STANDARD OPERATING GUIDELINES

Adopted 5/20/2016, Last Revised 5/15/2020

A Guide for County Cooperative Extension Agents
and County Agricultural Development Councils

A partnership between the Governor's Office of Agricultural Policy,
the University of Kentucky Cooperative Extension Service
and the Kentucky Agricultural Development Board

The Kentucky Agricultural Development Board provides grants, incentives and low interest loans to help farmers and agribusinesses innovate and grow.

KADB Mission Statement

The mission of the board is to invest Kentucky Agricultural Development Funds in innovative proposals that increase net farm income and affect tobacco farmers, tobacco-impacted communities and agriculture across the state by stimulating markets for Kentucky agricultural products.
This includes finding new ways to add value to Kentucky agricultural products and exploring new opportunities that will benefit Kentucky farms now and in the future.

KADF Projects

Projects are expected to positively affect the economic status of farmers and the targeted agricultural community. Successful applicants should be able to demonstrate the following:

> Economic/commercial viability and feasibility of the proposed project: project will be self-sustaining within a reasonable period of time, project will have a significant impact on farm income for multiple producers, project will have high potential for growth, and will have potential to include more farmers in the future.

County Agricultural Investment Program (CAIP)

CAIP offers 11 investment areas that give Kentucky agricultural producers the ability to increase net farm income, add value to their products, and diversify their operations. CAIP benefits and enhances agriculture across the state by stimulating markets for Kentucky agricultural products.

Deceased Farm Animal Removal Program (DAR)

DAR serves as a measure to facilitate the coordination of environmentally sound and cost-effective disposal of deceased livestock for producers.

Next Generation Farmer Program (NextGen)

NextGen was developed to address the growing need for a specialized program to benefit producers with three to seven years of agricultural operation engagement.

Shared-Use Equipment Program

The Shared-Use Equipment Program assists broad-based community organizations on the purchase of farm equipment. The equipment purchased is made available for producer use in a specific county on a leased basis.

Youth Agricultural Incentives Program (YAIP / Youth)

YAIP provides support to youth actively engaged in agricultural education activities.

Standard Operating Guidelines

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*For the purpose of this document, **all council** references pertain to the **County Agricultural Development Council**.*

I. Extension Agent

A. Role

1. Liaison between the county council and GOAP
2. Work with council members to assist with gathering information for the council
3. Lead in the development and update of the County's Comprehensive Plan every 5 years and encourage community engagement
4. Agents are encouraged to coordinate educational components for CAIP producers' educational requirement
5. Agents are encouraged to assist producers with best management practices related to CAIP Investment Areas
6. Agents are encouraged to help facilitate CAIP producer informational meetings to review annual program changes and guidelines
7. Agents may not score CAIP producer applications
8. Agents may not be listed as the CAIP Authorized Representative
9. Agents may not be responsible for CAIP reporting
10. Agents may not sign producer checks for CAIP reimbursement

*Access to CAIP producer applications **may not** be tied to attendance at any meeting.*

B. Facilitation of County Agricultural Development Council

1. Facilitate a meeting within 60 days of receiving a program and/or project application to assign priority to all funding requests and provide justification for a high or low priority by the council
2. Notify GOAP of council meetings at the same time as council members
3. Provide council members all completed applications requesting funds prior to council meetings
4. Notify the public of council meetings (see attached *Open Meetings Act*)
5. Provide a meeting agenda
6. Forward priority sheet with a minimum of five signatures to GOAP on behalf of the council for all funding requests
7. Forward completed application to GOAP

   Program Requests - Original plus one copy

   Project Requests - Original plus 19 copies

C. County Comprehensive Plan

1. Update county plan every five years, beginning in 2015
2. Partner with the council and local community/governmental agencies to continually develop and modify county plan

II. County Agricultural Development Council

A. Purpose & Role

1. To develop, evaluate and maintain the County Comprehensive Plan to address the needs of the agricultural economy
2. Update the County Comprehensive Plan every five (5) years, beginning in 2015
3. Assist prospective county applicants in obtaining funding for agricultural development projects in the county
4. Facilitate a meeting within 60 days of receiving a program and/or project application to assign priority to all funding requests and provide justification for a low priority
5. Hold formal meetings, as needed, with a quorum consisting of at least five of the nine appointed members present
6. Notify the public of council meetings (See attached *Open Meetings Act*)
7. If a CAIP request, review the ranking of all investment areas, producer maximum and available additional questions for tiebreaker, etc.
8. Submit to GOAP a completed Priority Sheet for all KADF applications submitted to the council

B. Conflict of Interest

1. **No** member of a County Agricultural Development Council may vote on an application for County Agricultural Development Funds in which he or she has direct personal or monetary interest.

