provide funding for promoting productivity, providing added value to agricultural products, stimulating and fostering agricultural diversification, and encouraging processing innovations.

Proposals for a value-added agriculture loan or grant shall:

1. Demonstrate ability to produce a viable product and include completed research relating to product development, recipe scaling, packaging, and ingredient sourcing.
2. Show a feasible marketing plan that includes profitability and sales outlets; and
3. Include a description of how production will create jobs and enhance the community.
4. Not be for growing or any other aspect of marijuana.

Applicants may get help in completing the application and must receive an endorsement from individuals who are professionals/specialists in the field the applicant is applying for. These advisors must be willing to assist the applicant in fulfilling the project and have reviewed the application and be willing to answer questions if contacted about the application. Advisors may be associated with but not limited to:

Extension Educators

Vo Ag Teachers

Kerr Center

Noble Foundation

University faculty or staff

Adult Farm Management Instructors

Agricultural Loan Officers

Grants and loans are available at the following levels:

|  |  |
| --- | --- |
| $2,500 or less | No match required |
| $2,501 - $5,000 | 25% match required, can be dollar-for-dollar or in-kind match |
| $5,001 - $10,000 | A dollar-for-dollar cash match |
| $10,001 or above | All applications in excess of $10,000 will be considered as a loan |

Each application will be considered on an individual basis and its own merits. All applications that exceed $5,000.00 in funding will have a maximum fifteen (15) minute oral presentation to the selection committee.

Upon approval of the application by the AEDP selection committee and the State Board of Agriculture, a contractual agreement between the applicant and the Oklahoma Department of Agriculture, Food & Forestry (ODAFF) will be entered into and may not exceed 1 year in length. Payments will be disbursed in three (3) divisible increments based upon properly submitted invoices, compliance with the Oklahoma Agriculture Enhancement and Diversification Act and furnishing complete and comprehensive reports.

For additional information please contact Jason Harvey at (405) 606-1477.

**Value-Added Agriculture Grant/Loan Application**

Funds requested $ Enter dollar amount of funds requested

Overall Cost of Project: $ Enter total cost of project

# APPLICANT INFORMATION

Primary contact

Contact Person: Enter First Name Last Name Middle Initial

Mailing Address: Street/ PO Box City State Zip code

Email Address: Enter Email address

Phone: primary contact number additional contact number

Business

Business Name Enter business name

Business Address: Street/ PO Box City State Zip code

Federal Tax Identification Number FEIN number or Farm Tax number enter number

Number of years in Business Enter number

# This agricultural business is a:

☐ Sole Proprietorship ☐ Partnership ☐ Co-operative

☐ Domestic Limited Liability Company ☐ Other( Specify )

Please provide ownership information for all categories other than sole proprietors. (copy and paste more if needed)

Name % Ownership

1. Enter First and Last Name Enter number %
2. Enter First and Last Name Enter number %
3. Enter First and Last Name Enter number %

Does any owner or a direct family member have an employment relationship with ODAFF?  Yes  No

Has the business received any state or federal grant or loan funding before:  YES  NO

*(If yes complete next 3 questions)*

Funding Entity (USDA-NRCS, ODAFF, SARE) Enter Name

Dollar amount $ Enter total cost of project

What year and type of grant did you receive and give a description of what was accomplished?

**Advisor information**

*Applicants must receive a letter of endorsement from an agricultural specialist (refer to the list on the cover sheet of this application form) indicating that they have reviewed the proposal and agree the business plan is sound and they are willing to provide technical assistance for this project*

Name Enter First Name Last Name Occupation Enter Occupation

Address: Street City State Zip code

Phone number: primary contact number

Email Address: Enter Email address

**PROJECT DESCRIPTION**

Raw Agricultural Commodity: Enter commodity Do you grow/raise this ag commodity:  YES  NO

Value-Added Product to be produced (jelly, cheese, soap, etc.): Enter product(s)

1. Describe the project and how the product is value-added. (How will the change of form of the product enhances its value, any unique processes or techniques needed, any special licensing or permits that may be required, etc.)
2. Explain how your project will have an impact on Oklahoma agriculture.
3. What will be your marketing strategy for the product? (How large a marketing area is anticipated, what is your current customer base and the anticipated expansion of customer base resulting from the project)
4. Please discuss how the project will create or save jobs
5. What are the critical risks or concerns that must be addressed in order to make this project a success
6. Provide a history of the applicant business or farm operation and what kind of management experience and expertise will be used to market your product?

**PROJECTED** **REVENUE**

Please complete the following budget indicating all the projected expenses and incomes for the first year of the project. (You may include a project budget for additional years)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expenses | |  | Income | |
|  | |  |  | |
|  | $ |  |  | $ |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total Expenses | $ |  | Total Income | $ |

**PROJECT BUDGET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget Summary** | | | |  | |
| **Expense Category** | **Funds Requested** | **Matching Funds** | **Other** | |
| Contractual | $ | $ | $ | |
| Rental or lease of Equipment or Supplies | $ | $ | $ | |
| Rental or lease of facility | $ | $ | $ | |
| Printing Cost | $ | $ | $ | |
| Advertising Cost | $ | $ | $ | |
| Other Direct Cost | $ | $ | $ | |
|  |  |  |  | |
| Total Cost | $ | $ | $ | |

**BUDGET JUSTIFICATION**

Contractual– *Provide a list of individuals or business that will be contracted with, detailing out their name, hourly/flat rate, services they will be providing, and overall cost of the services performed.*

Equipment Rental/lease – Describe the equipment to be rented, length of the rental/lease and cost.

Facility Rental/lease –Provide the name(s) of the facility to be rented or leased, how much space will be rented, length of rental, what services will be provided and overall cost of facility.

Printing Cost – *Provide a list of items to be printed detailing what the items are, number of items to be printed, price per piece and overall cost of print job(s).*

Advertising Cost – *Provide a list of all advertising cost to include type and source of advertising, length of advertising run, overall cost of each advertisement.*

Other Direct Cost – *Provide a list of items/expenses not covered in any of the previous budget categories detailing what the items are, why they are needed for project, number of items to be purchased, price per item and overall cost.*

**SUBMISION INSTRUCTIONS**

1. Applications, including all supplements, should be limited to twenty (20) pages. Promotional materials or unrelated materials are discouraged.
2. A copy of the proposal must be emailed to [Jason.harvey@ag.ok.gov](mailto:Jason.harvey@ag.ok.gov) .

**CONCLUSION**

By affixing their signature(s) to this application, the applicant(s) certify that they have read and understand the Guidelines governing award of these grants and agree to all conditions set forth therein and that all information contained in this application package is true to the best of the applicant’s knowledge, information and belief.

The Oklahoma Agriculture Department of Agriculture Food & Forestry reserves the right to modify or terminate any subsequent agreements with applicant if, at a future date the Oklahoma Agriculture Department of Agriculture Food & Forestry becomes aware of material misrepresentation(s) contained in this application.

Name (type or print:

Signature:

Title:

Date: