

2026 NYS Beginning Farmer Competitive Grant Program

New York Farm Viability Institute

Program Overview

The Beginning Farmer Competitive Grant Program is funded by the State of New York and administered by the New York Farm Viability Institute. This Request for Proposals (RFP) utilizes generous appropriations from the New York State Governor and legislature.

The Request for Proposal Package includes 4 parts:

1. **Technical Requirements:** This document outlines all program requirements and key dates. It should be read in its entirety prior to starting an application.
2. **Eligibility Quiz:** This quiz will be conducted online and is required of all applicants before they will be able to start an application.
3. **Application:** This is the online form (below) that must be completed and submitted by all applicants.
4. **Questions and Answers:** Answers to all questions that are submitted by applicants will be published on an ongoing basis.

PDFs of all components, as well as other resources are available on the [Application Resources](#) page. Applicants are encouraged to read the [Round 1 Recap](#) about the common characteristics of competitive applications.

The online application form will collect information about the applicant, the business, and the potential impact of the grant funds on the business. The goal of the application is to provide a consistent evaluation format to ensure all proposals are reviewed in a uniform and objective manner.

Resources

Developing a competitive grant proposal may feel like an overwhelming task. NYFVI has identified organizations that may be able to support an applicant's efforts. These documents are available at the program page on NYFVI's website and will be updated if additional resources are identified.

- Organizations that may be available to help develop applications

- Educational resources to learn more about sales and marketing, SMART goals, and SWOT analysis.
- Potential lenders for implementation loans.

Technical Tips for Using This Platform

This Grant Lifecycle Management (GLM) platform has some features that you may find useful:

Languages: Google Translate can be found in the upper left-hand corner of the screen, right below the NYFVI logo. Applications can be submitted in any language. Google Translate will be used to allow all submissions to be reviewed in English.

Collaboration: The platform will allow you to invite others to collaborate on a proposal by clicking the lightbulb in the upper right-hand corner of the screen. If you would like further instruction, this [link](#) offers more information.

Branching Questions: The application uses branching questions. Answers to the multiple-choice questions allow the system to tailor the application to the response.

Other tutorials about using the online GLM platform can be [found here](#). These are not specific to this program.

Basic Information

Basic Information

This section collects basic information about the business that is owned by or being developed by the beginning farmer who is applying for the grant. Applicants will have the opportunity to describe their current or proposed business in their own words later in the application. The information collected in this section will allow data to be aggregated.

BFCG26 Project Number

Character Limit: 10

Project Name*

Please name the project. It can be helpful to include the type of crop this grant will support and farm name.

Character Limit: 100

County*

Using the drop down list, please select the county where the project will be implemented.

Choices

Albany
Allegany
Bronx
Broome
Cattaraugus
Cayuga
Chautauqua
Chemung
Chenango
Clinton
Columbia
Cortland
Delaware
Dutchess
Erie
Essex
Franklin
Fulton
Genesee
Green
Hamilton
Herkimer
Jefferson
Kings
Lewis
Livingston
Madison
Monroe
Montgomery
Nassau
New York
Niagara
Oneida
Onondaga
Ontario
Orange
Orleans
Oswego
Otsego
Putnam
Queens
Rensselaer
Richmond
Rockland
Saratoga

Schenectady
Schoharie
Schuyler
Seneca
St. Lawrence
Steuben
Suffolk
Sullivan
Tioga
Tompkins
Ulster
Warren
Washington
Wayne
Westchester
Wyoming
Yates

Agricultural Products Produced on the Farm*

Note: This is a branching question. Based on your response, the system will customize the next section of the application. These are categories that will allow you to select a more specific product in the selected category.

Please indicate what agricultural products are produced on the Farm. Please select all applicable product categories.

Choices

Craft Beverages and Craft Beverage Ingredients
Dairy
Field Crops and Grains
Forestry Products and Christmas Trees
Fruit
Livestock (Breeding, Fiber, and Equine)
Nursery and Landscaping
Proteins (Eggs, Meat, Seafood)
Sweeteners
Vegetables
Other Agricultural Products

Project Primary Agricultural Product*

Note: This is a branching question. Based on your response, the system will customize the next section of the application. These are categories that will allow you to select a more specific product in the selected category.

