

MASBDA

Missouri Value-Added Grant Program

Applications are accepted on a continual basis and funded twice a year, in January and July.*

OBJECTIVE: Missouri Agricultural and Small Business Development Authority's (MASBDA's) objective for this program is to provide grants for the creation and development of rural agricultural businesses that add value to Missouri agricultural products and aid the economies of rural communities.

An agricultural product is defined as: "An agricultural, horticultural, viticultural, or vegetable product, growing of grapes that will be processed into wine, bees, honey, fish or other aquacultural product, planting seed, livestock, a livestock product, a forestry product, poultry or a poultry product, either in its natural or processed state, that has been produced, processed, or otherwise had value added to it in this state."

MASBDA will consider grant applications for value-added agricultural business concepts that:

- result in the development, processing and marketing of new or expanded uses of agricultural products; and
- foster agricultural economic development in Missouri's rural communities.

***To be considered for January, 2020 funding, applications must be received no later than 5:00 p.m. October 1, 2019.**

***To be considered for July, 2020 funding, applications must be received no later than April 1, 2020.**

*If this funding schedule should change, applicants will be notified.

Missouri Agricultural and Small Business Development Authority
(MASBDA)
PO Box 630
1616 Missouri Boulevard
Jefferson City, MO 65102
573-751-2129
Fax: 573-522-2416
e-mail: masbda@mda.mo.gov

MASBDA
Missouri Value-Added Grant Program

Guidelines and Application Format

Applications will be considered which address:

I. KEY FEASIBILITY CONSIDERATIONS

1. Technical Feasibility
 - a. If the technical feasibility of the concept has already been proven, applicant must provide proof if requested by MASBDA.
2. Economic Feasibility
 - a. Information on similar projects that are under way
 - b. Availability of inputs (raw products)
 - c. Reliability of inputs (raw products)
 - d. Optimal capacity of value-added product production based on the identified targeted market niche
 - e. Environmental, regulatory, and infrastructure requirement
3. Market Feasibility
 - a. Identify targeted markets
 - b. Potential demand for the value-added product (volume)
 - c. Stability of the market
 - d. The consumer, and what consumer need the product will meet
 - e. Competitors currently in the marketplace
4. Financial Feasibility
 - a. Availability and source of financing
 - b. Reliability of available financing
5. Management Feasibility
 - a. Availability of inputs (labor)
 - b. Reliability of inputs (labor)
 - c. The management, marketing, and engineering expertise that will be needed to make the project successful

II. MARKETING STUDY

Upon the authority's determination of feasibility, a marketing study which builds upon the information obtained from the feasibility study will be considered. The marketing study must provide a **much more detailed** analysis of:

- Targeted market niche
- Product or services description
- Product demand
- Customer
- Product pricing
- Competition
- Market trends
- Marketing strategies
- Product distribution, and
- Comparison of potential revenue from the identified market with the costs of goods sold thus coming up with the gross profit potential for the business

III. CREATION AND DEVELOPMENT OF A VALUE-ADDED AGRICULTURAL BUSINESS CONCEPT

Other requests for expenses directly related to the creation and development of a value-added agricultural business concept may be considered by the authority upon demonstration of feasibility and potential profitability. Such expenses include, but are not limited to legal consultation for business structure, development of a business plan or prospectus, and pre-construction and pre-operational consultation.

Applicants may apply for all eligible phases (feasibility, marketing, legal, business, consulting, etc.) at one time with each phase being contingent upon successful completion and with favorable results of the previous phase. The applicant may also apply for each phase one at a time.

Only expenses incurred after the date of grant award and within three years from the time of application approval will be paid.

RESTRICTIONS:

The grants are NOT intended for production expenses, operational expenses or capital expenditures. The program does not provide funds for:

- a) business start-up, except as detailed above,
- b) business expansion, unless qualified on the basis of program criteria,
- c) paying off existing debt,
- d) substituting existing efforts or research already under way,
- e) covering institutional overhead costs,
- f) production costs,
- g) operational costs such as payroll, utilities, inventory, insurance, advertising,
- h) implementing feasibility studies, marketing studies, marketing plans, or business plans except as detailed above,
- i) marketing or advertising expenses
- j) salaries/fringe benefits of those involved in the grant project,
- k) buying land, buildings, equipment, construction, or general contractor,
- l) product research and development,
- m) application fee or grant writing expenses (May be included as an in-kind match).

