

Frequently Asked Questions (FAQs)

Glastonbury Farm Assistance Program 2024 – DRAFT

Q. Why is the Town of Glastonbury offering this grant program?

A. Farms are an integral part of the Glastonbury community, and the challenging weather that occurred throughout 2023 has negatively impacted our local farmers. The Farm Assistance Program (FAP) was developed to provide one-time funding support to eligible farmers to help them overcome financial hardship resulting from the significant weather events in 2023 and/or to invest in the long-term viability of their farm business.

AVAILABLE FUNDING

Q. What type of funding is available?

A. The Glastonbury Town Council has appropriated \$220,000 of American Rescue Plan Act (ARPA) funds for the 2024 Farm Assistance Program (FAP). This program is consistent with the U.S. Treasury Guidelines and the Town of Glastonbury Charter. Farm businesses that meet program eligibility requirements can apply for one-time grants of up to \$10,000 to help sustain and/or grow their business.

Q. Are there restrictions on how the Town can use these relief funds?

A. ARPA funds are federal funds and are bound to [U.S. Treasury requirements and guidance](#).

Q. How much funding can I apply for?

A. Each qualified farm is eligible to apply for a one-time grant of up to \$10,000. Applicants who own more than one farm business in town must select one (1) eligible entity for which they will apply for grant funding.

Q. How will funding decisions be made?

A. Any farm that is located and registered in Glastonbury, CT and meets program eligibility criteria can apply. The Town will only accept one application per applicant (individual, partnership, etc.) Applicants who own more than one farm business in town must select one (1) eligible entity for which they will apply for grant funding. Applications will be reviewed by Town of Glastonbury staff. Applications that do not meet eligibility requirements and/or do not have all required documentation from the Program Checklist will not be considered.

ELIGIBILITY

Q. Who can apply for funding through this grant program?

A. To be eligible for the FAP, the farm business must:

- be located in Glastonbury and registered with the State and/or the Town
- be current on all property taxes owed to the Town of Glastonbury

- consist of at least 10 acres of farmed land in Glastonbury
- be registered in the PA490 program
- gross at least \$100,000 per year based on the total average gross of their 3 best years over the last 5 years
- have sustained a financial hardship as a result of the 2023 weather

Note: Town of Glastonbury elected officials will NOT be eligible for this program.

Q. What if I have multiple locations in Glastonbury, CT?

A. Applicants who own or operate more than one eligible entity in Glastonbury can only apply for one grant award.

Q. If I have already received funding, or have been notified of funding from another local, State, or federal relief program, can I still apply?

A. Yes.

USE OF FUNDS

Q. How can grant funds be used?

A. Applicants may apply for funding to cover REIMBURSABLE EXPENSES from the period of January 1, 2023 through October 31, 2024. Grant recipients must provide the Town with proof of expenditure(s) through receipts, paid invoices, and other such documentation as part of their complete application in order to be considered for grant reimbursement.

Grant monies can be used to REIMBURSE the following expenses:

- Payroll / Recruitment / Training
- Rent / Mortgage Assistance
- 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 about expense eligibility, please contact Glastonbury Financial Administration at FinancialAdministration@glastonbury-ct.gov before applying.

Q. Is my grant award taxable income?

A. Please consult your accountant for guidance regarding taxable income.

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TIMELINE

Q. What is the overall timeline for the grant program?

A. The Program timeline will progress as follows:

January 1, 2023 - October 31, 2024 – Timeframe for expenditures eligible for reimbursement through this grant.

May 14 and May 17, 2024 - Community Workshops:

The Town will host two (2) informational workshops in May 2024 to review the grant program details, DRAFT application, and documentation requirements. Following each presentation, attendees will have the opportunity to ask questions and contribute feedback towards the final program. Glastonbury farmers are strongly encouraged to attend one of these sessions. The presentation will be the same on both dates, however the Q&A session will unfold organically at each session based on participation. Interested farmers can attend either session in-person at Council Chambers or virtually by Zoom. The workshops will also be recorded for farmers who are unable to attend. The DRAFT application, workshop details, Zoom meeting links, and other program information are available on the Town of Glastonbury website at www.glastonburyct.gov/FAP.

May 31, 2024 - Application finalized and accessible online:

Following the community workshops, the Town will finalize the application by close of business on May 31, 2024. The application will be available online only at www.glastonburyct.gov/FAP and will include instructions for submission along with a checklist of required documentation. Farmers who need assistance accessing the online application can contact Town staff for support.

