

**South Dakota Department of Agriculture
Farmers Market Grower Grant
Request for Proposals
2013**

Applications Due

March 29, 2013

Applications must be postmarked on or before the above date. Applications will be reviewed and approved on a first-come-first-serve basis to qualifying applicants.

All grant requirements must be completed no later than November 30, 2013.

Submit Applications to:

Electronically via a word document, PDF etc. to: alison.kiesz@state.sd.us

Or a paper copy can be sent to:

South Dakota Department of Agriculture
Alison Kiesz
Specialty Crops Block Grant Program
420 S Roosevelt St.
Aberdeen, SD 57401

South Dakota Department of Agriculture Contact:

Alison Kiesz
605.626.3272
alison.kiesz@state.sd.us

Grant Eligibility: Proposals will be accepted from any current farmers' market or any group interested in beginning a farmers' market located in the state of South Dakota. Applicants may cooperate with any public or private organization to enhance South Dakota's specialty crop industry. Specialty crops are defined as fruits, vegetables, tree nuts, dried fruits, nursery crops (including floriculture) and horticulture.

Grant funds may only be used for specialty crops.

New Markets Only: Individuals or groups wishing to make application that are not yet a legal farmers markets entity must identify at least 4 people that have committed to the formation of a farmers market. This will include their complete contact information and knowledge of their responsibility for the progress of the activities identified in the application.

Grant Requirements: In order to receive this grant, markets *must* record and submit lists of products sold and their respective sale prices at three different times throughout the season (early, mid and late season) to SDDA. SDDA will provide a template for farmers markets' use.

Farmers markets must also submit gross sales data from their vendors at three different times throughout the season (early, mid and late season) to SDDA. Vendors can submit the data anonymously by writing their gross sales figures on a slip of paper and putting it in a box marked by the farmers market manager.

Farmers markets will also collect customer information through a dot survey once during the market season. Information collected should include at least the following information: miles traveled to market, customer age and gender, and customer dollars spent at the market.

Grant Proposal Review and Selection: Staff of the South Dakota Department of Agriculture will review applications and approve qualifying applications.

Funding Allocation: Qualifying farmers markets will be eligible for \$1,000 grant. Fifty percent of the funds will be made available upon signing a grant agreement and fifty percent of funds will be made available when a final report is successfully submitted.

Only one application may be submitted per market.

Farmers markets awarded grant money are required to enter into an agreement with SDDA and submit all data necessary for completion of this agreement. Agreements will outline the data that farmers markets are required to collect and submit to SDDA. Grant recipients are responsible for full documentation and reporting to SDDA as stated in their individual agreement. If the terms of the agreement are not met, funds will not be issued to the market. Any unused funds will be returned to the South Dakota Department of Agriculture.

Grantees agree to comply with all applicable federal, state, and local laws, codes, regulations, rules, and orders. The grant will be governed by and construed in accordance with the laws of the State of South Dakota. Information submitted in grant proposals is subject to South Dakota law.

Grantees will be accountable for all grant funds awarded. Grantees shall maintain books, records, receipts, and accounting procedures and practices sufficient to reflect all costs claimed to have been incurred for the performance of the grant agreement. Grantees will make receipts, books, and records available for audit or examination by the Department of Agriculture if requested. Records will be maintained for three years from start date of the project.

Grantees must obtain prior approval from South Dakota Department of Agriculture if there is:
1) any major revision of the project scope or objectives after a project is funded; 2) any major change in the proposed budget; or 3) changes in key persons associated with the project.

Grantees will include graphics or text to credit South Dakota Department of Agriculture, and Specialty Crop Block Grant on any or all printed materials purchased with grant awards.

Application Instructions

All applications should include the following information:

Name of Market: _____

Market Manager: _____

Mailing Address for Market _____

Phone Number _____

Market email address _____

Market website (if available) _____

Physical Location of Market _____

Market days/times of operation _____

Season/months of Market operation _____

Average number of market vendors _____

Average number of market customers _____

How long has your market been in operation _____

Size of community that the market is in _____

Number of grocery stores within 10 miles of your market _____

Send an electronic copy of the application to alison.kiesz@state.sd.us

OR

Submit one original of the grant application to:

South Dakota Department of Agriculture
Specialty Crops Block Grant Program
Alison Kiesz
420 S Roosevelt St
Aberdeen, SD 57401

Applications must be postmarked or emailed by **March 29, 2013**