



“Promoting Innovation in Maryland Agricultural and Resource-Based Business”

Instructions for the 2009 Maryland Value Added Producer Grant

Program Description

The Maryland Value Added Producer Grant Program (MVAPG) was established to make grants available to those pursuing support from the U. S. Department of Agriculture Value Added Producer Grants Program (USDA VAPG). MARBIDCO was created with a mission to assist Maryland’s farm, forestry, and seafood businesses with achieving profitability and sustainability, promoting rural entrepreneurship, and nurturing emerging food and fiber markets. **MARBIDCO will make grants available to eligible applicants to provide up to 20% of the matching funds requirement under the USDA VAPG.** These funds will be required to be used for planning or working capital purposes in accordance with USDA regulations. Eligible purposes include determining appropriate marketing techniques and creating business plans or paying operating expenses before a business has sufficient cash flow from operations.

Eligible applicants must be an independent producer, agricultural producer group, farmer or ranch cooperative, or majority-controlled producer-based business venture (all defined terms under federal regulations). In addition, applicants must be making a product that is “value added”. A product that is value added has in incremental value realized by the producer as a result of: 1) change in physical state; 2) differentiated production or marketing; 3) product segregation; and 4) economic benefit realized from the production of farm- or ranch-based renewable energy.

Under the USDA VAPG all applications will be screened for eligibility. The federal grant application submission deadline is July 6, 2009 (except for applications for “reserved funds”, in which case the deadline is June 22). Once the application has been determined to be eligible the application will be competitively rated in a nationwide competition. Projects or ventures must be determined to be economically viable and sustainable. The applications will then be screened for technical feasibility of the value added activity, the overall ability to operate efficiently, improvement to the rural economy, qualifications of personnel performing the proposed task and a demonstrated track record of performing similar activities, and a plan of work that incorporates the appropriate tasks to meet the stated objective. The USDA VAPG applications with the highest ratings will be funded first.

Applicants seeking to receive MARBIDCO matching funds for the USDA VAPG must submit an application to MARBIDCO at least two weeks prior to the federal deadline. The MARBIDCO deadline is 4:00 p.m. on June 22, 2009 (except for applications for “reserved funds”, in which case the deadline is June 8, 2009). Applications received in the mail with a June 19, 2009 postmark will also be accepted (or June 5, 2009 for “reserved funds”). Applicants must attach a complete, or nearly complete, copy of their federal application form to MARBIDCO as part of the submission including all required attachments. All Maryland Value Added Producer Grant (MVAPG) applicants meeting the MARBIDCO requirements will receive a commitment letter of matching funds to be included with their federal applications. The MVAPG commitment amount cannot exceed 20% of the required non-federal match, and it may be for a lesser amount depending on the quantity of MVAPG applications that are received and the pool of available MARBIDCO funds. MVAPG monetary awards will only be provided to those applicants that are actually successful in obtaining USDA VAPG awards.

MVAPG Conditions

Maximum Amount of Grant:	\$20,000 for Planning Grants \$50,000 for Working Capital Grants
Application Deadline:	June 22, 2009, no later than 4:00 p.m. (June 8 for “reserved funds”), OR June 19, 2009, for a postmarked mail submission (June 5 for “reserved funds”)
Disbursement of Funds:	Commitment letters will be provided to qualified applicants approximately 7 days in advance of the federal deadline. Funds will only be disbursed to applicants that are actually awarded to 2009 USDA Value Added Producer Grants
Send Completed Applications to:	MARBIDCO Programs, 1410 Forest Drive, Suite 28, Annapolis, MD 21403

Application for the 2009 Maryland Value Added Producer Grant

SECTION 1: APPLICANT INFORMATION

Business/Farm Name _____

Business Address _____ County _____

City _____ State _____ Zip Code _____

Contact Person _____ Title _____

Work Telephone _____ E-mail _____

Home Telephone _____ Mobile Phone _____

BRIEF DESCRIPTION AND HISTORY OF BUSINESS

(Include details of your farm operation, history of the operation, and experience of principal business owner(s).)