   A direct or monetary interest is one where the County Agricultural Development Council member or his or her family, whether by blood or marriage, would directly receive County or State funds.

2. If there is a conflict of interest, the conflicted member must:
   a. Notify the members of the County Agricultural Development Council in writing of the conflict;
   b. Record the conflict in the minutes of the meeting and
   c. Abstain from any discussion or vote on the application. The conflicted party must leave the room during the entire discussion and vote on the application.

3. If applicable, attach a council *Conflict of Interest Form* for any members that may be applying for CAIP funds.

C. Rotation & Term

County Agricultural Development Council members serve a two-year term. July 1 of an even year is the starting date of each term.

D. Make-Up of the County Agricultural Development Council

KRS 248.721 outlines the composition and duties of the County Agricultural Development Councils (county councils). Per the statute, each county council consists of the following:

Farm Service Agency (FSA)
Two (2) farmers selected by the FSA county committee

No FSA employees or committee members may serve on the county council, per an FSA directive citing potential or perceived conflict of interest

County Conservation District
Two (2) members selected by the conservation district board(s) serving the county

County Extension Council
Two (2) members selected by the county extension council, one (1) of whom shall have experience in agricultural diversification

At-Large Members
Three (3) at-large members with farm experience and familiarity with the county's agricultural development opportunities

Selected by the six (6) members newly appointed by FSA, conservation and extension

Other Requirements for Council Membership

- A minimum of two (2) of the nine (9) member council shall be young farmers (ages 21 to 40)
- A minimum of one (1) of the nine (9) member council shall be a minority minority (gender or race).

Term Limits and Staggered Terms

- Council member terms run from July 1 of the even year to June 30 of the next even year (e.g. July 1, 2014 – June 30, 2016), including at-large members
- Members are limited to two (2) consecutive 2-year terms
- After serving four (4) consecutive years, member must be off of the council for two (2) years before being reappointed or selected for any position on the council

Staggered terms are encouraged; however, it is not mandatory and is at the discretion of each local appointing agency.

- Agencies are not required to reappoint any member to a second term
- Agencies may replace members with new appointments

  - Agencies may re-appoint members, as long as neither has served four (4) consecutive years
- After July 31 of even numbered years, the KADB shall not approve any County Council's priority sheets, or requests for funds, until a full County Agricultural Development Council (comprised of nine (9) members) has been appointed and submitted to GOAP for the new 2-year term

Vacancies

- Any vacancy before expiration of a member's term shall be filled within sixty (60) days by the entity that made the original appointment.

  e.g. If an At Large Member resigns, then the council members elect a new member. If a representative for FSA resigns, then the FSA county committee appoints a new representative.

- Updates to County Council membership shall be sent to GOAP.

E. Administration of Council

1. County councils are adjoined to the county cooperative extension service for administrative purposes
2. County Extension Agents for Agriculture and Natural Resources are the primary liaisons for the county councils. If a county does not have an ANR agent, then a substitute should be named
3. No outside agency, including program administrators, shall call meetings and activities of the council
4. County Extension Agents are prohibited by UK College of Agriculture, Food and the Environment administration to serve as a member of any county's agricultural development council
5. Any producer who has violated CAIP rules or is not in good standing with the CAIP administrative entity, as determined by GOAP staff, shall not be allowed to serve on the County Council.

