

Glastonbury Farm Assistance Program 2024

Frequently Asked Questions (FAQs)

Farms are an integral part of the Glastonbury community and the challenging weather that occurred in 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 weather and invest in the long-term viability of their business.

AVAILABLE FUNDING

Q. What type of funding is available?

A. The Glastonbury Town Council 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 Glastonbury Town Charter. Farms that meet program eligibility criteria can apply for one-time grants of up to \$10,000 to help sustain and/or grow their business.

Q. Are there use restrictions for these relief funds?

A. ARPA funds are federal funds and thus bound by [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. Individuals/partnerships who own more than one farm business must select one (1) eligible entity for their application.

Q. How will funding decisions be made?

A. Applications will be reviewed by Town of Glastonbury staff. Submissions that do not meet eligibility requirements and/or do not have all the required documentation 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 current on all property taxes owed to the Town of Glastonbury.
- actively farm at least 10 acres of land in Glastonbury, CT.
- farm Glastonbury land that is 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 due to the 2023 weather.

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

Q. What if I own multiple farms in Glastonbury, CT?

A. The Town will only accept one application per applicant (individual, partnership, etc.) Applicants who own more than one farm business in Glastonbury must select one (1) eligible entity for which they will apply for grant funding.

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.

Q. If my farm stand is in another town, am I still eligible?

A. If your farmland is in Glastonbury and meets all program criteria, you can apply for the grant.

Q. How do I demonstrate that my farm business experienced a negative financial hardship because of the weather in 2023? (Question 10 on application.)

A. Tell us your story! If the heavy rain/flooding precluded your ability to host community events that typically generate revenue, explain that. If the frost wiped out one of your crops, detail the loss. If heavy flooding necessitated mitigation expenses, summarize the order of events. The narrative you provide for Question 10 will help the review committee evaluate eligibility. Please include financial figures where possible but note that any financial hardship does NOT need to directly link to the expenses/receipts you submit. For example, if you had to cancel several community events due to flooding, you would explain that through your narrative. You would then submit receipts for ANY eligible expense you incurred between Jan 2023 and October 2024, such as payroll, utilities, costs to remediate flood zones, etc.

Q. Do my receipts need to equal \$10,000 exactly?

A. No. You can submit one or several receipts up to or exceeding \$10,000. Furthermore, you can submit receipts for one eligible expense or a combination of eligible expenses.

- Example 1: One receipt for fertilizer totaling \$20,000.
- Example 2: If you pay \$1,000/month in payroll, you could submit up to 10 months of payroll receipts. Alternatively, you could submit 7 months of payroll receipts for \$7,000 and 1 fertilizer receipt for \$4,500 to exceed the \$10,000 maximum.

USE OF FUNDS

Q. What types of expenses are eligible?

A. Applicants may apply for funding to cover REIMBURSABLE EXPENSES from the period of January 1, 2023 through October 31, 2024. Expenses must be associated with your farm operation in Glastonbury, CT. Expenses incurred for farmstands or operations in other towns are NOT eligible for reimbursement.

Expenses do NOT need to link directly to weather challenges, but certainly can if applicable.

Grant recipients must provide the Town with proof of expenditure(s) through receipts, paid invoices, and similar documentation as part of their complete application to be considered for grant reimbursement.

Grant monies can be used to REIMBURSE one or more of 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.

Q. Is there a specific timeframe that the expenses must have been incurred?

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, or similar documentation to verify that monies were spent on eligible expenditures within the designated timeline.

SUBMITTING AN APPLICATION

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

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 to be eligible.

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 as a complete package and hand delivered to the Glastonbury Customer Service Center during regular business hours. Please ensure that each document contains your farm business name. The Customer Service Center (CSC) is in the main

entrance of Town Hall (2155 Main St.) and is open to accept 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.) Please note that Town offices are closed on national holidays.

Applications will be accepted beginning May 31, 2024 and 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 with your submission:

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

Only applications that are fully complete at the time of submission will be considered.

Q. How do I submit a letter of intent?

A. Letters of intent (LOI) can simply state your full name, farm business name, and intent to apply for the Farm Assistance Grant program. Please submit your letters by no later than July 1, 2024 as follows:

- **Email:** Send to grants@Glastonbury-ct.gov and note "FAP Letter of Intent" in the subject line.
- **Hand-delivered** – You can drop-off your printed letter of intent at the Customer Service Center Monday – Friday between 8:00 AM and 1:00 PM or between 2:00 PM and 4:30 PM.

Q. If I do not submit a letter of intent by the deadline, can I still apply?

A. No. A letter of intent must be submitted by July 1, 2024 to be eligible for grant consideration.

Q. Does my application signature need to be notarized?

A. No

Q. What if I have questions about completing the Vendor Form?

A. The Glastonbury Financial Administration staff can assist with vendor form questions.

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

- May 14, 2024 – First of two farmer workshops
- May 17, 2024 – Second of two farmer workshops
- May 31, 2024 – Program launches | Application period begins.
- July 1, 2024 – Letter of Intent Submission Deadline
- July – November 2024 – Town staff review applications and select grant recipients.
- October 31, 2024 – Application window closes.
- December 2024 – All grant funds disbursed by Town of Glastonbury.

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NOTIFICATION OF AWARDS

Q. When will grant awards be announced?

A. Applications will be reviewed beginning in July with awards granted on a rolling basis. Each grant recipient will be notified of their award via email between July 2024 and November 2024. Town staff will use the email address noted on each application to notify selected awardees.

Q. If awarded, when and how will I receive funds?

A. The Town of Glastonbury will disburse grant funds within 30 days of award notice with all grant monies issued no later than December 2024. Grantees will receive a single check payment of up to \$10,000 from the Town of Glastonbury.

TIMELINE

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

A. The program timeline can be summarized as follows:

January 1, 2023 - October 31, 2024 – Timeframe for eligible expenditures.

May 14 and May 17, 2024 - Community Workshops:

The Town hosted two informational workshops to review the proposed grant program details and draft application. The meetings were offered in hybrid format (in-person and virtual) and attendee feedback influenced the final program. Workshop recordings are available at www.glastonburyct.gov/FAP.

May 31, 2024 - Application finalized and accessible online.

The application will be available on the Town website by close of business on May 31, 2024 at www.glastonburyct.gov/FAP. Submission instructions and a checklist of required documentation will also be available through this web page. 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's name, farm business name, phone number, email address, and a statement of intent to apply for the grant. Letters should be emailed to Kathryn at Kathryn.paquette@glastonbury-ct.gov with "FAP Letter of Intent" in the subject line. Alternatively, letters may be hand-delivered to the Glastonbury Customer Service Center located in Town Hall during regular business hours: Monday – Friday from 8:00 AM – 1:00 PM or 2:00 PM – 4:30 PM.

May 31, 2024 – October 31, 2024 – Applications Accepted

Farm businesses can apply for the grant any time between May 31, 2024 and October 31, 2024, provided they have submitted a Letter of Intent by July 1, 2024. (Farmers applying before July 1,

may include their Letter of Intent as part of their complete submission package.) Applications must include all required documentation as outlined in the Program Checklist.

July – November 2024 - Grant awards (rolling basis):

Beginning on or after July 2, applications will be reviewed by Town staff and grants will be awarded on a rolling basis. Decisions will be based on applicant eligibility, receipt of required documentation, and demonstration that a financial hardship was experienced because of the 2023 weather. Grant awardees will be notified via the email address noted on their application.

Q. Whom do I contact for program questions?

A. Questions about the Farm Assistance Program can be directed to the Glastonbury Financial Administration office at grants@glastonbury-ct.gov or (860) 652-7517.