



Town of Glastonbury
DRAFT Farm Assistance Program Application 2024

All fields are mandatory.

1. Farm Business Name: _____

2. Business Address: _____

City: _____ State: _____ Zip: _____

3. Business Owner/Applicant Contact Information:

First Name: _____ Last Name: _____

Business Phone Number: _____

Email Address: _____

Please include a valid email address. All applicants will be notified of grant award via email.

4. Tax Identification Number/EIN _____

(If your farm business files taxes under your SSN, provide it here. If you use a business tax ID, please provide that.)

5. Is your farm business currently operating? Yes No

6. Type of farm business:

- Livestock
- Dairy
- Poultry
- Fish
- Truck farm (please specify crop) _____
- Fruit (please specify) _____
- Other _____

7. Please indicate the type(s) of hardship your farm business experienced as a result of the weather in 2023. Select all that apply:

- Decreased revenue
- Increased business costs/expenses – e.g. product or supply costs
- Supply chain issues - e.g. lack of/delay in supplies
- Costs for mitigation tactics
- Unanticipated closures/cancellations of farm stands, retail shops, etc.
- Other _____

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8. How much funding are you requesting through this application? (max of \$10,000): \$ _____

9. In 300 words or fewer, please describe, in specific detail, how your farm business experienced a negative financial hardship resulting from the weather in 2023. For example, decreased revenue, mitigation expenses, increased costs, or other hardship(s) experienced.

10. Please select the expenses for which you are seeking reimbursement funding through this grant program. (Select all that apply.) Please note: Detailed receipts must be provided with your completed application to be considered for this grant award. Expenses must be incurred between January 1, 2023 and October 31, 2024 to be eligible. Expenditures that do not align with the uses below, or that are incurred outside of the designated time period will not be eligible for reimbursement. *

- Payroll / Recruitment / Training
- Rent / Mortgage
- Utilities
- Operational expenses
- Equipment / Technology
- Capital improvements
- Marketing programs to support farm business growth
- Investments to improve viability of the farm business

** If you have questions regarding eligible expenditures, please contact Glastonbury Financial Administration staff to discuss in further detail before applying.*

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Applicant Certification

- I hereby certify that I am the Owner of the farm business noted herein and thus authorized to apply for this grant funding.
- I hereby certify that the information contained herein is complete and accurate to the best of my knowledge and agree that the Town of Glastonbury, "the Town", does not assume any responsibility for the success or failure of the Applicant's existing farm business.
- I understand that the information in this application is provided for the purpose of applying for the Glastonbury Farm Assistance Program, which is funded by the American Rescue Plan Act.
- As part of this application, I am providing the Town with all required documentation outlined in the Program Checklist. I authorize the Town to request further documentation in addition to that contained in this application as necessary to determine eligibility and/or to fulfill state and federal auditing requests. This includes filed tax returns.*

*It is the intention of the Town that any tax or financial information provided by the applicant hereunder shall be deemed to have been provided in confidence for purposes of the Freedom of Information Act.

- I understand that any willful misrepresentation on this application could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001, and shall entitle the Town of Glastonbury to receive a return of any funding provided hereunder, in addition to any other remedies it may have against me at law or in equity. I further understand that false or misleading statements may result in forfeiture of benefits and criminal prosecution under the laws of this State.

By checking the boxes below, I affirm that my farm business:

- Is located in Glastonbury and registered with the State and/or the Town of Glastonbury
- Is current on all property taxes owed to the Town of Glastonbury
- Consists of at least 10 acres of farmed land in Glastonbury, CT
- Is registered in the PA490 program
- Grosses at least \$100,000 per year based on the total average gross of my 3 best years over the last 5 years
- Sustained a negative financial outcome as a result of the 2023 weather

Signature

Applicant Signature: _____ Date _____

Full Name: _____ Title _____

Farm Business Name: _____

See final page for program checklist and submission instructions.

Program Checklist

Please include all of the required documentation listed below with your application. Incomplete submissions will not be considered.

- Letter of Intent – due by July 1, 2024
- Complete Application
- Receipts for all expenses for which you are seeking reimbursement. Expenses must have been expended from January 1, 2023 through October 30, 2024.
- Completed W-9 form
- Town of Glastonbury Vendor Form
- DRS Status Letter demonstrating Good Standing

Submission Instructions***

Please submit your completed application and required documentation by no later than October 31, 2024. Application packages can be submitted as follows:

Email: Email to grants@glastonbury-ct.gov with "Farm Assistance Grant – {Business Name}" in the subject line. For example, "Farm Assistance Grant – Happy Cow Farms." Please attach all of the required documentation within a single email and ensure that your document titles include your farm business name. For example – "Happy Cow Farms – Application", "Happy Cow Farms – Vendor Form," etc.

Hand-delivered: Print/hard copy application packages can be dropped-off at the Glastonbury Customer Service Center. Packages must include your complete application and all required documentation from the Program Checklist. Please ensure that each document contains your farm business name. The Customer Service Center (CSC) is located in the main entrance of Town Hall and will accept hard-copy applications Monday – Friday from 8:00 AM – 1:00 PM and 2:00 PM – 4:30 PM. (The CSC desk is not staffed from 1:00 - 2:00 PM.)

*****THIS IS A DRAFT APPLICATION! THE TOWN OF GLASTONBURY WILL NOT ACCEPT APPLICATIONS UNTIL THE PROGRAM HAS BEEN FINALIZED.**