Please indicate what type of agricultural product is the **primary focus** of this grant. Please select the single product category that will benefit from this grant. If multiple apply, choose the product your farm produces, or expects to produce, in the greatest annual volume.

Choices

- Craft Beverages and Craft Beverage Ingredients
- Dairy
- Field Crops and Grains
- Forestry Products and Christmas Trees
- Fruit
- Livestock (Breeding, Fiber, and Equine)
- Nursery and Landscaping
- Proteins (Eggs, Meat, Seafood)
- Sweeteners
- Vegetables
- Other Agricultural Products

Stage of Business*

In what stage is the business?

Choices

- Operational with product on the market
- Operational, but early stage with limited product availability
- In the planning stage

Operational Stages*

If the business is in either of the operational stages, which of these statements best describes its situation?

Choices

- The business can sell what is produced, and the business has reasonable profit margins.
- The business can sell what is produced, but the business is not making much money.
- The business can sell what is produced, but expenses are higher than income.
- It is difficult to produce enough product to meet demand.
- The business could produce more product if the customer demand was there.
- Not yet in operation

Current Infrastructure*

Note: This is a branching question. Based on your response the system will customize the next section of the application.

Which of these statements best describes the business' situation?

Choices

- The business owns land or production facilities.
- The business leases land or production facilities.
- The business is actively pursuing a purchase of land or production facilities.
- The business is in the planning stages

Production Systems*

Please indicate the primary type of production system that will be the focus on this grant.

Choices

Forests

Land-based systems, non-forest

Confined animal feeding operation (CAFO)

Livestock, non CAFO

High tunnels (covered structure without heat source)

Controlled environment agriculture (covered structure that can regulate temperature and inputs)

Aquaculture, confined system

Aquaculture, open water

Support for Grant Application*

Has the applicant worked with an outside expert to develop this application?

Choices

Yes

No

Outside Support, Name and Organization*

If yes, please provide the name and organization of anyone who provided significant support. If you did not receive any outside assistance, please enter "not applicable".

Character Limit: 250

Prior Grant Funding*

This is a branching question. Based on your response, the system will customize the next section of the application.

Has the applicant or their business received any State or Federal grants previously?

Choices

Yes

No

Application pending

Agricultural Products Produced on the Farm - Craft Beverage and Craft Beverage Ingredients

Agricultural Products Produced on the Farm - Craft Beverage and Craft Beverage Ingredients*

Select all that apply

Choices

Apples for Cider

Beer

Cider (Alcoholic)

Cider (non-Alcoholic)

Distilled Spirits

Grains for Distilled Spirits

Hops
Juices and Carbonated Beverages (non-Alcoholic)
Malting Barley
Wine
Wine Grapes

Agricultural Products Produced on the Farm - Dairy

Agricultural Products Produced on the Farm - Dairy*

Select all that apply

Choices

Milk (Cow)
Milk (Sheep/Goat)
Value-Added Products (Cheese/Yogurt)

Agricultural Products Produced on the Farm - Field Crops and Grains

Agricultural Products Produced on the Farm - Field Crops and Grains*

Select all that apply

Choices

Corn
Oilseed
Small Grains
Soybean
Other

Agricultural Products Produced on the Farm - Fruit

Agricultural Products Produced on the Farm - Fruit*

Select all that apply

Choices

Apples
Berries
Grapes (Non-Wine)
Tree fruit (Non-Apple)

Agricultural Products Produced on the Farm - Livestock

Agricultural Products Produced on the Farm - Livestock*

Select all that apply

Choices

Animals for Fiber Production
Breeding Stock
Equine

Agricultural Products Produced on the Farm - Proteins

Agricultural Products Produced on the Farm - Proteins*

Select all that apply

Choices

Beef
Eggs
Goat
Lamb
Pork
Poultry
Seafood
Other Proteins

Agricultural Products Produced on the Farm - Sweeteners

Agricultural Products Produced on the Farm - Sweeteners*

Select all that apply

Choices

Honey
Maple Syrup

Agricultural Products Produced on the Farm - Other Agricultural Products

Agricultural Products Produced on the Farm - Other Agricultural Products*

Select all that apply

Choices

Culinary and medicinal herbs
Cut flowers
Hemp

Microgreens
Mushrooms
Tree Nuts
Other Agricultural Products

Other Agricultural Products Description

If you selected "Other Agricultural Products" above, please describe it below.

