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FARMERS' GUIDE  
TO APPLYING FOR THE  
**VALUE-ADDED  
PRODUCER**  
GRANT PROGRAM

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2023



**In March 2023, USDA published in the Federal Register they are accepting Value-Added Producer Grant Proposals from producers for the fiscal year (FY) 2023 grant cycle. Approximately \$31 million in funding is available for this cycle.**

## PROGRAM BASICS

The Value-Added Producer Grant program (VAPG), a subprogram of the Local Agriculture Market program (LAMP), provides grants, awarded on a competitive basis, to individual independent agricultural producers, groups of independent producers, producer-controlled entities, organizations representing agricultural producers, and farmer or rancher cooperatives to create or expand value-added producer-owned businesses. Priority is given to projects that increase opportunities for small and mid-sized family farms, and/or for beginning, veteran, and socially disadvantaged farmers and ranchers.

The term “value-added” includes: an agricultural commodity or product that has (a) undergone a change in physical state, (b) was produced, marketed, or segregated (i.e., identity-preserved, eco-labeling) in a manner that enhances its value or expands the customer base of the product, or (c) is aggregated and marketed as a locally-produced food. Grants may be used to:

- Engage in economic planning to develop business plans and feasibility studies (including marketing plans) needed to establish viable marketing opportunities for value-added products; or
- Acquire working capital to operate or expand a value-added business venture.

## FISCAL YEAR 2023 GRANT CYCLE

- Examples of Eligible Projects
- Program Priorities
- Application Scoring Guide
- Application Timeline
- Application Checklist
- VAPG History and 2018 Farm Bill Changes
- Additional Resources

## DEADLINES

**Online at Grants.gov:  
11:59pm EST, May 11, 2023**

**Mail or in-person:  
postmark or drop off by close of business local  
time, May 16, 2022**

## Matching Funds Requirement

The matching fund requirements for the 2023 cycle will return to levels from FY2020. All applicants will be required to demonstrate a 100% cost-share requirement. Therefore, if an applicant is seeking \$50,000 in grant funding, their submitted budget will need to show how the producer is contributing \$50,000 to the overall project cost.

Matching funds may be in the form of cash or eligible in-kind contributions. Cash includes loans, or lines of credit, in addition to cash. Examples of in-kind contributions are labor contributions of applicant or family members, and applicant-produced raw commodity. In-kind labor costs are limited to 25% of total project costs (or 50% of required match). Tribal applicants may use funding from grants made available through the Indian Self-Determination and Education Assistance Act of 1975 for matching funds.





## AGRICULTURAL PRODUCER ELIGIBILITY

Agricultural producers eligible for the program include farmers, ranchers, and harvesters, including loggers and fishers. The applicant producer(s) must supply the majority (more than fifty percent) of the commodity needed for the project and demonstrate the project will expand the customer base and increase revenues. An agricultural producer group, a farmer or rancher cooperative, or a majority-controlled producer-based business venture applicant must demonstrate that it is entering an emerging market it has not served for more than 2 years. Businesses with majority farmer ownership are eligible but cannot make up more than 10 percent of total awarded funds.

