

## ***PART I: APPLICATION PROCESS AND INFORMATION***

### **Executive Summary**

The Harford County Government Division of Agricultural Services is proud to announce its request for applications for the Agricultural Grant Program for Fiscal Year 2020.

The Division of Agriculture strives to promote sustainable growth within the agricultural community by providing grant opportunities to local agri-businesses. We target projects that will help farmers emerge into a new market or enhance their existing farming operation.

We feel that by promoting local agricultural growth we not only provide our families with high-quality and affordable goods from producers that we know and trust, but we also keep agriculture as a viable industry, thereby preserving farmland and maintaining our rural heritage.

### **Application Calendar**

|               |                                                                                                                                                        |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 6, 2019   | Early bird applications and workshop available<br>7:00 p.m. – 9:00 p.m.<br>Harford County Agricultural Center<br>3525 Conowingo Road, Street, MD 21154 |
| May 7, 2019   | Applications available online at <a href="http://harfordfarms.com">harfordfarms.com</a> or by calling Jason Gallion at 410-638-3511                    |
| June 21, 2019 | Last day to submit applications                                                                                                                        |
| July 1, 2019  | Grant awards announced; funding available                                                                                                              |

### **Please direct inquiries to:**

Harford County Government Agricultural Services  
3525 Conowingo Road  
Suite 700  
Street, MD 21154

Phone: 410-638-3511  
[jcgallion@harfordcountymd.gov](mailto:jcgallion@harfordcountymd.gov)  
Jason Gallion, Agricultural Specialist

## Technical Assistance: 410-638-3511

Technical assistance is available for all application questions prior to the due date. An informational session is available on:

May 6, 2019            7:00 – 9:00 p.m. at 3525 Conowingo Road, Street MD 21154

## Eligibility & Background

Anyone who is a resident or has a farming operation within Harford County may apply (must be 18 years or older). Applicants must apply for projects that benefit Harford County agriculture. The maximum award per applicant is set at \$20,000. The grants are for matching funds only with the county paying 75% and the applicant 25%. Grants are for reimbursements only; receipts/invoices are required at the time of reimbursement. Receipts for awarded projects must be submitted by June 30, 2020 and are subject to quarterly reports. Awardees must have a W-9 on file to receive reimbursement money. Grants will not be awarded for permanent structures or capital improvements. The property on which a project is located shall be in compliance with all Harford County Zoning regulations and laws. The ideal candidate will apply for a project that benefits the agricultural community and assists farms working together to support the buy local initiative within Harford County.

## Application

- The application form can be downloaded from the County website at [harfordfarms.com](http://harfordfarms.com) for completion. Fillable forms are also available.
- Late applications will be rejected and incomplete applications will be returned.
- Any supplemental information must be included with the attachment and turned in by the deadline.
- Please direct all questions regarding preparation and/or submission of these forms to Jason Gallion at 410-638-3511.

## Deadline

- The application deadline is **June 21, 2019 at 5:00 p.m.**
- Late applications will NOT be accepted.
- **Please complete the fillable PDF form located at [harfordfarms.com](http://harfordfarms.com) or submit either one (1) original paper application to the mailing address below, or (1) electronic copy by June 21, 2019 at 5:00 p.m. to [icgallion@harfordcountymd.gov](mailto:icgallion@harfordcountymd.gov)**

**Mailing Address:  
Harford County Agricultural Services  
Attn: Jason Gallion  
3525 Conowingo Road, Suite 700  
Street, MD 21154**

|                     |
|---------------------|
| <b>Notification</b> |
|---------------------|

The Harford County Agricultural Grants Review Board will meet and make its recommendations for funding in June 2019. Applicants will be notified by mail the week of July 1 as to the disposition of the application after final selection by the County Executive. If approved the awardee will be informed of the policies and agreement with Harford County.

***Part II: APPLICATION PROCESS AND INFORMATION***

Please review this checklist to ensure all sections are complete and any attachments are included. Please organize information as follows for submission.

**Application Form:**

- Section A: Organization and Applicant Information**
- Section B: Agri-Business / Farm History and Background**
- Section C: Proposed Project Description / Outreach**
- Section D: Proposed Project Materials and Budget**
- Section E: Sustainability Plan**

Please complete the following sections of your application. If the following sections are not completed or marked "non-applicable", your application will be returned.

|                                                          |
|----------------------------------------------------------|
| <b>Section A: Organization and Applicant Information</b> |
|----------------------------------------------------------|

**Name:** \_\_\_\_\_

**Business / Farm Name:** \_\_\_\_\_

**Business / Farm Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Requested Amount: \$** \_\_\_\_\_ (75% of the total project cost, maximum \$20,000)





**Section D: Proposed Project Materials / Cost**

Please use the table below to itemize the individual purchases for which the grant is requested:

| <i>Material</i> | <i>Description</i> | <i>Quantity</i> | <i>Amount</i> |
|-----------------|--------------------|-----------------|---------------|
|                 |                    |                 | \$            |
|                 |                    |                 | \$            |
|                 |                    |                 | \$            |
|                 |                    |                 | \$            |
|                 |                    |                 | \$            |
|                 |                    |                 | \$            |
|                 |                    |                 | \$            |
|                 |                    |                 | \$            |
|                 |                    |                 | \$            |
|                 |                    |                 | \$            |

**Total Project Cost:** \$ \_\_\_\_\_

**Total Requested Amount:** \$ \_\_\_\_\_ (75% of the Total Project Cost, \$20,000 maximum)

**Section E: Sustainability Plan**

**Funding Plan:**

**Please describe your plan to sustain the proposed project beyond funding from Harford County.**

---

---

---

---

---

---

---

---

**If applicable, please list in the table below any other organizations to which you have applied or intend to apply for funding.**

| <b>Organization</b> | <b>Amount Requested</b> | <b>Status of Application</b> |
|---------------------|-------------------------|------------------------------|
|                     |                         |                              |
|                     |                         |                              |
|                     |                         |                              |
|                     |                         |                              |
|                     |                         |                              |

***I certify that all information contained in this application and these attachments are true and accurate.***

**Print or Type Full Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_