F. Council Duties

1. Develop local strategies for enhancing agricultural opportunities and assisting local farmers
2. Maintain the ***County Comprehensive Plan for Agriculture*** (County Plan)
3. Outline the needs of local agriculture
4. Update every five (5) years, beginning in 2015

5. Make applicants aware of the criteria for state and county funds from the KADF
6. Evaluate all applications submitted to the county council that request county funds
   a. The council must act upon any application within **60 days of receiving it** and assign a high or low priority for each application submitted relative to the County Plan
   b. The council must provide the reason(s) if a low priority is given
   c. Forward application and priority sheet to GOAP with a **minimum of five (5) signatures**
   d. Submit conflict of interest form/letter(s)
   e. CAIP applications require for all investment areas to be ranked and the council may consider additional questions from the approved question list provided in the application
   f. Hold formal meetings, as needed, with a quorum of a**t least five (5) of the nine (9) members present**
   g. Notify public of council meetings (See attached *Open Meetings Act*)

G. Optional Other Council Duties

1. May ask for approved program or project recipients to report activity to the council that received county or state KADF funds
2. Attend conferences, meetings, seminars or webinars to research potential projects for investment of KADF funds

H. Open Meetings Requirements

Visit https://ag.ky.gov/Priorities/Government-Transparency/orom/Pages/default.aspx for more details about the law and to review a copy of "Your Duty under the Law," which summarizes requirements for Open Meetings and Open Records.

1. Any discussion of county council business with a quorum of council members present is generally considered a meeting
2. Meetings must be held in a specific location and time that are convenient to the public
3. The general public must be permitted to attend
4. The schedule of regular meetings must be made available to the public (e.g. press release, post in visible location, etc.)
5. Specially called meetings require a set agenda and a minimum of 24-hour notice. (*as a courtesy, we suggest at least a 72-hour notice*)
6. News media coverage must be permitted, including recording and broadcasting
7. Meetings cannot be conducted by email or phone, although a member may listen by phone without a vote

8. Minutes of action taken at every meeting must be kept and available for public inspection no later than the conclusion of the next public meeting

I. Council Orientation

1. Work with GOAP staff to provide orientation for council members
2. Provide an annual review of program guidelines and policy changes to council members

Please contact GOAP to provide information or to request staff attendance at council orientations.

J. Other

- County Council members are prohibited from scoring CAIP applications

K. 4% Administrative Funds for County Agricultural Development Councils

Since 2003, councils have been provided the opportunity to request funds for administrative expenses associated with administering the work of the council.

Counties with an allocation over $20,000 annually are eligible to receive up to 4% of the county allocation not to exceed $15,000 annually for administrative costs.

1. **Use of 4% Council Administrative Funds:**
   a. General office supplies and/or postage for related council correspondence
   b. Travel/registration fees to attend workshops, KADF conference, etc.
   c. Costs incurred in seeking out innovative projects or for holding public forums to revise the County Comprehensive Plan

Please note: Funds requested for council administrative costs will be deducted from the county funds available for other county agricultural development projects and programs.

2. **Requesting 4% Funds:**
   a. Once per year GOAP will announce the application period for 4% Administrative Funds, generally beginning in May
   b. County Councils interested in setting aside county money for the 4% Administrative Funds shall submit the Annual Request form by July 31
   c. Administrative Funds are available on a cost-reimbursement basis only and require submission of a Cost-Reimbursement Request Form along with itemized receipts and proof of payment

4% administrative council funds **shall not** be utilized for the administration of county programs (CAIP, DAR, Shared-Use Equipment) or other non-KADF related activities.

III. Request of KADF Funds

A. Applicant

1. Must submit a completed program and/or project application for consideration by the council
2. Applications that are incomplete shall not be completed by council members or extension agents at a council meeting
3. Applications that are incomplete shall not be considered for county prioritization

B. County Prioritization

Council must meet within 60 days of receiving a program and/or project application to assign priority to all funding requests and provide justification for a high or low priority by the council.

1. Regardless of a high or low priority, a prioritization sheet shall be completed by the council for each applicant requesting funds
2. Level of priority should coincide with the County Comprehensive Plan developed by the County
3. All priority sheets must have at least five signatures for county priority of funds
4. Council minutes shall reflect decisions on all submitted applications for funding
5. GOAP staff in attendance at a county council meeting shall be asked to sign/initial the priority sheet

FOR PROJECT REQUESTS

No member of a County Agricultural Development Council may vote on an application for County Agricultural Development Funds in which he or she has direct personal or monetary interest.

A direct or monetary interest is one where the County Agricultural Development Council member or his or her family, whether by blood or marriage, would directly receive County or State funds.