Project management or general construction contractor may not be funded with MASBDA funds; however if project management expense is funded by the grant recipient, that expense will be eligible toward the 10% cash match requirement and must be included on Attachment C, the Project Budget Summary. Proof of payment will be required.

ELIGIBILITY REQUIREMENTS:

1. Eligible applicants must be an individual(s) who is at least 18 years of age and a legal Missouri resident. Applicant may also be a group of individuals, business or organization related to agriculture whose proposed value-added agricultural business concept is based in Missouri.

Preference will be given to grant requests initiated by a group (more than one) of Missouri producers who have clear knowledge and oversight of the plan of work. Note: if the applicant is a group or steering committee, please include a listing of members, biographical information and direct role in the grant-funded project.

Preference will also be given to innovative-type projects that do not duplicate projects or efforts already underway.

2. Eligible applicants must use grant funds to achieve approved grant proposal objectives. Applicants (along with proposed subcontractors) must demonstrate a proven ability to carry out all elements of the proposed project. Applicants must define the subcontractor's responsibilities and show that the subcontractor is willing and able to perform.

A written Request for Proposal (RFP) must be included in the grant proposal along with subcontractor's response to the RFP (not included in the 15 page limit). The response must include a detailed budget breakdown of the bid (travel, full description and objectives of each phase of work, named individual contractors and subcontractors, etc.).

Grant recipients will be required to submit copies of signed contracts, including a detailed budget, with all subcontractors working on the MASBDA-funded project.

ALL CHANGES TO CONTRACTS AND/OR BUDGETS AS PRESENTED IN THE GRANT APPLICATION MUST RECEIVE PRIOR APPROVAL FROM MASBDA BEFORE PAYMENT OF INVOICES WILL BE APPROVED.

3. Eligibility will not be determined or otherwise affected by any consideration of race, religion, sex, creed, color or residence, other than that the individual borrower must be a legal Missouri resident, and
4. Grant recipients must be able to provide proof of citizenship, identity, residence and proof of enrollment in E-verify, the federal work authorization program.

EVALUATION AND FUNDING CRITERIA:

Proposals will be selected on a competitive basis. Each proposal will be evaluated and rated within a framework of 100 maximum points using the following criteria:

AGRICULTURE ECONOMIC DEVELOPMENT POTENTIAL (45 points possible)

The grant program's objective is to create a positive economic impact in rural communities through the creation, development, and operation of businesses involved in adding value to agricultural products. Preference will be given to proposals which provide greater benefits to Missouri's agricultural producers or foster greater use of Missouri agricultural products. This category will be evaluated in terms of: 1) economic development potential for a Missouri rural community and direct economic impact to Missouri's agricultural producers; 2) developing or expanding markets for a Missouri agricultural product; 3) potential for creating new jobs; and 4) capital investment. Preference will be given to projects demonstrating the potential for near-term development of a value-added agricultural business concept.

When the proposal requires specific validation that cannot possibly be carried out in rural Missouri, consideration will be given to the development and commercialization of the results of the proposal, with the same rural emphasis.

CREDIBILITY AND MERIT (25 points possible)

The qualifications of the project's principals and subcontractors are critical to the success of each application, as is the scientific and technical merit of any proposed project. MASBDA will judge each proposal for its perceived feasibility, both technical and commercial. The relative ability and technical qualifications of the project principals and subcontractors is a *key consideration*. An application with substantial market and near-term commercial potential, product/process development that is innovative, and has commercial feasibility will be favored more than one with little perceived economic impact. Additionally, for projects related to validation of the near term use of an agricultural product in a value-added processed product, applicants must submit a summary of a literature search relevant to the project, including sources.

NOTE: Projects involving the future need for attracting members, investors, and lenders are strongly encouraged to consider subcontracting with a qualified, independent third party in conducting the necessary feasibility studies, marketing studies, etc.

Applications and anticipated project results should demonstrate a reasonable and feasible work plan and time frame for completion. Again, potential for timely application of results, near-term commercial application and/or widespread use of the project results will be major considerations.

MATCHING FUNDS (10 points possible)

A minimum 10% CASH match is required and must be documented by proof of payment in each approved budget category “Contributed Cash Match” as shown on Attachment C Project Budget Summary before the final grant funds can be disbursed. Applicants will be awarded points for any matching funds. Both cash and in-kind matches will be considered; more value will be placed on cash matches than on in-kind, above the 10% required cash match.