## PROJECT ELIGIBILITY AND EXAMPLES OF PREVIOUSLY AWARDED PROJECTS

Eligible Activities	Description	Example Outputs
Commodity Processing	Increasing value by changing the commodity's physical state	Flour, cheese, wine, jam, oils, yogurt
Market Differentiation	Increasing value by marketing the commodity's special identity or character	Organic, grass-fed, humane, state branding
Commodity Segregation	Increasing value by keeping the commodity physically separated in production and distribution	GMO-free, no-rBGH, varietal purity
On-Farm Renewable Energy	On-farm renewable energy generated from farmer produced agricultural commodities or their byproducts	On-farm biodiesel, on-farm electricity generation from on-farm sources
Local Food	Increasing value by aggregating and marketing food for local markets	Buy local / buy fresh, community-based food enterprises, supplying local procurement preferences
Mid-Tier Value Chain	Increasing value by linking farmers with local / regional supply networks in which they are equal partners	Farm to institution, farm to food service or restaurant, value chain using a consumer seal or farmer identity-preserved label
Commodity Processing	Ludwig Farmstead Creamery in Fithian, IL received a working-capital grant to assist production and marketing of their artisan cheeses made with milk from their Holstein herd. Ludwig Creamery markets most of their products direct to consumers through farmers markets, restaurants, retail outlets and wineries in Illinois and Indiana.	
Market Differentiation	Stonewood Farm in Orwell, VT received a grant to expand its farm identity preserved value-added product line by purchasing materials that are necessary to package and brand their sausage products. It has supported their ability to make ground turkey sausages and market them in the winter when it's too cold to raise turkeys in Vermont. 90 percent of their products are sold in Vermont.	
Commodity Segregation	World Food Processing in Oskaloosa, IA received a working capital grant to assist in the expansion of their production and marketing of new, high quality, non-GMO food grade soybeans into three markets previously untapped by WFP.	
On-Farm Renewable Energy	A farm in central Pennsylvania received a grant to purchase supplemental soybeans that, combined with on-farm produced soybeans, is turned into expeller soybean meal and a high quality vegetable oil for use as on-farm fuel to generate power and increase electrical efficiency.	
Local Food	Southern Plains Agricultural Resources Coalition in Oklahoma received a grant for the processing of no-till wheat into flour, and marketing the flour to public schools in OK.	
Mid-Tier Value Chain	The Wisconsin-based Fifth Season Cooperative, which includes representatives of the entire food chain, from producers to processors to institutional buyers in the tri-state Wisconsin, Iowa, and Minnesota area, used its award to support custom processing of quick frozen vegetable blends for institutional markets.	

# SPECIAL APPLICATION OPTIONS

## Simplified Application

USDA offers a simplified application for working capital projects requesting less than \$50,000. Many smaller grants are single farmer projects for which larger working capital applications are unnecessarily complex. If you are applying for working capital under the simplified application, you are not required to provide an independent feasibility study or business plan. You are required to discuss how the project will increase your customer base and increase revenues. The more you can back up your projections with references to third party sources that support your conclusions the better your application will be received.

## Steering Committee Applicants

For groups not yet incorporated, there is an option to apply as a Steering Committee, defined by USDA as “an unincorporated group of specifically identified Agricultural Producers that lacks a legal structure or identity and is in the process of organizing one of the four program eligible entity types that will operate a value-added venture and will supply the majority of the agricultural commodity for the value-added project.” To apply as a Steering Committee, 100 percent of the group must be Independent Producers.

## Market Expansion Proposals

Independent producer applicants (individuals or multiple-producer entities) seeking a working capital grant of \$50,000 or more for a proposed market expansion for an existing value-added agricultural product(s) that they have produced and marketed for at least 2 years may submit a business or marketing plan instead of a feasibility study.

## Hemp Projects

VAPG projects related to hemp production as defined and authorized in the 2018 Farm Bill (the Agriculture Improvement Act of 2018) are eligible for VAPG assistance, provided the project can meet all other VAPG requirements and the applicant has a valid producer license and can verify compliance with USDA's related regulations.

## Food Safety

LAMP also authorized the creation of a new application option and funding reservation to support just food safety practice upgrades and for food safety certification, though that option is not yet available as it requires a rulemaking. However, food safety training, certifications, and supplies are eligible expenses as long as they are a part of a larger project, and may be included in a proposal.

## VAPG QUICK FACTS

This grant round provides approximately \$31 million in funding drawn from a combination of appropriated funds, roll-over from mid-tier value chain set asides, and 2018 Farm Bill funding.

