



2016 Fund-a-Farmer Grant Application Instructions

A completed grant application consists of the following elements uploaded through our online grant application portal at www.fundafarmer.org:

- (1) Completed PDF of the grant application
- (2) PDF of Schedule F form - or comparable form - from your 2014 or 2015 tax return (please submit most recent year)
- (3) Three color photographs that accurately depict the current state of your operation. At least one photograph should include the animals and their living conditions as described in your proposal.

**** Please note that you must create an account on www.fundafarmer.org in order to submit your grant application to FACT. ****

(1) Filling out the application PDF

After you have reviewed our [guidelines](#) and determined that you are eligible to apply, please download a copy of the grant application and save it onto your computer. You will need to [Adobe Acrobat Reader](#) on your computer to complete and submit your application. Please do not fill out the application in your internet browser, as that may lead to errors in saving.

Remember: Save your progress as you work in the PDF of the application to avoid losing any work you have completed. Once your application is complete, please upload the PDF where indicated on the [2016 grant application page](#).

Section 1: Farm Information

Please provide us with all the basic information about your farm operation and business. Please write "N/A" for any fields that do not apply to you. Please note any certifications your farm currently holds or is working toward, and include which animals are covered by the certification(s).

Section 2: Proposal Information

In this section, please indicate the type of grant for which you are applying: Animal Welfare Certification Grant or a Pasture Improvement Grant. There are different requirements for each type. Refer to the [guidelines](#) to determine if you are eligible. Please also estimate how many animals the project will impact each year. We also ask you to summarize your proposal in a few sentences and include the dollar amount requested. Grants will be capped at \$2,500 and may be used to partially or fully fund your project.

Section 3: Authorization

Please read the statement certifying that the farm for which the funds are requested is a working, independent family farm. If your operation meets this requirement, please sign the online form by typing your name. ***If your operation does not meet this requirement, please do not apply.***

****Application Summary **** On page 3 of the application, you will find the application summary page. This page is for internal FACT purposes and should auto-fill your answers on pages 1-2. If the page does not auto-fill your answers, please type them in so they match what you wrote on pages 1-2.

Section 4: Project Proposal

Please describe your proposed project in the space provided. Include information on:

- (1) Brief description of your operation & animal management practices
- (2) Brief summary & goal(s) of your project
- (3) The steps you plan to take to implement your project
- (4) If you are applying for a Pasture Improvement Grant and still working toward certification, describe the steps needed to attain certification as well as the expected date of completion. You can skip to Q.6 if your animals are already certified.
- (5) If you are applying for an Animal Welfare Certification Grant, describe the steps needed to attain certification, why certification is important, and when you expect to complete your certification.
- (6) Please describe your project timeline and expected date of completion. The grant funding period runs from March 2017 through March 2018. All proposed projects should take place during this timeframe. If your project will begin sooner than that, please keep in mind that FACT will not fund elements of the project that are already completed before March 2017.
- (7) What expertise, experience, or training do you have to execute this project?
- (8) How you will evaluate the success of your project in terms of animal welfare?
- (9) Other information you feel we should know about your farm or project.

Section 5: Detailed Project Budget

Please provide us with a budget for your proposed project, including both the amount and the type of expenses. We do not require detailed financial information on your farm's annual income and expenses other than total figures. We do require your 2014 or 2015 Schedule F form (which will be uploaded along with your application). If certain expense categories do not apply to your project, you may leave them blank. Alternatively, please add any categories in which you expect to incur expenses, using the "Other" line as necessary. Please indicate the total cost for your project and if this amount differs from the amount requested from FACT (up to \$2,500).

Applications will be considered for projects requesting both partial and full funding. If the grant will not cover the entire cost of your proposed project, please describe how you will pay for the remaining project expenses (e.g. other grants, out of pocket). Please also tell us how you learned about FACT's Fund-A-Farmer Project.

(2) Uploading PDF of your Schedule F tax form

On the online Fund-a-Farmer grant application page, you will be asked to also submit a PDF of your most recent Schedule F tax form. We will accept forms from either the 2014 or 2015 tax year. If your farm uses a form other than Schedule F to report income and loss from farming, please be in touch with Larissa McKenna at grants@foodanimalconcerns.org to verify if your form will be acceptable.

The Schedule F tax form is how FACT ascertains that your farm is a working, independent, family farm – one of our eligibility requirements. Additionally, the information on profit and loss in your Schedule F form gives our final review committee members a chance to more fully understand your farm. Please know that all SSNs or EINs and names will be redacted so that the final review committee members will not see them. The final review process is completely anonymous.

(3) Uploading color photographs

Because FACT staff members are not able to meet applicants and visit their farms, we ask that you provide us with three color photographs of your operation. At least one photograph should include the animals and their living conditions as described in your proposal. The other photograph(s) can be of your buildings, land/pasture, etc. – whatever makes the most sense to support your proposal.

You will be asked to upload the three photographs on the online application page. Please write a caption for each photo describing what is depicted in the photograph. Photos must be in the following formats (jpg/jpeg, png) and smaller than 5MB (5000kb) each. We include a free online tool to resize photos on the application page in case your photos are too large.