



**MISSOURI AGRICULTURAL AND  
SMALL BUSINESS DEVELOPMENT AUTHORITY**

**Missouri Value-Added “Farm to Table” Grant Program  
Application Form**  
Please print or type all responses.

<b>Application Information:</b>	
Legal Business or Producer Name (financially responsible for project):	
Contact Person:	
Mailing Address:	
City:	State:                      Zip:
County:	
Physical Address (if different):	
Phone:	Cell:
Fax:	Email:
Commodities:	Finished Product(s):
Total Cost of Project: \$	
Grant Request Amount: \$	
Project Start-Up Date:	Project Completion Date:
<b>Selection Criteria For Value-Added Grant Program Applications</b>	
Grant Award Amount:     \$200,000 maximum for any value-added rural agricultural business concept.	
Application Deadline:     Oct. 1, 2020 for funding in January 2021 April 1, 2021 for funding in July 2021	
Purpose: To provide grants for Missouri's small businesses to access resources for accessing and processing locally grown agricultural products for use in institutions within the state.	
<b>Scoring Criteria</b>	
<b>Proposals will be selected on a competitive basis. Each proposal will be evaluated and scored within a framework of 100 maximum points using the following criteria:</b>	
<b>Agriculture Economic Development Potential:</b> (45 points possible)	
<ol style="list-style-type: none"> <li>1) Economic development potential for a Missouri rural community and direct economic impact to Missouri's agricultural producers</li> <li>2) Developing or expanding institutional markets for a Missouri agricultural product</li> <li>3) Potential for creating new jobs</li> <li>4) Capital investment</li> </ol>	
<b>Credibility and Merit:</b> (25 points possible)	
<ol style="list-style-type: none"> <li>1) Perceived technical and commercial feasibility</li> <li>2) Qualifications and experience of the project principals is a key consideration</li> <li>3) Reasonable/feasible work plan and timeframe for completion</li> </ol>	
<b>Matching Funds:</b> (10 points possible)	
<ol style="list-style-type: none"> <li>1) A minimum of 10% Cash match is required.</li> <li>2) 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 above the 10% required cash match than on in-kind matches (please see definitions of cash match and in-kind match on page 5 of the program guidelines). NOTE: 10% cash match must be met and documented by proof of payment before final grant disbursement can be made.</li> </ol>	

- 3) Projects will be evaluated on the level of funding commitment from the applicant and other private or public sources.
- 4) 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)**

- 1) Each Authority commissioner may award up to 20 additional points per proposal. These points are based largely on individual judgement of the proposal's likely success.

**A Project must score at least an average of 60 points to be considered for funding.**

**Executive Summary:** In 500 words or less, provide a summary of the project. Please introduce your operation or small business, including past experience in school/institutional sales, qualifications for the project's proposed activities, and describe the new or expanded uses of locally grown agricultural products in schools and institutions. Include a brief description of the agricultural product and process to be used, a description of institution(s) to be served, specific use of grant funds, and the end product that will result if funded.

**Description of Small Business:** In 1,000 words or less, clearly describe the small business, the current market, and the potential institutional market. Include the institution's location, the number of people/students and age or grade (if students) (pre-K, elementary, middle, high school, university), a listing of the locally grown agricultural products that will be marketed, the form in which they will be provided (fresh, frozen, form of processing, etc.), and the timing of marketing (year-round, summer school months, February-October, etc.).

**Statement of Objectives:** In 1,000 words or less, provide a clear, concise description of project objectives, what will be accomplished and what geographic area will be impacted by funding the project. Description of agricultural economic development potential (development, processing, or marketing of new/expanded uses of an agricultural product in institutions) should be included.

**Objectives:**

**Geographic area served:**

**Agricultural economic development potential:**

**Expected Results and Applicability to Development:** In 800 words or less, clearly describe the specific qualifications of the project's principals, description of institutions to be served, potential for direct near-term commercial application of project results, anticipated results or outcome of the proposed project, the impact of the project on rural communities and agricultural producers, job creation potential and capital investment.

**Project Principal's Qualifications:**

**Description of Institutions to be served:**

**Anticipated results:**

**Near term commercial application:**

**Impact on rural communities (including job creation and capital investment):**

**Plan of Work:** In 850 words or less, provide a detailed plan of work; identify key personnel, including producers and the product each will be producing. Outline how the proposed grant project will be implemented and the near-term process for getting locally grown atricultural product into specific schools or institutions. Include an estimated timeline for construction/installation/implementation. Identify critical risks or concerns that must be addressed in order to make this a successful project.

**Plan of work:**

**Key personnel:**

**Qualifications of contractors (if applicable):**

**Timetable and project location:**

**Risks and concerns :**

**Facilities and Equipment:** Use the following table to list eligible project costs (facilities, equipment, materials/supplies, equipment lease/rental, professional services) to be purchased with grant funds. Use an additional sheet if necessary and include bids for all resources included in the grant request.

<b>Resource Category (see above)</b>	<b>Resource Description</b>	<b>Cost</b>

**Co-Sponsors (if any):** List any project co-sponsors. Include name, address, telephone, key contact and nature of participation. Attach any letters of support to the application. A Co-Sponsor is a business, organization, or individual offering support (financial, technical, etc) to the project.

<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Nature of participation</b>

**References:** Provide the names and phone numbers of at least two industry references who are familiar with the proposed project.

<b>Reference name</b>	<b>Title, Organization</b>	<b>Phone</b>	<b>Email</b>
1.			
2.			
3.			
4.			
5.			

**Checklist:**

- Attachment A- Certification of Information and Business Relationships
- Attachment B- Statement of Potential Funding Sources and Confirmation of Cash Match
- Attachment C- Project Budget
- Attachment D- Certification of County Health Ordinances
- Have you included one original, printed application?
- Have you included the application fee? See guidelines for details.
- Have you included a minimum of one letter of commitment or purchase contract?
- Have you included bids for all facilities, equipment, and resources listed above?

**Application and Award Process:**

- 1) The MASBDA Board of Commissioners will review and score applications; applications that score a 60 or above out of 100 will be considered for an in-person interview before the board.
- 2) After the in-person interview, applications that score a 60 or above out of 100 will be funded, subject to available funding.
- 3) Anticipated funding decision dates are in January and July of each year.

Completed Missouri Value-Added Grant Applications should be forwarded to the following address:

Missouri Agricultural and Small Business Development Authority  
1616 Missouri Boulevard  
P.O. Box 630  
Jefferson City, MO 65102

Fax: (573) 522-2416

Email: [masbda@mda.mo.gov](mailto:masbda@mda.mo.gov)

One emailed or faxed copy must be received no later than 5:00 p.m. the day of the program deadline, listed on page 1 of the program application. One original and one copy of the grant application, along with the appropriate application fee, must be sent by overnight delivery to the address above to be received no later than the next business day. Late or incomplete applications will not be considered for funding.

To review the full program guidelines, visit our website at [Agriculture.Mo.Gov/ABD/Financial](http://Agriculture.Mo.Gov/ABD/Financial). For more information, please call (573) 751-2129.

**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  
Jefferson City, MO 65102

**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
<b>Contributed Cash Match – verified by statement below</b>		
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**

**Replace this page with completed Project Budget Excel sheet available at <https://agriculture.mo.gov/abd/masbda/>**

**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](http://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: \_\_\_\_\_