Character Limit: 1000

Project Primary Agricultural Product - Craft Beverages and Craft Beverage Ingredients

Project Primary Agricultural Product - Craft Beverages and Craft Beverage Ingredients*

Select one. If multiple apply, choose the product your farm produces, or expects to produce, in the greatest annual volume.

Choices

Apples for Cider
Beer
Cider (Alcoholic)
Cider (on-Alcoholic)
Distilled Spirits
Grains for Distilled Spirits
Hops
Juices and Carbonated Beverages (non-Alcoholic)
Malting Barley
Wine
Wine Grapes

Project Primary Agricultural Product - Dairy

Project Primary Agricultural Product - Dairy*

Select one. If multiple apply, choose the product your farm produces, or expects to produce, in the greatest annual volume.

Choices

Milk (Cow)
Milk (Sheep/Goat)
Value-Added Products (Cheese/Yogurt)

Project Primary Agricultural Product – Field Crops and Grains

Project Primary Agricultural Product – Field Crops and Grains*

Select one. If multiple apply, choose the product your farm produces, or expects to produce, in the greatest annual volume.

Choices

Corn
Oilseed
Small Grains
Soybean
Other

Project Primary Agricultural Product – Fruit

Project Primary Agricultural Product – Fruit*

Select one. If multiple apply, choose the product your farm produces, or expects to produce, in the greatest annual volume.

Choices

Apples
Berries
Grapes (non-Wine)
Tree fruit (non-Apple)

Project Primary Agricultural Product – Livestock

Project Primary Agricultural Product – Livestock*

Select one. If multiple apply, choose the product your farm produces, or expects to produce, in the greatest annual volume.

Choices

Animals for Fiber Production
Breeding Stock
Equine

Project Primary Agricultural Product – Proteins

Project Primary Agricultural Product – Proteins*

Select one. If multiple apply, choose the product your farm produces, or expects to produce, in the greatest annual volume.

Choices

Beef
Eggs

- Goat
- Lamb
- Pork
- Poultry
- Seafood
- Other Proteins

Project Primary Agricultural Product – Sweeteners

Project Primary Agricultural Product – Sweeteners*

Select one. If multiple apply, choose the product your farm produces, or expects to produce, in the greatest annual volume.

Choices

- Honey
- Maple Syrup

Project Primary Agricultural Product – Other Agricultural Product

Project Primary Agricultural Product – Other Agricultural Products*

Select one. If multiple apply, choose the product your farm produces, or expects to produce, in the greatest annual volume.

Choices

- Culinary and Medicinal Herbs
- Cut Flowers
- Hemp
- Microgreens
- Mushrooms
- Tree Nuts
- Other Agricultural Products

Land Owned or Leased

Acreage, owned and leased*

How many acres does the business own or lease?

Character Limit: 5

Acreage in Production*

How many of those acres are in annual production?

Character Limit: 5

Prior Grant Funding

Description of Grant Funding and Impact*

Please provide the name of the program, size of the grant, a description of how the funds were used, and the impact created.

Character Limit: 2500

Experience and Education

Farmer Readiness: Experience and Education

There are many ways to gain knowledge to be able to successfully lead a farming business. Many successful farmers learned directly through experience, while others had a combination of formal education, experience, and mentoring. This section collects information about the applicant's educational background, employment history, on-the-job experience, and transferable skills.

Formal Education*

Select the highest level of education the applicant has achieved.

