

2018 Project Guidelines: FARMERS MARKETS



*The following guidelines have been developed for submission of KADF Project applications related to community **Farmers Markets**.*

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

A. Application Submission

1. Prior to submitting an application, 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 Kentucky Agricultural Development Fund Project Application must be completed by an organization (an entity that has a tax ID number and is not an individual).
3. A completed KADF application will be prioritized by the county council and forwarded to the Kentucky Agricultural Development Board for final decision.

B. Eligible Projects

1. Eligible items for a farmers market project include:
 - a. Expenses related to the construction of a new farmers market facility or expansion/renovation of an existing facility;
 - b. Costs related to vendor development and training; and
 - c. Feasibility studies for a farmers market.
2. Requests for funding will be evaluated for completeness and the ability to quantify and substantiate the benefit of the market to farmers.
3. Special consideration will be given to projects that prioritize nutrition assistance access for programs such as the Senior Farmers' Market Nutrition Program (SFMNP), WIC Farmers' Market Nutrition Program (FMNP), or the Supplemental Nutrition Assistance Program (SNAP). Farmers markets that are registered through KDA are able to be certified to utilize nutrition programs. Please visit this link to register your farmers market:
http://www.kyagr.com/marketing/documents/FM_FARMERSMARKETREGISTRATION.pdf.

C. 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. Applicants will be limited to 50% cost-reimbursement for the eligible expenditures.
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 an eligible 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.
6. Kentucky Agricultural Development Funds (state & county) cannot be more than 50% of the total project cost.

D. Post Approval Requirements

1. Recipients will be required to provide a detailed listing and verification of all expenditures related to the project. Verification shall be made by submitting itemized receipts/invoice and either a cancelled check or copy of relevant credit card statement as proof of payment. Cash receipts are not an acceptable proof of payment.
2. Recipients will be required to comply with all reporting requirements.