

## Introduction

- 1) Applications will NOT be scored question by question but instead based on how the entire application addresses the rubric criteria. Please read the rubric provided in the RFA before applying—it will improve your application.
- 2) Applications will be scored for completeness.
- 3) Applications will NOT be scored for writing quality, including grammar, spelling, and punctuation.
- 4) Handwritten applications will not be accepted.

To see the RFA for this program, Question and Answer Summaries, and/or any Amendments, visit the [FFF website](#).

## Application Check List

- This application form, complete.
- A Phase 1 Business Plan.
  - Including tracked changes or annotations if the Business Plan has changed since the end of Phase 1.
- If Phase 1 was awarded more than 4 years ago and the applicant is requesting an exception:
  - A Business Plan with tracked changes or annotations to show change over time.
  - A letter of recommendation from a service provider.
- If grants are to be used as match funds, award letters are included in the Business Plan.

## Applicant Information

Farm Business Name: \_\_\_\_\_

Lead point of contact for Applicant Farm: \_\_\_\_\_

Physical address of farm (123 Street, Town, ME ZIP, County): \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred mode of communication:  Email  Phone Call  Text

Legal Business Structure:  LLC  Sole Proprietorship  501(c)3  Other: \_\_\_\_\_

Owner Name(s)	% Owned	# Years farming	Roles/ Responsibilities
<i>Eg. Tyler Doe</i>	<i>30%</i>	<i>15+</i>	<i>Financial record-keeping, seedling production</i>

Current employees	
#	Family members working full-time for the farm business
#	Family members working part-time for the farm business
#	Non-family employees working full-time for the farm business
#	Non-family members working part-time for the farm business

How long has your longest-tenured non-family employee worked for the farm business? # \_\_\_\_\_ years

## Eligibility

Year selected for FFF Phase 1: \_\_\_\_\_

Do you intend to request an exception to the four-year eligibility requirement?  Yes  No

Do you own at least five acres of farmland?  Yes  No

Is your farmland already under a conservation easement?  Yes  No

Do you intend to apply to the cash grant?  Yes  No

## Proposed Project

Brief Description of Farm Business (Min. 100 words, Max. 250 words):

Brief Description of Planned Phase 2 project (Min. 100 words, Max. 250 words):

Projected duration of Project- Start date \_\_\_\_\_ End Date \_\_\_\_\_

Brief statement of need—why do you need to complete this project? (Min. 100 words, Max. 250 words):

Budget Category	Amount Requested
TOTAL PROJECT COST	\$
CASH GRANT (\$0-\$25,000)	\$
TOTAL MATCHING FUNDS	\$
TOTAL LOAN (Up to \$250,000)	\$

Sources of Match Funds	
Personal Funds	\$
Loan 1 Lender name:	\$
Loan 2 Lender name:	\$
Other Grant 1* (i.e. USDA NRCS cost-sharing, SARE, REAP, etc.)	\$
Other Grant 2*	\$
In-Kind Labor—Total to date	\$
In-Kind Materials—Total to date	\$

**\*Grants must already be awarded or committed at the time this application is submitted. Include any award letters in your business plan.**

Off-Farm Income- Describe any off-farm income from other employment or services that might be used to fund the implementation of the project(s) (N/A or Max. 100 words).

### Impacts

Farmland to be protected **(Required if applying to the cash grant)**

*If awarded the grant, I/we agree to protect \_\_\_\_\_ acres of farmland by signing the 7-year non-development agreement.*

**Employment opportunities.** How many additional positions will be hired upon completion of the project, if any? (Max. 100 words)

**Environmental benefits.** Briefly describe any positive impacts your plan and resulting project(s) will have on soil, water, and air quality and/or plant/animal habitat. (Max. 100 words)

**Agricultural Sector Benefits.** Briefly describe how the plan contributes to local or regional agricultural infrastructure. (Max. 100 words)

## Current and Future Program Obligations

I understand that if I am selected for this program and recommended to apply for the 2% interest loan, I will be required to provide annual data regarding farm business income, production, land, jobs, and environmental and ag sector impacts for 2025, 2026 and 2027. Due: May 1, 2026, 2027, 2028. \*

*\*The Department will keep all such individual information confidential. It will be aggregated to track Program efficacy and to share program reports with the Administration & Legislature.*

I understand that if I am also awarded the cash grant, I will be required to sign the 7-year Farmland Protection Agreement for the acres for the years 2025 through 2032 before any funds will be dispersed.

By submitting this application form, I acknowledge that I understand and agree to these requirements.

## Acknowledgements

I understand that if I am recommended for an award, an interview or additional supporting files may be required before a contract can be completed.

By submitting this application, I certify that:

1. This Application and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
2. No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant's Application.
3. No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an Application.
4. The above-named organization is the legal entity entering into the resulting contract with the Department should they be awarded the contract.
5. The "lead point of contact for the Applicant farm" is authorized to enter contractual obligations on behalf of the "Farm Business".