If there is a conflict of interest, ***SEE PAGE 5*** *of this document.*

C. Notification

1. Notify GOAP of council meetings at the same time as council members
2. Shall notify the public of council meetings (see attached *Open Meetings Act*)

IV. Application Timeline

A. Programs - CAIP, DAR & Shared-Use Equipment

County Balances:

Updated monthly on the GOAP website at:
http://agpolicy.ky.gov/funds/Pages/councils.aspx

Deadlines:

All program applications are due in hand at the close of business on the last Friday of the month. **Original signed applications and one (1) additional copy are required.** Emailed and faxed applications will not be accepted.

Programs Process:

1. Application submitted to the county council
2. Council meets and assigns priority
3. Council forwards completed application and required additional copy, priority sheet and council minutes to GOAP by the last Friday of the month
4. County Programs Manager reviews application(s) and notifies applicant with any areas of concern or items needed
5. GOAP staff presents to KADB for board action
6. County Programs Manager notifies applicant of KADB decision
7. If approved, the applicant's Authorized Representative will be sent a legal agreement outlining the terms and condition of their funding request for signature
8. Signed legal agreement shall be returned to GOAP
9. Once compliance has been established for all other applicant funding requests, the legal agreement will be executed by GOAP
10. Upon execution of the legal agreement, funding will be disbursed
11. If CAIP, upon execution of the legal agreement, the CAIP universal producer application and scoring sheet will be mailed to the Authorized Represented listed on the application
12. Applicant shall submit proof of advertising and dates for CAIP producer application period to GOAP

B. Projects – *See attached* ***Project Flow Chart***

Deadlines:

All project applications are due in hand at the close of business on the last Friday of the month. **Original signed applications and nineteen (19) additional copies are required.** Emailed and faxed applications will not be accepted.

V. GOAP Guidelines & Policy Review

A. Annual Review of Programs

1. Program changes for CAIP, DAR and Shared-Use are reviewed annually
2. Program suggestions are encouraged throughout the year
3. Agents are encouraged to communicate areas of concern or suggested changes to their district contact for the Agent Advisory Group that partners with GOAP on this effort
4. GOAP communicates deadlines for suggested program changes via the GOAP webpage and will also email the Agent Advisory Group, extension agents and program administrators

B. Agent Advisory Group

Once the established deadline has expired for program suggestions, GOAP staff and appointed members of an Agent Advisory Committee will meet to discuss changes submitted and take note of issues in their respective districts.

C. Recommendations

1. GOAP staff will prepare preliminary recommendations for program changes with consideration of suggestions provided by the Agent Advisory Committee.

2. The KADB Program Evaluation Committee comprised of GOAP staff and KADB members will meet to discuss additional changes for areas of concern or items needing additional clarification prior to submission to KADB.

D. KADB Action

All submitted suggestions for programs and staff recommendations will be sent to members of the KADB for review the month prior to KADB approval.

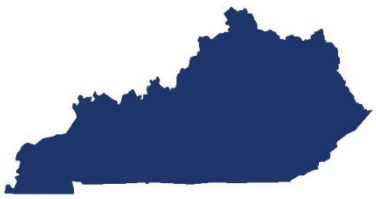
Final recommendations, as well as a list of all suggestions, will be presented to the KADB for board action.

APPENDICES

1. Guidelines for Updating a County Comprehensive Plan
2. County Comprehensive Plan Outline
3. Council Agenda Template
4. Kentucky Open Meetings Act
5. CAIP Prioritization Sheet
6. CAIP Council Member Conflict of Interest Form
7. Non-CAIP Priority Sheet
   *(DAR, Shared-Use & **Project requests**)*
8. Proposal Process - Flow Chart

Please visit **http://agpolicy.ky.gov** to view the GOAP website for tools and resources.

Governor's Office of Agricultural Policy
404 Ann Street
Frankfort, KY 40601
(502) 564-4627
(502) 564-0221 Fax



Guidelines for Updating a County Comprehensive Plan

1. **Overview of County**

   a. Agricultural statistics, trends, & projections
   - Traditional agricultural production
   - Non-traditional agricultural production
   - New & emerging agricultural production
   - Tobacco dependency

   b. Demographic Data
   - Social data
   - Economic data

A county council needs to review and update available statistical data on farming in that county. Most information can be collected from the agricultural census, from annual statistical reports from the Kentucky Agricultural Statistics Service, and other.

2. **Assessments of the County**

   a. Strengths
   b. Weaknesses
   c. Opportunities
   d. Challenges

Following the collection of updated information, councils need to reevaluate strengths and weaknesses that exist in the county. A revised list of opportunities and challenges will help the county council determine a set of updated priorities for where and how funds will be invested.