Choices

Some High School
 High School or Equivalent
 Certificate Program
 Associate's Degree
 Bachelor's Degree
 Master's Degree or Higher

Formal Agricultural Education*

Has the applicant received formal agricultural related education (i.e. high school programs, agricultural related major, etc.)

Choices

Yes
 No

Formal Education Narrative*

Please provide a short description of any formal education. What did the applicant study?

Character Limit: 1500

Formal Education Year*

What year did the applicant complete or last participate in their formal education?

Character Limit: 4

Informal Education*

This section is an opportunity to share how the applicant currently learns or keeps up to date with new agricultural knowledge. Please consider both production and farm business management resources. Please describe any resources (training programs, websites, webinars, conferences or field days) the applicant can recall using and emphasize the information that was most helpful.

Character Limit: 1500

Membership Organizations*

If the applicant belongs to any agricultural membership organizations please list them here. If they have not joined any of these organizations, simply enter "not applicable".

Character Limit: 250

Employment History - Resume

Employment History - Resume*

To help reviewers understand the applicant's relevant work experience, please provide a copy of the applicant's resume. Make sure it includes their formal education, any certificates that have been earned, and list **all jobs** the applicant has held. If there was a title change, or change in responsibilities, list the new role as an additional entry.

Be sure to include the current agricultural enterprise, if any, that the applicant works on, including paid or unpaid roles.

Upload the resume as a PDF in the submission box below.

File Size Limit: 10 MB

Number of Years as a Farm Operator*

This RFP uses the definition for a farm operator developed by the USDA's Economic Research Service and used in the Agricultural Census:

A farm operator is a person who runs the farm, making day-to-day management decisions. An operator could be an owner, hired manager, cash tenant, share tenant, and/or a partner.

With this in mind, how many **TOTAL** years have you been a farm operator including the agricultural enterprise that will be supported by this grant.

Character Limit: 2

Number of Years Total Agricultural Experience*

Total of all agricultural experience. This includes Number of Years as a Farm Operator and work at the current agricultural enterprise that will be supported by this grant.

Character Limit: 2

Agricultural Knowledge

Throughout your formal and informal education, list three things you have learned that will help you become a successful agricultural producer.

Limit each answer to one point and avoid repeating the same point in each answer.

Point 1*

Character Limit: 1500

Point 2*

Character Limit: 1500

Point 3*

Character Limit: 1500

Business and Financial Skills*

Please describe any classes or experiences that have prepared you to manage the business and financial side of your farm’s operation.

Character Limit: 1500

References List

Please provide at least one professional reference. You may provide up to three professional references. Please include the reference’s name, contact information, how the applicant knows the reference, and how long the applicant has known the reference. All references may be contacted by NYFVI.

Name/Organization	Email	Phone Number	Description of Relationship	Business or Character?

Business Structure and Practices

Business Readiness: Business Structure and Practices

An applicant's responses in this section of the proposal will help the reviewers understand how the business is structured and managed. Best practices for a business may vary based on its needs, industry and stage of maturity.

Business Structure*

If the applicant has a formal business structure for this enterprise, please select it below.

Choices

Corporation
LLC (Limited Liability Company)
LLP (Limited Liability Partnership)
Partnership
Sole Proprietorship
Sub S Corporation
No Formal Business Structure

Number of Years Selling Product*

Thinking of the main product you will be producing as a result of this grant, for how many years (if any), have you produced and sold this product?

For example, if you were selling honey to your neighbors for the past 5 years, the answer would be 5. Please enter 0 if you have not sold the agricultural product you plan to create.

Character Limit: 2

Farm Gross Sales*

Note: This is a branching question. Based on your response, the system will customize the next section of the application.

In the past year, did the farm enterprise produce and sell **\$1,000 or more** in agricultural products?

Choices

Yes
No

Year Business Created*

What year was the business created? Please enter 1111 if the business is not yet created.

Character Limit: 4

Number of Employees*

How many paid employees (if any) does your business have during the season? A paid employee is someone who is on the business payroll. This includes H-2A workers. **Owners not receiving a W-9 for their work are not considered employees.**

Character Limit: 2

Payroll*

How much was your payroll for the 2025 season? If you did not have paid employees, put \$0.

