



Missouri Department of Agriculture

Missouri Industrial Hemp Fiber Processing Grant

Application

SECTION 1 BUSINESS INFORMATION

NAME OF COMPANY		
CONTACT NAME		COUNTY
911 ADDRESS		MAILING ADDRESS (IF NOT THE SAME AS 911 ADDRESS)
CITY	STATE	ZIP CODE
TELEPHONE NUMBER	NUMBER OF EMPLOYEES	E-MAIL ADDRESS
DATE FIRST IN OPERATION	NAICS/SIC CODE	IS THE COMPANY HEADQUARTERED IN MISSOURI?
DATE: <input type="checkbox"/> NOT YET IN OPERATION		<input type="checkbox"/> Yes <input type="checkbox"/> No IF NOT MISSOURI, WHERE? _____
MISSOURI STATE REPRESENTATIVE DISTRICT #		MISSOURI SENATORIAL DISTRICT #
HAVE YOU EVER SERVED ON ACTIVE DUTY IN THE ARMED FORCES OF THE UNITED STATES AND SEPARATED FROM SUCH SERVICE UNDER CONDITIONS OTHER THAN DISHONORABLE?		IF ANSWERING QUESTION (1) IN THE AFFIRMATIVE, WOULD YOU LIKE TO RECEIVE INFORMATION AND ASSISTANCE REGARDING THE AGENCY'S VETERAN SERVICES?

COMPANY IS: INDIVIDUAL PARTNERSHIP S-CORPORATION CORPORATION TRUST
 LIMITED LIABILITY COMPANY

SECTION 2 PROGRAM INFORMATION

Total Funds: The Missouri General Assembly has appropriated \$700,000 to support Missouri's industrial hemp fiber industry.

Grant Purpose: The Missouri Industrial Hemp Fiber Grant was created to support the hemp fiber industry, increase processing capacity of value-added fiber products, and address supply chain issues. Projects should aim to increase production capacity of processed hemp fiber. Grants may reimburse costs for the acquisition of processing equipment and basic installation expenses incurred from November 8, 2021 through March 1, 2022.

Due Date: Applications must be received by the Department no later than October 22, 2021.

Award Date: Anticipated November 8, 2021.

Project Completion: Reimbursable costs shall be incurred from November 8, 2021 through March 1, 2022. Facilities must provide required documentation no later than April 1, 2022.

Progress Report: All grant recipients must submit a progress report detailing activities and significant advancements toward project completion with the reimbursement request, no later than April 1, 2022.

Production Report: All grant recipients must submit a production report detailing an actual increase in industrial hemp fiber processing by December 31, 2022. Recipients must demonstrate an actual increase in fiber processing production between 2021 and 2022 or funds may be recouped by the Department.

The Department will review applications for eligibility and demonstrated need in response to supply chain constraints in the hemp fiber industry. Applicants will receive written approval and notice of award amount from the Department once the review process is complete and applicant eligibility is verified.

SECTION 3 APPLICANT ELIGIBILITY

CURRENT HEMP PROCESSING STATUS

The Missouri Hemp Industry is constrained by supply chain issues and the lack of hemp fiber processing infrastructure. Increased hemp fiber processing capacity in Missouri will create additional marketing opportunities for Missouri industrial hemp producers. Companies interested must be headquartered in Missouri.

MAXIMUM REIMBURSEMENT GRANT AWARD

The reimbursement grant amount will be determined on or around November 8, 2021. The maximum amount awarded is \$200,000 with a minimum 25% cash match.

Maximum \$200,000 Reimbursement Grant with a minimum 25% cash match

- Industrial hemp fiber processors are eligible. All recipients must provide documentation to the Department by December 31, 2022 demonstrating an actual increase in fiber processing production between 2021 and 2022. Funds may be recaptured by the Department if the grant recipient does not increase fiber processing capacity by December 31, 2022.
- Headquartered in Missouri.

SECTION 4 APPLICANT SIGNATURE

Pursuant to the request for applications for the “Missouri Industrial Hemp Fiber Processing Grant” issued by the Missouri Department of Agriculture (Department), the applicant (signing below) hereby certifies, subject to penalties of perjury, the following:

