Micro Grant Opportunity Available for Food Entrepreneurs in St. Lawrence County

Cornell Cooperative Extension of St. Lawrence County and Workforce Development Institute are offering grants of up to $2,500 for new or expanding food businesses that plan to operate from the Harvest Kitchen at the Extension Learning Farm. Private sector businesses, farmers, individuals, non-profits and cooperatives are eligible to apply. Entrepreneurship activities may include but are not limited to offsite catering, value-added food production and commissary for mobile vending. Applications will be accepted through March 21, 2018. The Local Foods Program Leader at Cornell Cooperative Extension will work directly with award recipients to facilitate business development and other technical assistance.

Applicants are encouraged to meet with a business advisor prior to submitting an application. The Small Business Development Center (SBDC) at SUNY Canton offers free business planning assistance. Utilizing this service is not required, yet will position applicants to submit a stronger grant application. For additional information about their services, check out this brochure: http://www.canton.edu/sbdc/sbdc.pdf

See final page of this document for grant application.

Reimbursable costs:

- Professional or workforce development training
- Certifications: ex. Food Safety Manager Training or Better Process Control School
- 20C Food Processing License
- Scheduled process(es) for acidified or low acid foods
- Branding/marketing/label design/product development services
- Rental of the Harvest Kitchen
- Equipment (can comprise up to 25% of requested funds)

Ineligible for reimbursement but acceptable for 50% match from grant recipient:

- Insurance: including general, auto, worker’s compensation
- Ingredients
- Supplies for packaging or labeling product
- Labor costs of entrepreneur or employee
- Deposit for Harvest Kitchen

Businesses are responsible for covering their initial costs. Awardees will submit receipts for reimbursement directly to the Workforce Development Institute. Sales tax will not be reimbursed. Businesses are also responsible for documenting personal expenses which illustrate a 50% match on the part of grantee. Acceptable matches include any costs associated with starting the business, including in-kind contributions. Within four months of signing the grant award agreement, a final project summary is required by grantee. The final project summary must include narrative of progress, summary of all expenses and receipts that cover applicable grant expenditures as well as 50% match expenses on the part of grantee.
On-Going Support

- **Assistance with licensing.** The Local Food Program Leader will assist the grant recipient as needed in securing appropriate licenses and permits, along with the necessary insurance.
- **Free training in use of the kitchen.** The Local Foods Program Leader will train grant recipient on Harvest Kitchen protocol, equipment procedures and other technical assistance relevant to their particular business venture.
- **Access to Resources.** The Local Foods Program Leader will advise on equipment and supply sources relevant to each awardees needs.

### Grant Timeline and Responsibilities

<table>
<thead>
<tr>
<th>Activities</th>
<th>Timeframe</th>
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<tr>
<td>CCE Accepting Applications from food entrepreneurs</td>
<td>February 15 - March 21, 2018</td>
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<tr>
<td>CCE &amp; WDI reviews applications and notify grant recipients</td>
<td>March 21 - April 4, 2018</td>
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<tr>
<td>Applicant completes WDI paperwork and signs contract</td>
<td>April 2018</td>
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<tr>
<td>Applicant receives 1-1 technical assistance, as needed</td>
<td>April - June 2018</td>
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<tr>
<td>Applicant submit receipts to WDI with final project summary</td>
<td>April - July 2018</td>
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<td>WDI Reimburses grant recipients</td>
<td>May - August 2018</td>
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### To Apply

Submit a cover letter and business plan to the Local Foods Program Leader no later than 4:00pm on March 21, 2018.

Maria ‘Flip’ Filippi  
Local Foods Program Leader  
Harvest Kitchen Manager  
2043B State Highway 68  
Canton, NY 13617  
(315)-379-9192, ext. 229  
harvestkitchen@cornell.edu

Applicants are encouraged to reach out to the Local Foods Program Leader, who can answer and clarify questions related to the structure of this unique opportunity. For the duration of the open proposal period, she is offering tours of the kitchen facility as well as in-person or phone consultations to all interested parties.
Micro Grant Application

Submissions will be evaluated and scored by a committee. The committee may approve, conditionally approve or deny applications at their discretion.

Individual Name(s):

Business Name:

Mailing Address:

Email:

Phone Number:

Amount Requested:

Did you meet with a business advisor in preparation of this application? Yes  No  (circle one)

New Business  Maintenance of Existing Business  Diversification of Existing Business  (circle one)

1. In a cover letter, address (at a minimum) the following points.

   • Motivation for starting this food business
   • Past experience in running a business (food-related or not)
   • Education, trainings and certifications you have received that are applicable to this food business
   • Intended use of grant funds and anticipated 50% match expenditures
   • Proposed timeline to spend micro grant and complete final project summary
   • Technical or production-related information needed to increase your chances for success

2. Attach a business plan that covers (at a minimum) the following criteria.

   • Summary of plan
   • Type of ownership
   • Product(s)
   • Market analysis
   • 1-year budget of anticipated costs and revenue
   • Capital Investment needs