Character Limit: 20

Personal Payment*

Did the applicant collect wages, salary or an owners draw from the business in 2024 or 2025?

Choices

Yes

No

Not Yet Established

Business Ownership*

Including yourself, please list the owners of the business, the percentage of business ownership each individual has, and their years of operational experience running a farm.

Character Limit: 1000

Business Tax Returns Years*

How many years, if any, have you filed business tax returns for this enterprise?

Character Limit: 3

Business Tax Returns Status*

Is the applicant current in filing State and Federal **business** tax returns?

Choices

Yes

No

Business Income Included on Personal Return

Business Not Yet Established

Business Tax Returns, Not Current

If the applicant is not current in filing State and Federal business tax returns, what was the last year filed?

Character Limit: 4

Personal Income Tax Returns*

Is the applicant current in filing State and Federal **personal** income tax returns?

Choices

Yes

No

Personal Tax Returns, Not Current*

If the applicant is not current with their State and Federal personal income taxes, please indicate the last year that was filed.

Character Limit: 4

Financial Management*

How often does the applicant and/or their business consultant review income and expense statements of the business?

Choices

Weekly

Monthly

Quarterly

Annually

As Needed Basis

Not Yet Established

Financial Management Description*

Please share more detail about how this management routine works. Who participates in these reviews? At the last financial review, what were the highlights?

Character Limit: 1000

Past Year Farm Gross Sales – \$1,000 or More

Past Year Farm Gross Sales – \$1,000 or More*

Does the business, or proposed business, have a current business plan?

Choices

Yes

No

\$1,000 or More Optional Business Plan*

If you have a business plan and want to include it, upload it here as a PDF. This is **optional**.

File Size Limit: 5 MB

Past Year Farm Gross Sales – Less than \$1,000

Past Year Farm Gross Sales – Less than \$1,000*

All applicants whose farm enterprise earned less than \$1,000 in the past year must submit a recent business plan. This business plan must include at least the following information:

1. **Business Description:** A brief overview of the business with short and long-term goals, the type of business entity
2. **SMART Goal:** a SMART Goal specific to your business (not just the grant project)
3. **History:** any details about the land or assets the business already has or plans to obtain
4. **Management Structure:** who is responsible for what, and what are their skills
5. **Operations/Production Plan:** what the business produces, how it is produced and how much is/will be produced
6. **Market Analysis:** who the target customers are, who is the competition, and how they plan to promote and sell their products – including pricing
7. **Three-Year Projected Profit & Loss Statement** showing the impact of this grant-funded project. This should illustrate how the business will become profitable over time, meaning revenue from sales becomes greater than the costs of farming.

(Additional Resources: Please visit the [Application Resources](#) page to access additional resources)

Please name the file with the applicants' last name and farm name.

File Size Limit: 5 MB

Production Capacity

Production Capacity

New York is home to a wide variety of farming operations. Some enterprises are focused on a single crop, while others believe their best business model is product diversity. This narrative section allows the applicant to provide information about how their farm operates and give context about the production-side of their business. Use the space below to describe the details of your farm and how you produce what you plan to sell. Information that will help reviewers understand your operation includes:

- What products are produced on the farm
- Relevant skills of other co-owners of the business
- Production capacity (how much you can produce in a season)
- Relevant pest, weed, disease or nutrient management routines

- Production challenges
- Operational costs
- Any operational farming equipment or infrastructure
- Production goals (short and long-term)

If the business is not yet operational, make that clear, but establish a clear picture of what is planned.

Sales & Marketing

Producing a high-quality product is only part of running a successful farm business. Farmers need to ensure that their products will be accessible to customers and priced to meet sales and financial goals. Now that we understand your production capacity, use the space below to tell us how those products reach your customers. Information that will help reviewers understand your sales and marketing may include topics such as:

- Who typically purchases your product (are you selling wholesale or direct to market? Describe your customer)
- Your current marketing efforts (how do customers learn about your product)
- When is your product available (is it seasonal)
- Where do you sell your product (be specific about number and type of locations)
- What are your most popular products, and how are they priced?
- What are your sales goals (short and long-term)?

