

# Farm Diversification Grant

The Oklahoma Agriculture Enhancement and Diversification Program offers you the opportunity to apply for a farm diversification grant. Grants are available to anyone who is currently involved in farming or ranching and would like to diversify their family farming operation. Projects must be for non-traditional crops or livestock, on-farm processing of agricultural commodities or initiating agritourism ventures. Projects cannot be an extension or expansion of existing operations and must show the potential to create additional income for the farm unit.

Proposals must demonstrate a well-prepared plan of action. Markets for the product must have been researched and possible income must be projected. New and innovative plans for marketing products must also be evident. A sound business plan must show potential profits from diversifying.

Applicants may get help in completing the application and must receive an endorsement from individuals who are professionals/specialists in the field the applicant is applying for. These advisors must be willing to assist the applicant in fulfilling the project and have reviewed the application and be willing to answer questions if contacted about the application. Advisors may be associated with but not limited to:

- Extension Educators
- Vo Ag Teachers
- Kerr Center
- Noble Foundation
- University faculty or staff
- Adult Farm Management Instructors
- Agricultural Loan Officers

These grants will not exceed \$5,000 per application. Payments will be disbursed in three (3) divisible increments based upon properly submitted invoices, compliance with the Oklahoma Agriculture Enhancement and Diversification Act and furnishing complete and comprehensive reports. The first one-third (1/3) of the total grant will be paid upon the issuance of a purchase order number and submission of an invoice, the next one-third (1/3) will be paid upon approval of an interim report detailing the progress of the project and copies of receipts / invoices showing how the money was spent. The third and final payment will be paid upon approval of another progress report and copies of receipts detailing spending of the second payment. There will sometimes be special circumstances that will require this process to be modified to fit a project; which will be at the discretion of the Board. Approval must be granted by the board prior to modifications being made. Grantees will be required to submit a comprehensive final written report detailing the project and expenses, the results of which will be made available to other farmers.

For additional information please contact Jason Harvey at (405) 522-5563.

# Farm Diversification Grant Application

## A. APPLICANT INFORMATION

Name \_\_\_\_\_ S.S.N. \_\_\_\_\_

Mailing Address \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Tax Exempt or FSA Farm # \_\_\_\_\_

Number of years farming / ranching \_\_\_\_\_

Previous names, if any, used by applicant (other than name listed above) \_\_\_\_\_

Driving directions to your location from nearest town:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you received grant funding before: YES / NO (If yes complete next 3 questions)

Entity/Source \_\_\_\_\_

Dollar amount \_\_\_\_\_

What type of project was it for \_\_\_\_\_

\_\_\_\_\_

## B. ADVISOR INFORMATION

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Applicants must receive a letter of endorsement from an agricultural specialist (refer to the list on the cover sheet of this application form) indicating that they have reviewed the projections in this request. Please attach a brief resume for the applicant and applicant advisor.

**C. GENERAL DESCRIPTION OF THE PROJECT**

- 1) Grant Application Amount: \$\_\_\_\_\_
- Estimated Cost of Project: \$\_\_\_\_\_
  
- 2) Describe your current farm or ranch operation.
  
- 3) Describe the need for and objectives of this farm diversification project, including your production plans (how will you produce it, how much will you produce, any special obstacles or challenges you will face, etc.)
  
- 4) Describe your marketing strategy for this product. (How and where will you sell the products, discuss market potential, competition, marketing area, etc.)
  
- 5) How will the grant funds be used?
  
- 6) What expected outcomes do you see resulting from this project?
  
- 7) Please attach a detailed timeline for the project with milestones and a projected completion date.
  
- 8) What results are expected, as well as financial gain?

9) What are the critical risks or concerns that must be addressed in order to make this project a success?

10) Please list the name and phone numbers of two references who are familiar with your work.

Name\_\_\_\_\_

Address\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Phone\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Phone\_\_\_\_\_

**D. This Agricultural Enterprise is:**

\_\_\_\_\_ Sole Proprietorship

\_\_\_\_\_ Partnership

\_\_\_\_\_ Co-operative

\_\_\_\_\_ Domestic Limited Liability Company

\_\_\_\_\_ Other (Specify)

Please provide the following information for all categories other than sole proprietors.

	<u>Name</u>	<u>% Ownership</u>	<u>Social Security Number</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____

**E. INSTRUCTIONS**

- a) Applications, including all supplements, should be limited to twenty (20) pages. Promotional materials or unrelated materials are discouraged.
- b) Fifteen (15) copies of the proposal must be delivered or mailed to the Board at:

Oklahoma Agriculture Enhancement and Diversification Program  
P.O. Box 528804  
2800 N Lincoln Blvd.  
Oklahoma City, OK 73152

**F. CONCLUSION**

By affixing their signature(s) to this application, the applicant(s) certify that they have read and understand the Guidelines governing award of these grants and agree to all conditions set forth therein and that all information contained in this application package is true to the best of the applicant's knowledge, information and belief.

The Oklahoma Agriculture Enhancement and Diversification Board reserves the right to modify or terminate any subsequent agreements with applicant if, at a future date the Agriculture Enhancement and Diversification Board becomes aware of material misrepresentation(s) contained in this application.

Name (type or print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





IF APPLICABLE PLEASE COMPLETE THE FOLLOWING TABLES.

**INVENTORY (ANNUALIZE)**

Please itemize inventories of your enterprise in the table below for a twelve-month time frame.

Inventory Livestock or Product	Beginning _____		Ending _____	
	No.	Total Value	No.	Total Value

Table 1

**SPECIALIZED MACHINERY, EQUIPMENT, OR BUILDING COSTS (ANNUALIZE)**

Are any specialized machinery, equipment or building needed for this enterprise?

Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please describe in Table 2 below. Place the annualized cost of this equipment in the expenses portion of your budget.

Machinery, Equipment or Building	Cost	Salvage Value	Estimated Years of Life	Annual Repair Costs	Annualized Cost

Table 2