Cash Match: “Cash that is contributed by the producer group specifically toward the cost of the project in categories funded by the Value-Added Grant as detailed in Attachment B of the application.” The Confirmation of Cash Contribution statement included on Attachment B must be completed. As noted above, the expense of project management by an unrelated third party paid for by the grant recipient can be accepted toward the cash match requirement.

In-Kind Match: “Non-cash contributions such as services, property, equipment, etc. toward the cost of the entire project.”

Projects will be evaluated on the basis of the level of funding commitment from the applicant and other private or public sources. In-kind matches may be in the form of in-kind services such as land, labor, equipment, and facilities and detailed in the application. The MASBDA application fee and any grant writing expenses qualify as “Indirect Cost” and may be shown as an in-kind match expenditure. The MASBDA administration fee qualifies as an internal cash match expenditure only if it is paid by the applicant.

Applications with matching funds from other sources must show the source’s approval before MASBDA will release grant funds. Grants may be contingent upon proof that matching funds have been allocated to the proposal.

MERIT (20 points possible)

Each authority commissioner may award up to 20 additional points per proposal. These points are based largely on individual judgment of proposal’s likely success.

A project must score at least an average of 60 points to be considered for a grant.

FUNDING LEVEL

The maximum cumulative grant to any individual, groups of individuals, businesses or organizations related to a value-added rural agricultural business concept is \$200,000. Requests for funds must be justified with respect to the scope of the project. Projects involving multi-years will be considered, and if funded, are subject to an annual review for funding renewal.

MULTIPLE PROPOSALS

Multiple applications from the same applicant will be considered if each application covers distinctly different projects. Applications that have been submitted to other state grant programs may also be considered.

TIMELINE

Applications are accepted on a continual basis and are funded twice a year, in January and July.

*To be considered for January, 2020 funding, applications must be received no later than 5:00 p.m. October 1, 2019.

*To be considered for July, 2020 funding, applications must be received no later than 5:00 p.m. April 1, 2020.

*If this funding schedule should change, applicants will be notified.

Applicants will be notified by telephone if their application scored high enough (at least an average of 60 points on the 100 point evaluation criteria) for an interview before the Missouri Agricultural and Small Business Development Authority board. Interviews will be in January and July of each year. This timeline is tentative and may be adjusted.

FEES

1. A nonrefundable application fee will be due with each application. The fee will be \$150 for grant application requests totaling \$25,000 or less and \$300 for requests totaling over \$25,000 as shown on Attachment C, Project Budget Total.

2. For funded grants, a MASBDA ten (10) percent grant administration fee is due as shown on Attachment C, Project Budget. The fee is due when the Grant Agreement is signed. The MASBDA grant administration fee may be included as part of the applicant's grant request, or if paid by the applicant, may be shown as part of the applicant's internal cash match.

APPLICATION REQUIREMENTS

The application provides evaluators with a written document describing an activity that has a sound approach and merits financial support. Proposed projects must adhere to the objectives identified in these guidelines. Each application must be limited to one project. Applicants may submit separate applications for distinctly different projects. **Applications must be no more than fifteen (15) pages long (including cover letter, ONE PAGE FREE STANDING EXECUTIVE SUMMARY, all attachments, resumes, letters of intent and endorsements) and conform to the application format as described. RFPs and bid responses are required, but will not be included in the 15 page limit.**

Margin Requirement: Not less than one inch margins.

Font Requirement: Not less than a 12 point font.

NO STAPLES or binders: All applications must be bound by paper clip or binder clip.

Proposals exceeding fifteen pages will be rejected. Promotional materials, product samples, and unrelated materials are discouraged. No exceptions will be granted. Incomplete applications will not be considered.

PLEASE NOTE: Faxed or e-mailed applications will be accepted. However, an original copy and application fee **MUST** be received by overnight delivery no later than the next business day. Fax number: (573)522-2416.

E-mail address: masbda@mda.mo.gov

Any applications that arrive late will NOT be considered.

Applications will be judged principally on how they conform to the grant intent, objectives, criteria and the proposal's cost effectiveness. As part of the evaluation, a meeting with applicants and/or a visit to the applicant's operation may be necessary.