July 1, 2024 - Letter of Intent Submission Deadline (required):

Farmers who will be applying for the Farm Assistance Grant Program must submit a letter of intent by no later than Monday, July 1, 2024. The letter must include the applicant name, farm business name, phone number, and a statement of intent to apply for the grant before the October 31, 2024 deadline. Letters should be emailed to Kathryn Paquette at Kathryn.paquette@glastonbury-ct.gov with "FAP Letter of Intent" in the subject line. Alternatively, they can be dropped off at the Glastonbury Customer Service Center Monday – Friday from 8:00 AM – 1:00 PM or 2:00 PM – 4:30 PM.

May 31 – October 31, 2024 – Applications Accepted

Farm businesses can apply for the grant program any time between May 31, 2024 and October 31, 2024 provided they have submitted their Letter of Intent by July 1, 2024. (Farmers applying before July 1, should please include the Letter of Intent as part of the complete submission package.) Applications must include all required documentation as outlined in the Program Checklist.

May – November, 2024 - Review and grant awards (rolling basis):

Applications will be reviewed by Town staff in the order received, and grants will be awarded based on applicant eligibility, receipt of required documentation, and demonstration that a financial hardship was experienced as a result of the 2023 weather. This will be done on a rolling basis between May 31, 2024 and November 2024. Grant awardees will be notified via email using the email address provided on their application.

Q. What is the full timeline for this grants program?

- May 14 at 2:00 PM – First of two farmer workshops
- May 17 at 10:00 AM – Second of two farmer workshops
- May 31, 2024 – Application finalized | Program officially opens for applications.
- July 1, 2024 – Letter of Intent Submission Deadline*
- October 31, 2024 – Application window closes. Applications received after this date will NOT be considered.
- December 2024 – All grant funds disbursed by Town of Glastonbury.

*If applying prior to July 1, 2024, Letters of Intent should be submitted as part of the applicant's complete application package.

Q. Is there a deadline by which to spend the grant award?

A. To be eligible for this REIMBURSABLE grant, eligible expenses must have occurred between January 1, 2023 and October 31, 2024. When submitting your application, you must include receipts, paid invoices, bank statements, or similar documentation to verify that monies were spent on eligible expenditures within this time period.

SUBMITTING AN APPLICATION

Q. When does the application for the Glastonbury Farm Assistance Program (FAP) open?

A. The FAP application will be available online beginning Friday, May 31, 2024. Farmers who will be applying for this grant program must submit a Letter of Intent by no later than July 1, 2024.

Q. How do I apply?

A. The application will be available through the Town of Glastonbury website at www.glastonburyct.gov/FAP beginning May 31, 2024. The application and all required documentation from the Program Checklist must be submitted via one email to grants@glastonbury-ct.gov with the subject line "Farm Assistance Grant – Business Name." Additionally, each attachment supplementing the application form should include the business name. Example, an application from ABC Farm would have an email subject of "Farm Assistance Grant – ABC Farm" and the attached documents would be titled "ABC Farm – Application", "ABC Farm – W-9", etc.

Alternatively, complete applications can be dropped off at the Glastonbury Customer Service Center. 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 application packages 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.)

Applications will be accepted May 31, 2024 through October 31, 2024. Any submissions received outside of this period will not be considered.

Q. What documentation is required for a complete application?

A. The following documentation (Program checklist) is required to be eligible for grant reimbursement*:

- Letter of Intent – due July 1, 2024
- Complete Application
- Receipts for all expenses for which you are seeking reimbursement. Expenses must have been incurred between January 1, 2023 and October 31, 2024.
- Completed W-9 form
- Town of Glastonbury Vendor Form
- DRS Status Letter demonstrating Good Standing

Only applications that are fully complete at the time of submission will be considered for funding. Applications will not be considered complete until all components have been received by the Town.

NOTIFICATION OF AWARDS

Q. When will grant awards be announced?

A. Applications will be reviewed in real-time with awards granted on a rolling basis. Each grant recipient will be notified of their award via email between June 2024 and November 2024.

Q. If awarded, when will I receive funds?

A. The Town of Glastonbury will disburse grant funds within 30 days of award notice, with all grant monies awarded no later than December 2024.

Q. If awarded, how will I receive funds?

A. Grantees will receive a single check payment of up to \$10,000 from the Town of Glastonbury to the business address listed on the application.

Q. Who do I contact for program questions?

A. Additional questions about the FAP can be directed to the Glastonbury Financial Administration office at grants@glastonbury-ct.gov or (860) 652-7517.