Production Capacity*

Reviewers are aware that applicant businesses will be at different stages. If you are not currently selling what you have produced, please answer with the marketing and sales strategy you plan to implement for your first year.

Character Limit: 5000

SWOT Analysis

SWOT Analysis.

SWOT refers to Strengths, Weaknesses, Opportunities, and Threats. This framework is often used by organizations to develop strategic plans for their business. Typically, strengths and weaknesses assess internal factors, while opportunities and threats focus externally. A strong SWOT analysis can demonstrate that the business has considered a wide range of factors and is prepared to leverage opportunities and overcome any weaknesses.

A SWOT analysis can be used for a specific product, the larger organization, or even the

industry. *The SWOT analysis requested here should be for the applicant’s overall business.*

Below is a brief example of an agricultural SWOT analysis for a vegetable farm. A list of websites that offer information about using a SWOT analysis is available on the [Application Resources](#) page.

<p>Strengths Ability to respond quickly to customer demands High level of horticultural experience among the team Bilingual staff Available land capacity</p>	<p>Weaknesses Limited market presence or reputation Cash flow unreliable in the early stages Challenges finding labor</p>
<p>Opportunities Proximity to large markets New technology for weed management available Strong consumer support for locally grown product. Growing interest in vegetables that are common in other countries.</p>	<p>Threats Increasing costs of necessary supplies Established competitor in the area Local grocer offering more NY product Imported products with lower price points</p>

Strengths List*

Identify three to five of the business’ strengths and provide a one-sentence description of each.

Character Limit: 250

Strengths Description*

Next, provide a few short paragraphs that justify why these strengths are critical to the specific operation.

Character Limit: 3500

Weakness List*

Identify three to five of the business’ weaknesses and provide a one-sentence description of each.

Character Limit: 250

Weakness Description*

Next, provide a few paragraphs that outline how the business can overcome these vulnerabilities.

Character Limit: 3500

Opportunities List*

Identify three to five opportunities and provide a one-sentence description of each.

Character Limit: 250

Opportunities Description*

Next, provide a few paragraphs about which opportunity is most important to pursue first, and why.

Character Limit: 3500

Threats List*

Identify three to five threats and provide a one-sentence description of each.

Character Limit: 250

Threats Description*

Next, provide a few paragraphs about how to protect the business from these threats or how the business might respond.

Character Limit: 3500

Project Purpose and Description

Business Impact: Project Purpose, and Description

The SWOT analysis provided an understanding of the overall premise of a business or potential business. **This section of the proposal focuses narrowly on an applicant's funding request and how it will help build or grow a financially sustainable business.** This is where the applicant will identify the project's purpose, and describe the project.

Project Purpose*

From the list below, which statement best describes the **purpose** of the project.

Keep in mind that if the applicant's proposal is infrastructure-related, it must conform to the guidelines provided in Appendix A: Considerations for Building and Renovation projects.

If the applicant's proposal is for a land purchase, it must conform to the direction provided in Appendix B: Guidelines for Land Purchases.

Choices

Construction or Improvement of Physical Structures

Marketing Activities

Purchase of Agricultural Land and Physical Commercial Structures Thereon

Purchase of Machinery, Equipment, or Livestock

Start-up, Improvement, or Expansion of a Farm Operation

Worker or Apprenticeship Training

Other

Developing a Strong Project Description.

A clear, concise description of the project will build the reviewer's confidence in the application. Examples are provided to help applicants develop their own descriptions.

Example: Start-up, improvement, or expansion of a farm operation

Green Acres Farm has recently acquired land adjacent to its primary location. This grant will be used to drill a well and install an irrigation system for its 5-acre strawberry crop.