APPLICATION FORMAT

NOTE: A grant proposal must be submitted in the following format – not to exceed 15 pages – including cover letter, executive summary, resumes, letters of intent, all attachments, and endorsements. (RFP's and bid responses are not included in the 15 page limit.)

I. COVER PAGE - APPLICANT INFORMATION:

Legal Business or Producer Name:

Name of Project (if different):

Sponsoring Group/Steering Committee Name:

Contact person:

Mailing Address:

Physical Address (if different than mailing address):

City, State, Zip:

County:

Phone:

Cell Phone:

Fax:

Email:

Total Cost of Project: \$

Grant Application Amount: \$

Project Co-Sponsor(s) (if any):

Project Start-Up Date:

Project Completion Date:

List of producer members:

(required if applicant is a group or steering committee)

II. ONE PAGE FREE STANDING EXECUTIVE SUMMARY

Provide a summary, not to exceed one page, of the project as it relates to:

- identification of the problem, or need,
- identification of the opportunity for improving on the problem or addressing the identified need,
- the agricultural product and process to be used,
- the project objectives,
- a brief description of the work plan,
- specific use of grant funds,
- the end product that will result if the proposed project is funded and
- the expected economic impact and the intended location of the impact after proposed project is completed.

Suggestion: This executive summary should be written after completing Sections III. – IX. below.

III. IDENTIFICATION OF NEED

Clearly describe the problem, the need and the opportunity for addressing the problem.

For validation of process/product development projects, include a description of the project's relationship to previous work done in the process/product development area. In addition, applicant must submit a summary of the literature search relevant to the project, including sources.

IV. STATEMENT OF OBJECTIVES

Provide a clear, concise description of the project objectives. Describe specifically what is to be accomplished and identify the geographic area impacted by funding this project.

A description of the project's agriculture economic development potential should be included. The economic development potential for a Missouri rural community and direct economic impact to Missouri's agricultural producers through the development, processing or marketing of new or expanded uses of an agricultural product must be described. Consistency with the program evaluation and funding criteria listed in these guidelines is critical.

V. EXPECTED RESULTS AND APPLICABILITY TO DEVELOPMENT

This section should clearly describe:

- scientific and technical merit of the project,
- project specific qualifications of the project's principals and any subcontractors,
- potential for direct near-term commercial application of project's results,
- the anticipated results or outcome of the proposed project,
- what impact the project will have on Missouri's agricultural producers,
- what impact the project will have to a rural community's economy,
- job creation potential, and
- capital investment.

In addition to a written presentation of findings and recommendations at the completion of the project, expected results may be demonstrated in a number of ways including, but not limited to, one or more of the following:

- a new business enterprise or service involved in value-added
- a new value-added processed agricultural product or an improved process
- analysis of economic, scientific or production feasibility for specific enterprise, organization or development project

NOTE: The program places an emphasis on developing products that will result in timely application of results and in direct commercial application. It is essential that economic benefits to a rural community and multiple agricultural producers be identified and quantified as much as possible.

VI. PLAN OF WORK

This section should provide a detailed plan of work, including:

- description of key personnel
- list of producers who are project team members, consultants, subcontractors and other professional assistants and their qualifications, and level of involvement in the project
- resumes, no longer than two pages per person,
- outline of how the proposed project is to be carried out, tasks to be performed and person(s) responsible
- timetable for each project task, completion dates, including implementation time, completion and deadline for final report
- location of project tasks
- critical risks or concerns that must be addressed in order to make a successful project.

Applications to fund multiple phases of the same project are eligible. However, funding for each subsequent phase will be contingent upon favorable results from the preceding phase. If the project includes multiple phases, the timetable should reflect an approximate start and completion date for each phase as well as all costs associated with each phase.

The MASBDA Board reserves the right to eliminate, discontinue, or reduce funding if the project falls behind the approved deadlines.

VII. FACILITIES AND EQUIPMENT

Describe the facilities and equipment, if any, required to carry out the proposed work. Items to be leased with grant funds should be minimal, fully described and justified in this section (should also be shown on Attachment C, Project Budget). **Funds for capital equipment will not be allowed as a purchase.**

VIII. CO-SPONSORS (if any)

List any project co-sponsors (including name of organization, address, telephone, key contact and nature of participation) and attach a letter of intent to participate from each co-sponsor outlining the extent of their participation in the project.

IX. REFERENCES

List the names and phone numbers of two professional references who are familiar with the applicant's project.

