



The North Dakota Farmers Market and Growers Association, Inc.

NDFMGA FARM TO INSTITUTION

To help growers and producers start selling into institutions. Examples include but not limited to schools, childcare, restaurants, grocery stores, coops, senior centers, and other entities not related to a farmers market in North Dakota. Apply Today!

Grant Application Guidelines & Requirements: Application Deadline May 15th.

1. Applications are available to vendors within their first OR second year of selling into schools, restaurants, or grocery stores/co-ops (or other similar entities). Applicants are eligible for no more than two (2) grants as a new seller and only ONE grant per year per grower/producer/family/farm.
2. If you meet the criteria below, you qualify for this grant program:
 - a. This is your first or second full year as a new producer selling into institutions.
 - b. You sell products that are legal for sale in the state of North Dakota.
 - c. You sell products that are locally grown, produced, or raised by you and you are a member of the NDFMGA.
3. Applicants **MUST** be members of the North Dakota Farmers Market and Growers Association to apply. Please submit your individual membership with this application or:
 - a. If you also sell at a farmers' market that is already a NDFMGA member, you should check with your market manager that dues have been paid for the current year. If so, no dues or money are needed, simply fill in the member form and return it with your application.
 - b. If the market you have chosen to sell at is **NOT** a paid member, you may submit an individual membership application with your dues. This application is available online or by emailing us.
4. Applications must be submitted and postmarked with a date of **no later than May 15th**.
5. Vendors receiving the grant will be notified of their approval and issued a check in the amount up to \$1500.
6. Only one application may be submitted per grower/farm per year up to two years in a row,

7. **You must provide a letter(s) of support from a potential or actual institutional customer(s).**
8. Qualifying vendors will receive up to \$1500.
 - a. Any unused funds need to be returned to the North Dakota Farmers Market and Growers Association by November 30th of the year awarded.
9. Vendors awarded grant money are required to use an NDFMGA logo or tag line on all printed purchases with the grant funds. This means if the money is used to purchase banners, signs, brochures, business cards, produce boxes, T-shirts or other printed or non-consumable materials, an NDFMGA logo must be displayed. The logos can be obtained from the NDFMGA office and can be used in either black and white or color format. There are three formats of the logo to choose from, and any official form provided by the NDFMGA is acceptable for use.
10. Grant funds may only be used for supplies and equipment and marketing material related to selling. Eligible items include bags, boxes, signs, scales, business cards, brochures, apparel worn during deliveries, crates, development of farm food safety plans, implementation of wash and pack, etc.
11. Supplies purchased with grant funds must be photographed along with a photograph of the vendor at the customer location and submitted to the contact listed below.
12. Copies of receipts for the items purchased with grant funds must also be submitted to the NDFMGA office contact listed below. Items to be counted towards purchase on this grant **MUST** be purchased **AFTER** grant funds have been awarded unless specific permission has been granted by the NDFMGA Executive Director.
13. All photographs and receipts or copies of receipts must be submitted by November 30th, of the grant year.

Required Attachments for Application

- Application form
- Letter(s) of Support

Email to ndfmga@outlook.com

Or mail to: NDFMGA, 10191 Lake Road, Bottineau, North Dakota 58318

Questions may be directed by email to ndfmga@outlook.com.

NDFMGA FARM TO INSTITUTION APPLICATION

Name of Farm/Producer:

Business Name (if you have one):

Name of NDFMGA Member Market if Applicable:

Mailing Address for Vendor

Email:

Phone Number:

Name of and Estimated (if known) quantity anticipated to sell into each entity :

Institution:

Item(s) and Quantity Selling:

Institution:

Item(s) and Quantity Selling:

Institution:

Item(s) and Quantity Selling

****Attach letter(s) of support from potential institutional customer****

As preparer of this grant application, I understand that all expenditures of grant funds must be accounted for, and receipts submitted to the North Dakota Farmers Market and Growers Association (NDFMGA) by November 30th of the year the grant received.

If I receive the grant, make it payable to:

Signed:

Date: