

**UTAH DEPARTMENT OF AGRICULTURE AND FOOD
FY2022 UTAH FOOD HUB STARTUP & DEVELOPMENT FUND**

Only complete applications submitted by Friday, August 27, 2021 by 5PM will be considered

Applicant Information

Name: _____ SS# _____
(if individual applicant)

Business Name/Entity: _____ EIN#: _____

Current Primary NAICS Code: _____ Secondary NAICS _____

Address: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____ Email: _____

Project Name: _____

Address where the Food Hub project will be physically be located:

Scope of Work (maximum 1,500 words or 3 pages):

The Scope of Work document should address the following:

- How will this project provide farmers with access to large buyers and/or additional revenue streams?
- How will this project aggregate, store, and minimally process or co-pack locally grown produce, meats, cheeses, eggs etc. to meet local demand for these products within the state of Utah?
- How will this project market and distribute these locally produced products to local markets?

Instructions: Please attach a file named "[NAME OF PROJECT]:Scope of Work" with your application.



Budget (see budget example below)

Total Requested Amount (maximum request \$112,500): _____

Budget must include both requested amount from the Utah Food Hub Startup & Development Fund as well as the applicant's financial match (both in-kind and cash)

[PROJECT NAME]	Project Applicant Cash Contribution	Project Applicant In-kind contribution	Grant Request (maximum \$112,500)
Direct Cost: Supplies			
Direct Cost: Machinery			
Direct Cost: Construction			
Direct Cost: Administrative Cost: (limit 10% of requested grant request)			
Direct Cost: Transportation			
Direct Cost: Other (please specify)			
Direct Cost: Other (please specify)			
TOTALS			

Instructions: Please attach a file named "[NAME OF PROJECT]:Budget" with your application.

Timeline (maximum one page)

Timeline must include when the project will begin, when each major task mentioned in Scope of Work is to be completed, and when the entire project will be complete and operational.



Instructions: Please attach a file named “[NAME OF PROJECT]:Timeline” with your application. **Project must be completed and reimbursement must be requested on or before June 1, 2022.**

Authorization

I _____, assure that I have reviewed the information provided in this application, and that it is correct to the best of my knowledge.

Signature of representative with authority to sign

Date

Location

Submit completed signed application named “[NAME OF PROJECT]” along with Scope of Work, Budget, and Timeline attachments (4 total) to Agriculture@utah.gov no later than Friday, August 27, 2021 by 5PM

Ranking Criteria:

Applications will be ranked on the basis of the following criteria:

- Cost match by applicant
- Readiness of project (i.e. own or lease building and/or land, plumbing and utilities available, square footage of storage, processing, or refrigeration space, have financing etc.)
- Understanding of “food hub” concept
- Understanding of food production and market demand
- Demonstration of ability to increase profit for agricultural producers
- Demonstration of available sales markets
- Demonstration of ability to meet state law and local regulations
- Innovative method(s) of gathering, storing and distributing locally grown foods

Please double check your application to make sure you have submitted all requests for information, have attached each required file, and have signed the application.

For more information about this application, please refer to the Utah Department of Agriculture and Food website: <https://ag.utah.gov/foodhubgrant/> or email agriculture@utah.gov.