X. ATTACHMENTS

Actual attachment forms are included in this packet following the guidelines. Attachments should be included at the end of the proposal in the following order:

ATTACHMENT A - CERTIFICATION OF INFORMATION

ATTACHMENT B - STATEMENT OF POTENTIAL FUNDING SOURCES

Show amount and source for funding previously received and proposed funding sources (matching funds). Attach a written letter of intent of matching funds allocated to this project from any source shown as a proposed funding source. A breakout of matching expenditures will be reflected on Attachment C, Project Budget.

ATTACHMENT C - PROJECT BUDGET

NOTE: A written Request for Proposal (RFP) must be included in the grant proposal along with the subcontractor's response to the RFP, documenting their bid for services. The bid must include a detailed budget breakdown (travel, phases of work, named individual contractors and subcontractors, etc.)

The bid for professional services must provide a detailed budget for each phase of the plan of work. Budget categories not included under a bid for professional services must be documented by a detailed plan of work.

Note: The Missouri Agricultural and Small Business Development Authority reserves the right to contact all subcontractors directly for bid verification.

Project budget should reflect:

- Description and validation of each expense. For example: travel must be detailed as to 1)location and purpose of travel, 2)travel by whom, 3)justification for travel, and 4)provide a detailed budget to provide mileage rate, meal rate, lodging, airfare, etc.
- If project is for multiple phases as shown in the Plan of Work, a separate budget should be prepared for each phase.

**ATTACHMENT D – CERTIFICATION OF COUNTY HEALTH ORDINANCES
- Required for all applications - regardless of project**

APPLICATION EVALUATION AND GRANT AWARD PROCESS

The authority will review, evaluate and award grants on a timetable to be set by the authority. The application deadlines will be announced by MASBDA each year. All applications that have been received since the previous review will be considered. *No partial applications will be considered.* All applications will be screened for completeness and eligibility upon receipt by MASBDA staff.

At the applicant's request, grant applications which receive at least the minimum 60 points but are not awarded funding may be reconsidered during the next immediate evaluation period without an additional application fee. Updates to the original application will be accepted prior to the deadline date.

The authority will consider each application individually. Each application will compete for limited funds. All proposals must include sufficient information to allow the funding criteria to be evaluated.

The authority reserves the right to decrease the amount of requested funding based on its findings and on its level of available funds. Should the process produce a funding level less than the amount requested in the application, MASBDA staff will confer with the applicant to determine whether the amount recommended would alter the project's feasibility.

Each applicant will be notified of the authority's decision. **The decision is binding and not subject to review or appeal.**

MASBDA reserves the right to audit the applicant's books and records relating to project performance during and up to three years following the project's completion. MASBDA also may recover grant funds not used per the contract or if a misrepresentation should occur.

REPORTING REQUIREMENTS

Grant recipients will be required to enter into a contract with the authority. The contract will establish an approved project plan of work and budget, and will list responsibilities of project personnel. Principals of an organized business (such as an LLC) awarded a grant will be personally responsible for the approved project plan of work, project budget, and responsibilities of project personnel.

Grant funds can be disbursed monthly upon receiving documentation of expenditures and a summary of completed activities for which funds are requested. Some monies for start-up costs of the grant project may be provided on a case-by-case basis. Once the applicant and MASBDA staff agrees to a contract, it will be considered for final approval by MASBDA's executive director. MASBDA program staff will monitor and evaluate each funded project.

Interim Report

Interim reporting requirements will be based on the duration, nature, cost of the project and approved work plan. Interim reports will include detailed coverage of project activities and findings and include goals for work to be completed prior to the next scheduled report. MASBDA reserves the right to modify the reporting requirements during the course of the project.

Final Report

At a minimum, an original and two (2) copies of a comprehensive final report will be required within 60 days following project completion. The final report shall include program and fiscal summaries. The program summary shall include the following:

- a. A brief description of the original intent of the project
- b. The perceived economic impact to Missouri's agricultural producers
- c. The perceived economic impact on the Missouri rural community
- d. A summary of how the project achieved one or more of the following:
 1. Job creation
 2. New capital investment
3. Market development of new or expanded uses of Missouri's agricultural products or
4. The near-term commercial application and practical application of the project results
- e. An evaluation of project results and benefits, including how they met original expectations
- f. Future projections that may result from receiving grant funds and
- g. Other appropriate information related to the project

Failure to submit required reports in a timely manner will result in delay of invoice reimbursement and possible grant termination.