3. **County Council Objectives**

   a. Mission/Vision Statement
   b. Short term goals
   c. Long term goals
   d. Tactics for leveraging funds
   - Regional partnerships
   - State Agricultural Development Board resources
   - Other local/state/federal resources

County councils need to update the current mission statement or a statement of vision for the council and agricultural community. County councils need to update short term and long term goals for investing county funds. Please also identify specific means to reach those goals. Counties need to also consider regional projects and how they could leverage resources from other local, state, and federal agencies.

4. **Evaluation & Review**

   a. How are proposals evaluated and does this process need modified?
   b. How is success and failure measured?
   c. How will the county comprehensive plan be revised?

This should include information on how councils handle requests for county funds. It could include criteria for evaluating success and a process for revision in the county plans.

County Comprehensive Plan Outline

**Note a full template for submitting an updated County Comprehensive Plan is available on-line at https://agpolicy.ky.gov/funds/Pages/councils.aspx.*

County Agricultural Development Councils have the responsibility to evaluate the needs of the local agricultural economy. The updated County Comprehensive Plan should identify programs and projects best suited for agricultural development fund investments in the County.

The Governor's Office of Agricultural Policy staff may provide guidance to county councils throughout this evaluation.

1. Overview of County
    a. Agricultural statistics, trends & projections (e.g. census data)
        i. Traditional agricultural production
        ii. Non-traditional agricultural production
        iii. New & emerging agricultural production
        iv. Tobacco dependency
    b. Demographic Data
        i. Social data
        ii. Economic data
2. Assessments of the County
    a. Strengths
    b. Weaknesses
    c. Opportunities
    d. Challenges
3. County Council Objectives
    a. Mission/Vision statement
    b. Short term goals
    c. Long term goals
    d. Tactics for leveraging funds
        i. Regional partnerships
        ii. State Agricultural Development Board resources
        iii. Other local/state/federal resources
4. Evaluation & Review
    a. How are proposals evaluated? Does this process need to be modified?
    b. How is success and failure measured?
    c. How will the county comprehensive plan be revised?

Council Agenda Template

AGENDA

County Agricultural Development Council
Insert <**COUNTY**> name
Date, Time & Location

Roll Call
List Council Members

Introduction of Guests
List guests in attendance

Meeting Notification

Approval of Minutes

GOAP Update
Provided by a member of GOAP staff

- *County Account Balance*
- *Status of current programs and/or projects available*
- *Other*

"New" Applications

1. May only consider completed requests for funding
2. Complete a Priority Sheet for each application
   - *Assign a "High" or "Low" priority*
   - *List county funds committed*
   - *Must have at least 5 signatures*
3. Forward completed application and Priority Sheet to GOAP

Old Business
List Old Business items

Other
List other items for discussion

Next Meeting
Designate next meeting date, time and location

Adjourn

Kentucky Open Meetings Act

What is required by Kentucky's Open Meetings Act?

- Meetings must be held in a specific location and time that are convenient to the public.
- The schedule of regular meetings must be made available to the public. ***(Press release, meeting notification posted in a visible location, etc.)***
- Specially called meetings require a set agenda and a minimum of 24-hours notice. ***(GOAP suggests 72-hours as a courtesy.)***
- News media coverage must be permitted, including recording and broadcasting.
- Meetings cannot be conducted by phone, although a member may listed by phone without a vote.
- Minutes of action taken at every meeting must be kept and available for public inspection no later than the conclusion of the next public meeting.

Download ***http://ag.ky.gov/civil/orom/Documents/YourDutyUndertheLaw.pdf*** *for more detailed information about complying with Kentucky's Open Meetings and Open Records Act.*

KADF
KENTUCKY AGRICULTURAL DEVELOPMENT FUND

Prioritization Sheet

☐ County Agricultural Investment Program (CAIP)
☐ NEXT GENERATION Farmer Program (NextGen)

Please complete all sections below. An incomplete priority sheet may hold up decision making by the KADB.