Example: Marketing activities

Babbling Brook Farm has identified wholesale markets and is preparing to meet the needs of those customers. This grant will be used to hire a marketing firm to develop a strong brand identity and sustainable packaging options for the company, its product, and three packaging sizes.

Example: Equipment purchase

Making Hay Farm will use this grant to purchase a new 4WD, 80 horsepower tractor and large square baler for use on its forage operation.

Example: Agricultural land purchase

Rolling Hills Farm is currently leasing 50 acres of land from a nearby farm. This grant will be used to support the purchase of that land. The current owner is ready to sell but has agreed to honor the lease, which expires in 2026. The land is enrolled in the Farmland Protection Program and a current market appraisal to establish the price has been completed.

Example: Construction or improvement of semi-permanent structures

Green Thumb Growers is diversifying its operation and will use this grant to purchase a portable pasture chicken coop that can house up to a total of 1,000 birds and be moved with equipment that the farm already owns.

Example: Farm operation start-up, improvement, or expansion- Stage One of Multi-phase project

Great Goats Farm is planning to enter the dairy goat industry. This grant will support the purchase of the professional services necessary to design a barn and milking parlor for 250 dairy goats and secure the permits necessary for construction. These plans, along with the business plan and current land assets, should allow Great Goats to seek financing for the construction.

Example: Physical structure construction or improvement Later Stage of Multi-phase project

Strong Heart Farm will use this grant to build a new 4,000 square foot climate-controlled packaging and storage facility for its crops. Plans have been developed and permits secured. Equipment for use in the building has been identified and will be purchased with funds from other sources.

These examples illustrate how this program can support a wide range of projects. Some will be simple acquisitions that will immediately allow the business to realize their benefit. Other projects will be focused on achieving a single stage of a multi-stage project. For applications requesting funds for a multi-stage project, it will be important to limit your project to a stage that can be fully achieved within the timeframe. It will also be important to clearly describe how the use of these grant fit into a larger effort.

Project Description*

Keeping in mind the examples above, please provide a specific, straightforward description of any goods or services to be purchased if this application is funded.

Character Limit: 1500

Multi-Stage Project and Land Acquisition

Multi-Stage Project*

This is a branching question. The response will allow the online system to customize the application.

This application uses the term multi-stage project to refer to applications that will require additional investment prior to the asset creating income for the business. Examples include:

- Requesting grant funding for the construction of a processing shed with the next stage being the purchase of the processing equipment.
- Requesting grant funding for the purchase of a tractor and grain drill with the next stage being the purchase of a hay bailer and wagon.

A multi-stage project is different than a partially funded project. A partially funded project is one that requires resources beyond this grant and its match for a single stage of the project to be implemented. For example, requesting \$200,000 in grant funding for a \$350,000 barn construction project would be considered a 'partially funded' project.

Is this application part of a larger multi-stage project?

Choices

Yes

No

Land Acquisition*

This is a branching question. The responses here will allow the online system to customize the application.

Specific additional detail is required from applicants requesting funds to acquire land.

Is your project requesting funds to acquire land?

Choices

Yes

No

SMART Goal

Business Impact: SMART Goal

A competitive proposal will be able to clearly communicate not just what the business may need, but also the operational outcomes and economic benefits of the project. It is anticipated that most of the smaller scale, or simple acquisition-focused projects, will be stand-alone projects that can deliver short-term outcomes and economic benefits within an annual production cycle.

SMART stands for Specific, Measurable, Achievable, Relevant, and Timebound. This commonly used approach to goal setting helps a business identify and execute its next steps. For this grant application, the SMART goal must focus on how the goods or services purchased by the grant funds will support a business in its journey to become financially sustainable.

Below is the SMART Goal from a competitive application. The total request was \$14,585.

By the end of growing season 2026, my farm will increase average production capacity of tomatoes, cucumbers, sweet corn, winter squash, and pumpkins by 66% through the use of new equipment and season extension, resulting in an increase of revenue of \$15,896, with a savings of labor of \$1,024.

The applicant provided the following information about how the numbers were calculated.