SECTION 2: BUSINESS INFORMATION

BUSINESS STRUCTURE

Year & State Established/Incorporated _____

Corporation Partnership Proprietorship LLC (SIC/NAICS Code _____)

EMPLOYMENT DATA

of full-time jobs current _____ # of NEW full-time jobs projected within 36 months _____

of part-time jobs current _____ # of NEW part-time jobs projected within 36 months _____

MANAGEMENT/OWNERSHIP

1-Name _____ Title _____

Social Security # _____ Date of Birth _____ % Ownership _____

Address _____ City _____

State _____ Zip Code _____ Telephone _____

2- Name _____ Title _____

Social Security # _____ Date of Birth _____ % Ownership _____

Address _____ City _____

State _____ Zip Code _____ Telephone _____

3- Name _____ Title _____

Social Security # _____ Date of Birth _____ % Ownership _____

Address _____ City _____

State _____ Zip Code _____ Telephone _____

4- Name _____ Title _____

Social Security # _____ Date of Birth _____ % Ownership _____

Address _____ City _____

State _____ Zip Code _____ Telephone _____

DECLARATIONS

If answering "yes" to any of these questions, please provide an explanation on a separate sheet and attach.

- 1. Is the business or any of the top management personnel an endorser, guarantor or co-signer for obligations not listed on its/their financial statements? Yes No
- 2. Is the business or any of the top management personnel a party to any claim or lawsuit? Yes No
- 3. Has the business or any of the top management personnel ever declared bankruptcy? Yes No
- 4. Does the business or any of the management personnel owe any taxes for prior years? Yes No
- 5. Have any managers or owners received a felony conviction? Yes No

SECTION 3: PROJECT INFORMATION

PROJECT TYPE

(Check any that may apply.)

- Value-Added Food Processing
- Agri-Tourism/Rural Recreation
- Primary/Secondary Wood Processing
- Niche Market Production
- Aquaculture/Fishing/Seafood
- Other: _____

A) BRIEF DESCRIPTION OF THE VALUE ADDED PROJECT:

B) BRIEF DESCRIPTION OF HOW THE MV APG GRANT FUNDS WOULD BE USED IF THE APPLICANT IS SUCCESSFUL IN OBTAINING USDA VAPG FUNDING:

OTHER PROJECT ADVISOR(S) *(If Applicable)*

1-Name _____ Title _____

Institution/Firm _____

Work Telephone _____ E-mail _____

1-Name _____ Title _____

Institution/Firm _____

Work Telephone _____ E-mail _____

SECTION 4: SIGNATURES

EQUAL CREDIT OPPORTUNITY ACT (15 U.S.C. 1691)

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided that the applicant has the capacity to enter into a binding contract), because all or part of the applicant’s income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

AUTHORITY TO COLLECT PERSONAL INFORMATION

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974). Effect of Non-Disclosure: Omission of an item means your application might not receive full consideration.

I/We authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participate in the project financing. I/We waive all claims against either the sponsoring financial institution or MARBIDCO.

I/We realize that if I/We do not comply with the aforementioned Certification, my/our loan can be called, terminated or repayments accelerated.

CERTIFICATION

I/We certify all information in this application and the attachments is true and complete to the best of my/our knowledge and is submitted so the MARBIDCO Loan Review Committee can decide whether to offer financial assistance.

Signature _____ Signature _____

Printed Name _____ Printed Name _____

Date _____ Date _____

Signature _____ Signature _____

Printed Name _____ Printed Name _____

Date _____ Date _____

SECTION 5: ATTACHMENTS

ATTACHMENTS CHECKLIST

- 1. Business plan and feasibility study (if applicable) for the project to receive financing.
- 2. Copy of complete (or nearly complete) USDA Value Added Producer Grant application.

Note: MARBIDCO agrees to hold Recipient's Application and Financial Reports in confidence to the extent reasonably permitted by Title 10, Subtitle 6 of the State Government Article of the *Annotated Code of Maryland*. Notwithstanding the foregoing, MARBIDCO shall not be obligated to maintain in confidence any information: 1) which was already known to MARBIDCO; or, 2) which is or comes into the public domain through no fault of MARBIDCO; or, 3) which is independently developed by MARBIDCO; or, 4) which comes to MARBIDCO from a third party which is not in violation of any obligation of confidentiality to Applicant or MARBIDCO.