<b>Maximum award per project:</b> <ul style="list-style-type: none"><li>• planning grant, \$75,000</li><li>• working capital grant, \$250,000</li></ul>	<b>Maximum grant length:</b> <ul style="list-style-type: none"><li>• 3 years</li><li>• Work on the project must begin within 90 days of award</li></ul>	<b>A limited amount of funds can be used for specialized and general equipment purchase or rental, respectively.</b>	<b>Cash and/or in-kind matching funds are required (see “match” section)</b>	<b>USDA’s Rural Business Cooperative Service administers the program and grant applications are first screened through each state’s USDA Rural Development Office</b>
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## PROGRAM PRIORITIES

### Small and Medium-Sized Family Farms & Beginning, Socially Disadvantaged, and Veteran Farmers

In making awards, USDA is required by law to prioritize projects that increase opportunities for (1) small- and medium-sized family farms and ranches, (2) beginning farmers or ranchers, (3) socially disadvantaged farmers or ranchers, (4) veteran farmers or ranchers, and (5) farmer or rancher cooperatives.

**"Family farms" are defined as farms in which the members of the family are primarily responsible for daily physical labor and strategic management.**

**"Small farms" are family farms that on average generate less than \$500,000 in gross annual sales. Medium-sized farms are family farms that on average generate up to \$1 million in gross annual sales.**

**"Beginning farmers or ranchers" have operated a farm or ranch for not more than 10 years and are actively engaged in day-to-day farming.**

**"Socially disadvantaged farmers and ranchers" are those who are members of a group that have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities.**

**"Veteran farmers or ranchers" are those who have served in the Armed Forces and who have (a) not operated a farm or ranch or (b) operated a farm or ranch for no more than 10 years**

In ranking applications, USDA awards 5 points (out of 80 total possible) for applicants who are from one or more of the priority categories. Up to 5 additional points will be awarded to group projects (majority controlled producer businesses, co-ops, producer groups) to create or expand opportunities for beginning farmers and ranchers, veteran farmers and ranchers, socially disadvantaged farmers and ranchers, and small and medium-sized farms and ranches structured as family farms.

To qualify for priority points, an individual farmer applicant must be the operator of a small or medium-sized family farm or be a beginning, socially disadvantaged, or veteran producer. For group applicants, USDA currently requires

that more than 50 percent of the members are operators of small or medium-sized family farms or are beginning, socially disadvantaged, or veteran producers.

### Additional Administrative Priorities

Additional priority points are available and may be awarded as a part of the administrator review. Those administrative priority points are available to improve the geographic diversity of awardees; projects focused on ensuring all rural residents have equitable access to RD programs and benefits from RD funded projects; and projects that reduce climate pollution and increase resilience to the impacts of climate change through economic support to rural communities. RD will automatically confirm if the project is located in an area qualifying for these priorities. However, you can provide a written narrative in the application (noted in the application toolkits) on how your project reduces climate pollution and increases resilience to the impacts of climate change.



PHOTO CREDIT

## PROGRAM PRIORITIES (CONT'D)

### Mid-Tier Value Chains

Mid-tier value chain projects have a special funding set aside (see below), and, as noted, USDA has decided they also receive priority ranking points. The definition of a value-added agricultural product includes an agricultural commodity or product aggregated and marketed as a locally produced agricultural food product and/or one that is part of a mid-tier value chain. Mid-tier value chains assist farmers and ranchers who are too large or remote to substantially engage in marketing directly to consumers but too small to profitably engage in high volume, low margin raw commodity production. They are designed to capitalize on the increasing demand for high quality products from family farms adhering to strong environmental and social values.

Farmers can be funded for the development of mid-tier value chains, defined as local and regional supply networks (including aggregators and facilitation services) that link independent producers with businesses, cooperatives, or consumers that market value-added agricultural products in a manner that:

- Targets and strengthens the profitability and competitiveness of small and medium-sized family farms or ranches; and
- Includes an agreement from an eligible agricultural producer group, farmer or rancher cooperative, or majority controlled producer-based business that is engaged in the value chain on a marketing strategy.