In addition to the final project report, MASBDA reserves the right to conduct a follow-up survey of funded projects to determine long-term economic impacts.

LIABILITY

MASBDA will not be held liable for any costs incurred by any firm for work performed in the preparation and production of a proposal or for any work performed prior to the formal execution of a contract.

OTHER CONSIDERATIONS

MASBDA reserves the right to:

- Reject any or all applications received
- Waive or modify minor irregularities in applications received after prior notification and applicant's agreement
- Clarify the scope of this program, within the application requirements and with appropriate notice to all applicants, to better serve the interests of the State of Missouri
- Amend the program specifications after their release, with appropriate written notice to all potential applicants
- Require a good faith effort on the part of the project sponsor to work with MASBDA subsequent to project completion to develop or implement the project results in Missouri
- Withhold any payments if contract conditions are not met.

All proposals submitted in response to a call for applications will become the property of MASBDA.

CHECKLIST:

- Is all contact information on the Cover Page complete, current, and correct? This is what we will use to contact you if we have questions on your application.**
- Have you included a one page, FREE STANDING Executive Summary?**
- Have ALL applicants signed Attachment A, the Certification of Information?**
- Does Attachment B, Statement of Potential Funding Sources, include the amount of cash contributed by the applicant toward the cost of the project? Is the Confirmation of Cash Contribution statement completed and signed?**
- Is Attachment C, Project Budget Summary, fully completed? If you have ANY questions regarding your project budget, please call MASBDA prior to submitting your application.**
- Is Attachment D, Certification of County Health Ordinances, completed, signed and notarized?**
- Have you included ONE original application?**
- Have you included the correct application fee? Please see page 6.**

ATTACHMENT A
Certification of Information and Business Relationships

Pursuant to the “Guidelines and Application Format” document for the “Missouri Value-Added Grant Program” administered by the Missouri Agricultural and Small Business Development Authority (MASBDA), the applicant(s) (signing below) hereby certifies, subject to penalties of perjury, the following:

I certify that I am not: (i) a commissioner or employee of the Missouri Agricultural and Small Business Development Authority with a substantial interest of ten percent or more in the project described in the grant application, (ii) a member of the Missouri General Assembly with a substantial interest in the project described in the grant application, (iii) a state-wide elected official with a substantial interest in the project described in the grant application, (iv) a director of a state department with a substantial interest in the project described in the grant application, (v) a parent, child, spouse or sibling of any of the above either of who has a substantial interest in the project described in the grant application, whether singularly or collectively of 10 percent or more.

In addition by affixing my/our signature(s) to this application, I/we certify having read and understand the guidelines governing award of these grants and agree to all conditions set forth therein and attest that all information contained in this application package is true to the best of the applicant’s knowledge, information and belief.

If awarded, grant payments by MASBDA for expenditures approved in the work plan may be made on a reimbursement basis to the grant recipient (after proof of payment is received by MASBDA) or directly to the vendor contracted by the grant recipient upon receipt of an invoice approved by the grant recipient. Any vendor invoice paid by MASBDA are for the benefit of the grant recipient for its obligations owed related to the approved work plan, and in no way constitutes a partnership, creditor, or other business relationship between MASBDA and vendors contracted by the grant recipient.

The grant recipient will be responsible for any federal or state taxes applicable for funds received, if awarded, and it is recommended the applicant consult their tax professional prior to submitting an application, and upon potential award.

Should a grant be awarded, basic project information (such as grant amount, proposed location, work products funded, etc.) may be used in announcements, press releases and other public information.

In addition to the final project report, MASBDA reserves the right to conduct a follow-up survey of funded projects to determine long-term economic impacts.

The Missouri Agricultural and Small Business Development Authority reserves the right to modify or terminate any subsequent agreements with applicant if, at a future date, the authority becomes aware of misrepresentation(s) contained in this application.

Applicant Name and Signature: _____

Applicant Name and Signature _____

Date: _____

Send completed application (one Original) and application fee to:
Missouri Agricultural and Small Business Development Authority (MASBDA)
1616 Missouri Boulevard
PO Box 630

**ATTACHMENT B
Statement of Potential Funding Sources**

Previous funds received, or funding applications pending, for this project. List additional sources on another sheet of paper if necessary.

