

# 2018 Project Guidelines: DEMONSTRATION FARMS



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*The following guidelines have been developed for submission of KADF Project applications related to agricultural **Demonstration Farms**.*

*Questions concerning these guidelines should be directed to the Governor's Office of Agricultural Policy at (502) 564-4627 or <http://agpolicy.ky.gov>.*

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## **A. Application Submission**

1. Prior to submitting an application, prospective applicants are advised to review the "Guiding Principles for Board Investment" and Project "Guidelines – Request for Funds" which are available on-line at <http://agpolicy.ky.gov/funds/Pages/progam-portal.aspx>.
2. A completed KADF application will be prioritized by the county council and forwarded to the Kentucky Agricultural Development Board for final decision.
3. A business plan that includes an education component and implements best management practices must be submitted with application. The educational component must include, but is not limited to:
  - a. Hosting tours and events;
  - b. Provide examples and information on how the practices demonstrated can be implemented; and
  - c. Be open to the public.
4. Applicant must identify and work with an appropriate agency, such as extension, in developing best management practices.

## **B. Eligible Projects**

1. Eligible items for a demonstration farm project include:
  - a. Expenses related to the construction of a facility or expansion/renovation of an existing facility;
  - b. Expenses for project-related equipment; and
  - c. Expenses for documented, contracted labor associated with the project.
2. Requests for funding will be evaluated for completeness and the ability to quantify and substantiate the benefit to Kentucky farmers.

**C. Exclusions**

1. Self-propelled vehicles/equipment are not eligible for cost-share, such as tractors, trucks, all-terrain vehicles, skid steers, etc.
2. Applicant labor is not eligible.

**D. Funding Limitations**

1. Only expenditures incurred after the date the application is received by the Governor's Office of Agricultural Policy are eligible for consideration.
2. Kentucky Agricultural Development Funds (state & county) cannot be more than 50% of the total project cost.
3. Match shall be new project expenses or documented third party donated materials and equipment. **Land is not an eligible match. In-kind services, labor or funds from other KADF projects are also not eligible forms of match.**
4. Applicants will be limited to no more than \$250,000 in state and county funds. All applicants are encouraged to seek county funds.
5. All construction projects must submit two (2) separate bids with the application.

**E. Post Approval Requirements**

1. Recipients will be required to provide detailed listing and verification of all expenditures related to the project. Verification shall be made by submitting itemized receipts/invoices and either a cancelled checks or copies of relevant credit card statements as proof of payment. Cash receipts are not an acceptable proof of payment.
2. The reimbursement rate shall be \$0.50 per dollar of approved documented expenses.
3. Recipients will comply with all reporting requirements.