Producer-based food hubs meeting these qualifications are eligible as part of mid-tier value chain projects. Applicant ownership of the raw agricultural commodity and value-added agricultural product from raw through value-added stages is not necessarily required, as long as the application can demonstrate an increase in customer base and revenue returns to the applicant producers supplying the majority of the raw agricultural commodity for the project.

### Funding Set-Asides

By law, there are three 10 percent funding set-aside categories, one for mid-tier value chain projects, one for projects submitted by beginning or socially disadvantaged farmers or ranchers, and one for projects in persistent poverty counties. The set-asides are intended to ensure that these objectives are more likely to receive support.

Each funding set-aside category were directed by Congress through previous farm bills or omnibus appropriations package. Applicants must meet specific requirements and provide documentation to be considered for the reserved funds.

For the purposes of qualifying for the “persistent poverty counties” set aside, an eligible county is defined as “any county that has had 20 percent or more of its population living in poverty over the last 30 years, as measured by the 1980, 1990, and 2000 decennial censuses, and 2007-2011 American Community Survey 5-year average.”

In the event of a tie between applicants, the program administrator has discretion to break a tie.





## MANDATORY REGISTRATIONS

This section includes important new information regarding the process that did not apply to previous VAPG grant cycles. Before applying, VAPG applicants must obtain a Unique Entity Identifier (UEI) number and you must also be registered and maintain registration in System for Awards Management (SAM). Previously, an applicant had to obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number and separately maintain a SAM registration.

The UEI is assigned by SAM as part of the registration process and replaces the DUNS number. The UEI must be associated with the tax identification number of the VAPG applicant.

To register with SAM and receive a UEI, go to <https://www.sam.gov/SAM/>. The process is fairly straightforward but it can take 4 to 5 weeks before a new SAM registration is active and valid. Therefore it is highly recommended that this is one of the first steps a prospective applicant takes.

## APPLICATION SCORING

### 1. Nature of Proposed Venture (up to 30 Points)

Technical feasibility, economic sustainability, demonstration of the potential for expanding customer base, expected increase in revenue returns, etc.

### 2. Qualifications of Project Personnel (up to 20 Points)

Credentials, education, experience of each person working on the project. If using consultants, they do not necessarily need to be identified beforehand, but the qualifications sought should be described.

### 3. Commitments and Support (up to 10 Points)

Support from producers, end user buyers, and third party contributors. Includes contracts, letters of commitment, or letters of intent, if any. Cash and in-kind contributions detailed.

### 4. Work Plan and Budget (up to 20 Points)

Detailed description of tasks and who will accomplish them. Budget should include detailed breakdown of estimated costs of project activities.

### 5. Priority Points (0 or 5 Points for Priority Category Applicants; up to 5 Additional Points for Qualified Group Applicant Types)

If the project is submitted by the operator of a small or medium-sized family farm, or a beginning, socially disadvantaged, or veteran farmer or rancher, or if the proposal is from a farm co-op, or is a mid-tier value chain project, 5 points will be awarded. For group projects, up to 2 points will be awarded if the group has 50% membership from the statutory priority groups, 1 point if the group includes at least two statutory priority groups among its members, and 2 points if the project will increase the group's membership by at least one statutory priority category. Only farm co-ops, producer groups, or majority-controlled producer businesses are eligible for the full 10 points under this heading.

## VAPG APPLICATION TIMELINE AND CHECKLIST

### 1. Invitation for Applications for VAPG published in the Federal Register.

Read the original complete Federal Register notice, and the updated notice, but be forewarned it is written in bureaucratic language. Be sure to consult with your state USDA Rural Development Office (see step 3) and with NGOs or consultants in your area familiar with the program.

### 2. Applicants may use USDA's application template ("To Apply" tab under VAPG title).

State economic development Extension specialists or NGOs with expertise may be able to provide assistance.