APPLICANT:	
COUNTY FUNDS REQUESTED: **$**	**COUNTY FUNDS COMMITTED:** **$**
PRODUCER MATCH REQUESTED? ☐ 50/50 ☐ 75/25 (KADF Award/Producer Funds)	**PRODUCER MATCH APPROVED?** ☐ 50/50 ☐ 75/25 (KADF Award/Producer Funds)
MAXIMUM PRODUCER LIMIT (Not to exceed $5,000): **$ _____** **Choose one of the options below for allocating funds*** ☐ **1. Producer Maximum,** all approved applicants will be allocated the full producer maximum ☐ **2. Budget,** producers may request less than the producer maximum and if approved will be allocated only the requested amount	**PRIMARY FOCUS Producer Limit:** **$ _____** *(Not to exceed $5,000)* **SECONDARY FOCUS Producer Limit:** **$ _____** *(At least 50% of Primary Focus)* **PRODUCER SCORING/FUNDING Minimum Score for Approval: _____** *(Statewide minimum score = 44 pts.)*
Implementing every other year policy for producers to be eligible to receive funds? ___ No ___ Yes *Must be approved **each year** and included in council minutes.*	**Is funding pro-rated across approved producers?** __ No, we do not pro-rate; __ Yes, only ties; __ Yes, all at or above minimum score

The _____ County Agricultural Development Council has reviewed this application for ☐**CAIP** / ☐ **NextGen** and has taken into consideration both the County Comprehensive Plan for Agricultural Development and *Kentucky's Long-Term Plan for Agricultural Development* in its deliberation.

County Priority (Circle One):

This program has been ranked the following

High Priority **Low Priority** **Reason for Low Priority:** _____

by *the majority of County Agricultural Development Council member present & eligible to vote.*

Identify the following Investment Areas with a (1) for Primary Focus and a (2) for Secondary Focus. All Investment Areas MUST be offered.

Agricultural Diversification	____	Forage & Grain Improvement	____
Animal, Large (beef, dairy, equine)	____	Innovative Ag. Systems	____
Animal, Small (goat, sheep, bees, rabbits)	____	On-Farm Energy	____
Farm Infrastructure	____	Poultry & Other Fowl	____
Fencing & On-Farm Water	____	Technology & Leadership Development	____
		Value-Added & Marketing	____

Signatures of County Council Members Present*

Chair: _____ ***Date:*** _____

Secretary: _____ _____

_____ _____

_____ _____

_____ ***GOAP Representative:*** _____

* If County Council Members have the potential to benefit from this proposal, attach a letter of potential conflict of interest to this form.

APPENDIX 6

County Council Member Conflict of Interest

(Submit with County Council Prioritization Sheet)

This is to certify that as a current member of the_____County Agricultural
(county)
Development Council, I may submit an application for the County Agricultural Investment

Program (CAIP) in_____County.
(county)

I understand that my application must be submitted during the established time period, scored along with all other potential applicants for the CAIP, and that if approved, I must meet all eligibility requirements & follow all established guidelines in order to receive cost-share reimbursement for a completed project.

(Signature)	(Date)
(Signature)	(Date)
(Signature)	(Date)
(Signature)	(Date)
(Signature)	(Date)
(Signature)	(Date)
(Signature)	(Date)
(Signature)	(Date)
(Signature)	(Date)

KADF KENTUCKY AGRICULTURAL DEVELOPMENT FUND

County Agricultural Development Council
Prioritization Sheet (Non-CAIP)

Application Number:
GOAP Use Only

*Please complete **all** sections below.*
An incomplete priority sheet may hold up decision making on the submitted application.

APPLICANT:	
PROJECT TITLE:	
COUNTY FUNDS REQUESTED: $	**COUNTY FUNDS COMMITTED:** $

The _____ County Agricultural Development Council has reviewed this application for county agricultural development funds and has taken into consideration both the County Comprehensive Plan for Agricultural Development and Kentucky's Long-Term Plan for Agricultural Development in its deliberation. As this proposal relates to our County Comprehensive Plan and Kentucky's Long-term Plan for Agricultural Development, this proposal has been ranked following

County Priority (Circle One):
High Priority Low Priority Reason for Priority: _____
attach additional page if needed
by the majority of the County Agricultural Development Council members present & eligible to vote.