Source: _____
 Address: _____
 Amount: _____
 Time Period Funded: _____

Source: _____
 Address: _____
 Amount: _____
 Time Period Funded: _____

PROPOSED FUNDING FOR THIS PROJECT (other than the Missouri Agricultural and Small Business Development Authority):

Source	Funding Request	Anticipated Date of Funding
Contributed Cash Match – verified by statement below		
Commercial Lender		
Venture Funding		
Foundation		
State Program (specify) 1. 2.		
Federal Program (specify) 1. 2.		
Other Sources (specify) 1. 2. 3.		
Total Proposed Funding		

Confirmation of Cash Contribution toward Cost of Grant Funded Project:

I, _____, authorized representative of _____ (grant applicant) confirm that _____ (grant applicant) will contribute \$_____ (must match project budget and be a minimum of 10% of the grant subtotal shown on Attachment C) toward the cost of the grant-funded project. Appropriate copies of invoices and cancelled checks will be provided to MASBDA. Final disbursement of grant funds cannot be made until the 10% cash match obligation is satisfied.

Signature _____ Date _____

ATTACHMENT C

Project Budget Summary

****THIS BUDGET FORMAT MUST BE USED IN GRANT APPLICATION****

Expenditure	A. MASBDA Request	B. Cash Match Contributed By Applicant	C. State Funds	D. Federal Funds	E. In-Kind Match	Total A-E Total Project Cost
Travel (Be specific)						
Printing (Be specific)						
*Equipment/Supplies (Be specific)						
Equipment Lease/Rental Costs (Be specific)						
Consultant Fees- List each consultant and/or phase of project separately:						
Project Management (may not be funded by MASBDA – only cash match from grant recipient)						
Indirect Costs (Be specific - MASBDA does not fund indirect costs but they may be included as In-Kind match)						
Subtotal						
Grant Administration Fee (10% of MASBDA Request <i>Subtotal</i>) <i>See page 6 of grant guidelines.</i>						
Total (subtotal +grant administration fee)						

* The authority does not fund equipment purchase

*The authority does not fund application fees or any grant writing expenses, but they may be included as In-kind match.

*Only cash costs that are directly related to this phase of the project should be included. Documentation is required prior to grant reimbursement.

ATTACHMENT D
Certification of County Health Ordinances
(Must be submitted regardless of type of project)

Animal agriculture has been and continues to be the foundation of Missouri agriculture. Animal agriculture is the leading economic development industry in most rural Missouri counties. In addition, the primary use of grains produced in Missouri is for the feeding of livestock.

The Missouri Agricultural and Small Business Development Authority (MASBDA) is committed to the continued economic viability of animal agriculture through loans, loan guarantees and grants not only for production of livestock, but also for related value-added enterprises.

MASBDA Commissioners are concerned about the impact county health ordinances may have on the financial ability of animal agriculture and related value-added enterprises to repay loans and to profitably utilize grants.

MASBDA has received a request to provide financial assistance for a project for an animal agriculture and/or related value-added enterprise. Please identify any county health ordinances that impact or affect animal agriculture and/or related value-added enterprises.

- I. Does the county being considered for this proposed project now have a county health ordinance restricting livestock or poultry production more restrictive than state or federal law?
YES _____ NO _____
- II. Is the county being considered for this proposed project currently considering a county health ordinance restricting livestock or poultry production more restrictive than state or federal law?
YES _____ NO _____
- III. Does the county being considered for this proposed project currently have an Agri-Ready County designation?
YES _____ NO _____
- IV. Is the county being considered for this proposed project currently considering application for an Agri-Ready County designation?
YES _____ NO _____

(For more information on the Agri-Ready County designation, please visit www.mofarmerscare.com)

If you have answered yes to questions I or II, please attach a copy of the ordinance or the current draft of the ordinance to this certificate.

_____	_____
Signature (Presiding County Commissioner)	Date
_____	_____
Printed name	County

STATE OF MISSOURI)
) **SS.**
COUNTY OF _____)

On this ____ day of _____, _____, before me, the undersigned, a Notary Public, appeared _____ to me personally known, who, being by me duly sworn, did say that they are the _____ of _____ **COUNTY, MISSOURI**, and that said instrument was signed on behalf of said County by authority of its governing body, and said officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said County.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

Notary Public - State of Missouri
Commissioned in _____ County
My commission expires: _____