1. Signing this document does not constitute an approved grant by the Department.
2. I am not (i) a commissioner or employee of the Missouri Department of Agriculture, (ii) a state-wide elected official, (iii) a director of a state department, or (iv) a spouse or dependent child of any of the above who has a substantial interest in the Missouri Industrial Hemp Fiber Processing Grant entity shown in Section 1. Substantial interest is defined as ownership by the individual, the individual’s spouse, or the individual’s dependent children, whether singularly or collectively, of 10 percent or more of the hemp processing facility.
3. I, the undersigned, to the best of my knowledge, information and belief declare that the information submitted is true, correct, and complete, and I hereby agree to comply with the requirements of the program as specified herein.
4. The applicant understands that submitting false or misleading information in connection with this application may result in the applicant being found ineligible for participation in the Missouri Industrial Hemp Fiber Processing Grant.
5. The applicant or owner of the applicant is not presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal or State department or agency, or presently involved in any bankruptcy.
6. To my knowledge, there is no person who is actively engaged in the management of the Applicant who has been convicted of a felony, is currently under indictment for a felony, or is currently on parole or probation.
7. There are no pending or threatened liens, judgements, or material litigation against the Applicant or any person who is engaged in the management of the Applicant that would have a material impact on the viability of the applicant.
8. I understand the Missouri Industrial Hemp Fiber Processing Grant funds will be provided as **reimbursement only** and the Department reserves the right to modify award amounts based upon funding availability.
9. I understand that expenses that have been or will be reimbursed by insurance or federal, state, or local dollars are not eligible expense for the Missouri Industrial Hemp Fiber Processing Grant.
10. Successful applicants must complete the phase(s) of the project detailed in the application and submit all required documentation by April 1, 2022. Required documentation includes: progress report detailing the activities and significant advancements toward project completion, detailed listing of expenses, and all paid invoices/detailed receipts/proof of payment.
11. Reimbursements will only be completed once all required documentation has been received. Failure to submit the required documentation by April 1, 2022 may result in the forfeiture of the right to funds.
12. Significant advancements toward project completion must be ready for inspection by Department staff no later than April 1, 2022.
13. All grant recipients must submit a production report detailing an actual increase in industrial hemp fiber processing by December 31, 2022. Recipients must demonstrate an actual increase in fiber processing production between 2021 and 2022 or funds may be recaptured by the Department.
14. The Missouri Department of Agriculture will retain all documentation relating to the program for at least five years from the date of program closeout, and successful applicants will allow the Department to audit such information within that five-year period.
15. The eligible company agrees that Department staff will be allowed to visit the facility at any time during the project period and/or throughout the records retention time period, and will provide to the Department information relating to: 1) expansion progress and 2) most recent financial information.

I, the undersigned, declare that I have examined the application submitted to the Department for the Missouri Hemp Industry Grant Program, including accompanying exhibits, and to the best of my knowledge, information and belief, it is true, correct, and complete, and I hereby agree to comply with the requirements of the program as specified above.

SIGNATURE

TITLE

DATE

SECTION 5

APPLICATION SUBMISSION CHECKLIST

E-mail completed application form and supporting documents to grants@mda.mo.gov no later than October 22, 2021.

- Completed application
- Proof of enrollment in E-Verify (5 or more employees)
- Tax clearance certificate received from the Missouri Department of Revenue by completing Form 943

SECTION 6

PROJECT NARRATIVE

EXECUTIVE SUMMARY: (200 Word Limit: Brief summary of the project, suitable for dissemination to the public.)

PROJECT DESCRIPTION: (500 Word Limit: Identify the project need and outline the project work plan.)

APPLICANT EXPERIENCE (500 Word Limit: Detail the applicant's prior experience with industrial hemp fiber processing. If applicable, include detail of past and current processing or production volume in tons/year details.)

ANTICIPATED PROCESSING CAPACITY INCREASE: (Please Describe)

What is the anticipated increase of hemp fiber processing (tons/year) due to the implementation of new equipment with the assistance of this grant?

What is the anticipated market value or economic impact of the additional hemp fiber processed, as indicated above?

If awarded this grant, do you anticipate creating new jobs?

_____ NO _____ YES, if yes # of full-time permanent _____ # of part-time permanent _____

SECTION 7 BUDGET & BUDGET NARRATIVE

List all costs requested for reimbursement. Breakdown expenses by categories listed below and explain why the request is necessary and how it will increase production and support the Missouri hemp industry.

Projects should aim to increase capacity of processed hemp fiber and address supply chain issues.

Grants may reimburse eligible costs incurred from November 8, 2021 through March 1, 2022. The Department must receive copies of all paid invoices and proof of payment, including but not limited to: cancelled checks, receipts of payment, and/or paid contracts for all money spent through the project period for which you are applying for the reimbursement grant.

Eligible Expenses	Reimbursement grant request amount	Cash match amount
Processing equipment used for industrial hemp fiber	\$	
Narrative (description and demonstrated need):		
Direct installation cost	\$	
Narrative (description and demonstrated need):		
TOTAL REIMBURSEMENT GRANT REQUEST	\$	
TOTAL CASH MATCH: MINIMUM 25% of GRANT REQUEST	\$	
TOTAL PROJECT AMOUNT	\$	

INELIGIBLE EXPENSES

Ineligible expenses include, but are not limited to:

- Expenses that have been or will be reimbursed under any federal, state, or local government funding
- Expenses that have been or will be reimbursed by insurance
- Land acquisition or lease
- Building construction at new and existing facilities
- Building acquisition
- Capital improvements
- Wages
- Vehicles
- Feasibility studies
- Marketing expenses
- Grant proposal preparation cost

EXPENSES THAT HAVE BEEN OR WILL BE REIMBURSED BY INSURANCE, FEDERAL, STATE, OR LOCAL FUNDING ARE NOT ELIGIBLE FOR THE MISSOURI HEMP INDUSTRY GRANT.

PROGRAM SPECIFICATIONS

- A selection committee will determine grant recipients.
- The selection committee will select recipients based upon information provided in this application.
- Anticipated award date November 8, 2021.

Completed Missouri Industrial Hemp Fiber Processing Grant applications should be forwarded to the following address:

Missouri Department of Agriculture – Missouri Industrial Hemp Fiber Processing Grant
Ag Business Development
Attn: Jennifer Kliethermes
P.O. Box 630
Jefferson City, MO 65102
FAX: (573) 751-2868
Email: grants@mda.mo.gov

Applications may be obtained by calling (573) 751-4211 or visiting our website at <https://agriculture.mo.gov/>.
Hearing impaired Missourians may contact the Department through Relay Missouri: 1-800-735-2966 (TT/TDD).