### 3. Draft applications may be sent to RD-State Offices for preliminary review & comment.

Applicants may request technical assistance from their state RD office prior to the application deadline. **It is highly recommended to take advantage of their assistance, applicants should submit a draft application to the state office well before the deadline.**

### 4. Applications are written and finalized.

USDA offers a simplified application for working capital projects requesting less than \$50,000. If the applicant is not applying for a less than \$50,000 working capital project using the simplified form, applicants seeking working capital grants must also secure a business plan and independent feasibility study, which must accompany the application. These take time, so must be started immediately. Also note that these documents may not be provided to the project reviewers and thus should be summarized in the text of the application as well as be attached.

### 5. Application deadlines:

Online at Grants.gov – 11:59pm EST, May 11, 2023 Mail or in-person – Postmark or drop off by close of business local time on May 16, 2023 Applications cannot be faxed but can be emailed or submitted through postal mail as well as online. You must (a) mail the complete application to the State RD Office located in the State where the project will primarily take place, postmarked by or sent overnight by May 16, 2023, (b) hand carry your application to a USDA RD field office close of business on May 16, 2023 or (c) submit the application electronically through grants.gov by 11:59pm Eastern Time on May 11th. NOTE THE EARLIER ONLINE DEADLINE. If you choose electronic submission, it is highly recommended that you (1) register beforehand to set up an account, and (2) try to file a few days ahead of time because grants.gov is notoriously difficult to deal with if rushing at the last minute.

### 6. Proposals are reviewed for completeness and eligibility by RD-State offices.

### 7. Proposals are scored by the State office.

By getting a draft proposal pre-reviewed by the state office you will have a better sense of how your proposal will score, and if there are problems that indicate a lower ranking there may be time to adjust the proposal to gain a better ranking.

### 8. Proposals are sent to the national office at USDA.

USDA sends each proposal to at least one independent, non-federal reviewer to evaluate and rank. The state office score is then averaged with the independent reviewer score. Priority points are added to the average score.

### 9. Final scoring, including Program Administrator priority points awarded for geographic diversity.

Be forewarned that those final (up to) 10 points can make a critical difference. Pay careful attention to these priorities and their potential relevance for your project.

### 10. Awards announced. Anticipated September 30, 2023



## VAPG HISTORY

VAPG was first authorized in 2000 and provided with \$20 million per year in mandatory funding. The program was subsequently expanded and improved as part of the 2002, 2008 and 2014 Farm Bills.

The 2018 Farm Bill reauthorized VAPG through a new umbrella program, the Local Agriculture Market Program (LAMP), which combined VAPG with the Farmers Market and Local Food Promotion Program (FMLFPP) and provided both programs with permanent mandatory funding. Although VAPG now has permanent mandatory funding as part of LAMP, VAPG funding levels are a fraction of what they were under the 2002 Farm Bill. The 2018 Farm Bill provides LAMP with \$50 million in mandatory funding per year,

of which only \$17.5 million is for VAPG. The coronavirus aid package that Congress enacted in December of 2020 included a one-time infusion of \$35 million in additional funding for the program to support recovery and resiliency efforts. That legislation also directed USDA to reduce the cost-share requirement from 50% to 10% for any grants funded through that \$35 million. All funding allocated under coronavirus aid package has been dispersed in previous grant cycles.

NSAC has advocated for the program since its creation and continues to do so in the context of the 2023 Farm Bill and the annual congressional appropriations process. Want to help? Join our action network on our website!

## MORE INFORMATION AND RESOURCES

### **USDA Rural Development:**

<http://www.rd.usda.gov/programs-services/value-added-producer-grants>

Or call 202-690-1374

### **USDA Rural Development State Offices:**

<http://www.rd.usda.gov/contact-us/state-offices>

### **National Sustainable Agriculture Coalition's Grassroots Guide VAPG resource page:**

<http://bit.ly/38ukjQc>

### **The Agricultural Marketing Resource Center:**

<http://www.agmrc.org/>

### **Federal Register Notice:**

[https://bit.ly/federal\\_register](https://bit.ly/federal_register)

### **Raising Money for Your Farm Through Value-Added Producer Grants –recorded webinar:**

<http://bit.ly/3rTa1AE>

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