If this is a Shared-Use Equipment Request, then please mark the following:

For Shared-Use Equipment Only	
SHARED-USE MATCH APPROVED?	
☐ 50/50	☐ Other _____
☐ 75/25 (KADF / Applicant Funds)	*Cannot be more than 75/25*

If this is a Youth Ag. Incentives Program Request, then please mark the following:

For Youth Program Only
MAXIMUM AWARD (Not to exceed $1,500): $ _____
All awarded funds will be pro-rated among eligible applicants up to 50%, not to exceed the maximum award.

Additional Information:

Is this a county contribution to a multi-county state funding application? ☐Yes ☐No

If yes, then are county funds to be awarded if state funds* are denied? ☐Yes ☐No

Signatures of County Council Members Present** ***Date:*** _____

Chair: _____ _____

Secretary: _____ _____

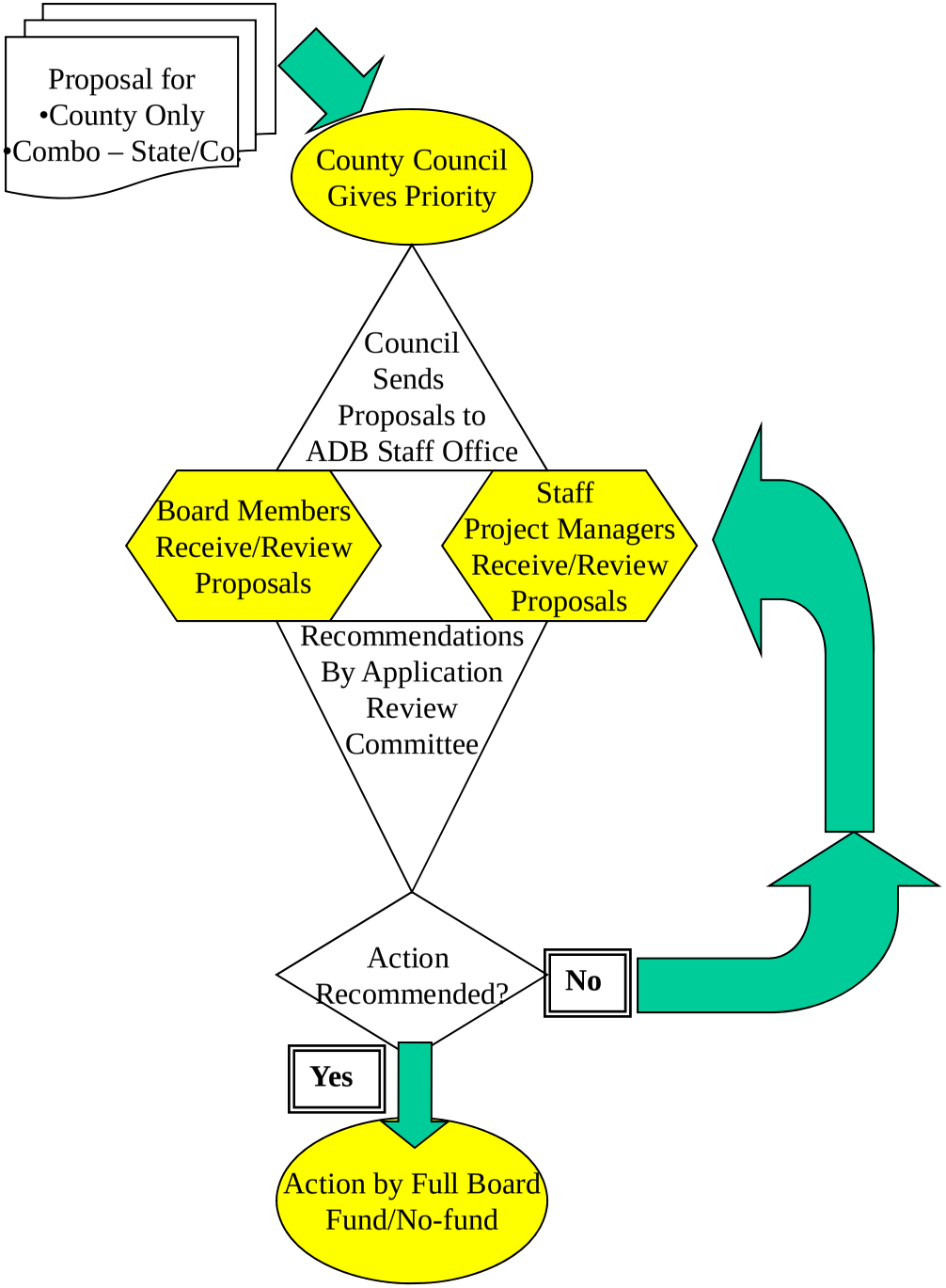
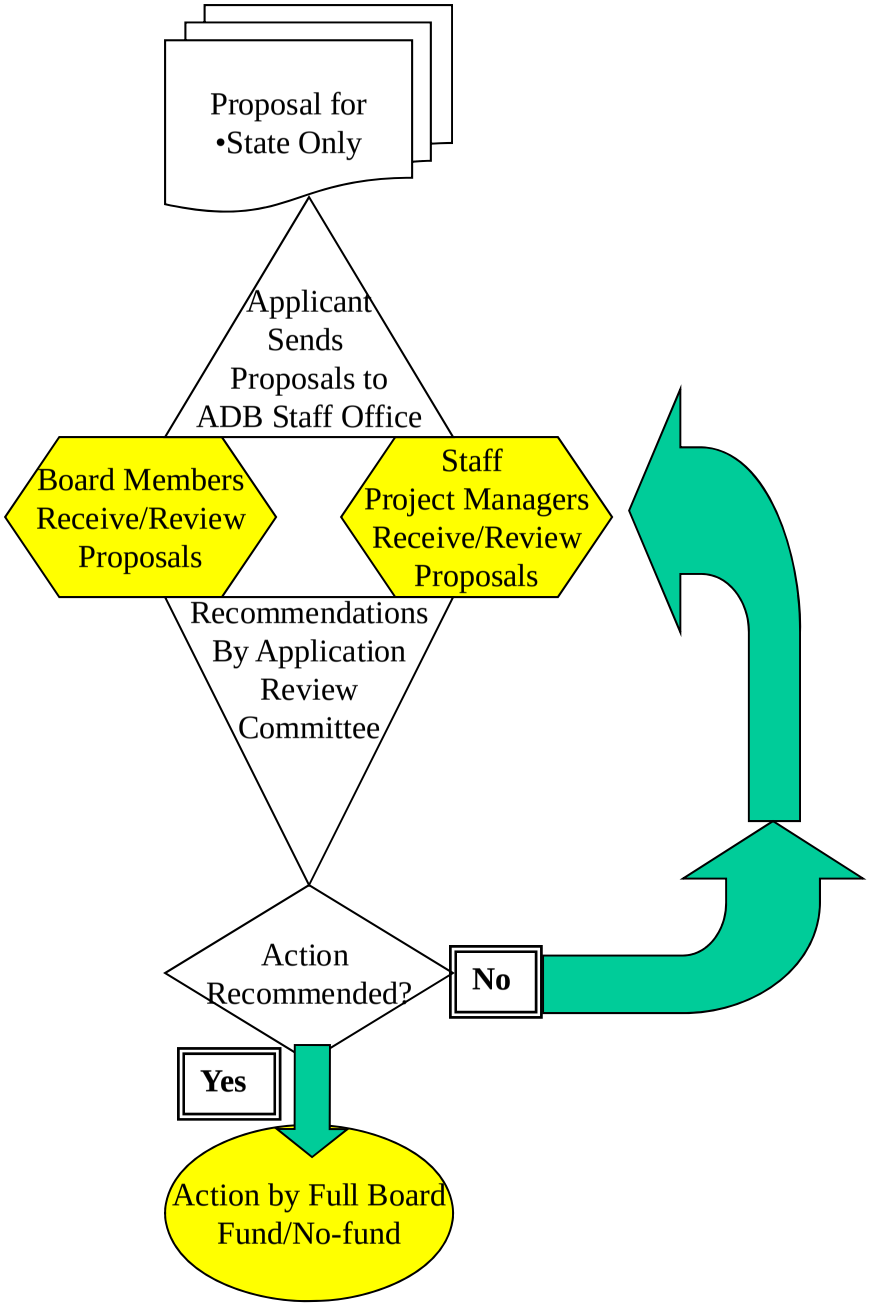
_____ _____

_____ _____

_____ ***GOAP Representative:*** _____

** State funds include requests for loan funds through the Kentucky Agricultural Finance Corporation (KAFC).*

*** If County Council Members have the potential to benefit from this proposal, see Standard Operating Procedures, page 5.*

APPENDIX 8

Proposal Process