I used my sales data from Square- pounds sold and price per pound to figure out 2024's total pounds sold and revenue for tomatoes (2,355 lbs.), cucumbers (267 lbs.), winter squash (2,055 lbs.), pumpkins (8,056 lbs.), and sweet corn (14,702 lbs.). I then calculated an increase in acreage due to efficiencies of equipment (sweet corn +3 acres, squash +1 acre, and pumpkins +1 acre) or an increase in yield due to earlier crops and higher yields via high tunnel production (tomatoes 72% and cucumbers 125%). I averaged these estimated yields to obtain 66% and applied that increase in production to 2024 revenue, assuming I charge the same price per pound. For labor savings, I figured how many hours each piece of equipment could save me, at \$16 per hour.

While developing a SMART goal may seem difficult, it's not as hard as it may look. Worksheets are found on the [Application Resources](#) page.

SMART Goal*

Please provide the SMART goal for this project.

Character Limit: 1500

SMART Goal Estimates*

Please provide a description of how the applicant developed the numbers used in the SMART goal.

Character Limit: 1500

Land Acquisition

Branching Land Acquisition

Applicants seeking funds for land purchases are strongly encouraged to review Appendix B: Guidelines for Land Purchases. It can be found at the end of this application.

The information necessary to answer the questions below can often be provided by the tax assessor, and using the USDA Soil Survey map. Oftentimes a formal appraisal will also include this information.

Parcel Identified*

Do you have a parcel identified for purchase?

Choices

Yes

No

Price Established Status*

Do you have an agreed upon price with the seller?

Choices

Yes

No

Price Established Process*

Please describe how the purchase price was, or will be established.

Character Limit: 1500

Parcel Number, Coordinates*

Please provide the physical address, GPS coordinates and parcel number used by the tax assessor for the land.

Character Limit: 1250

Site Map*

Upload a site map. Make sure it is legible.

File Size Limit: 5 MB

Zoning*

Please describe the current zoning for the land as well as any changes that are currently proposed by the regulator, or requested by the applicant.

Character Limit: 2000

Agricultural District*

Is the land in an agricultural district?

Choices

Yes

No

Flood Zone*

Is the land in a flood zone?

Choices

Yes

No

Acreage*

How many acres is the parcel?

Character Limit: 5

Current Land Use

Please provide the number of acres currently allocated for each land use.

Tillable land	
Pasture	
Perennial Crops	

Forests	
Building or Operational Areas	
Other	

Other

If you included a value for "other" above, please describe the land's purpose.

Character Limit: 250

Improvements*

Please select any improvements that are on the parcel:

Choices

- Commercial Buildings
- Fencing
- Functioning Sewer/Septic
- Functioning Wells
- Residential Buildings
- None of the Above

Improvements Description*

Please describe the improvements and indicate how they will be valuable to the applicant's use of the land.

If the land has not been improved, describe what will be necessary for the applicant to utilize the land.

Character Limit: 2500

Soil Tests*

Does the applicant have access to current soil tests from the parcel?

Choices

- Yes
- No

Soil Description*

Please describe the soil tests results and highlight why the soil is a good match for the enterprise. If results are not available, simply indicate "information not available"

Character Limit: 250

Multi-Stage Project

Multi-Stage Project

This is a branching question. Previously the applicant indicated that this application is part of a larger multi-stage project. This means that while this stage of the project could be fully completed, additional components would be necessary before the business was able to create income from this grant investment.

This section allows the applicant to provide more information about their larger plan.

Additional Stages*

Please describe the additional stages of work or investment that will be necessary to fully use the asset the grant funds will purchase. Detail is appreciated.

Character Limit: 5000

Timeframe*

How many months will be necessary to complete the full multi-stage project?

Character Limit: 4

Workplan

Workplan

This section is an opportunity to demonstrate to the reviewers that the applicant and their team clearly understand what is necessary to successfully implement the project. Please outline the steps that will be taken and the number of weeks necessary to complete each step.

Some projects will be simpler than others to implement. For example, the Workplan for the purchase of a single piece of equipment—regardless of its price-- is straightforward:

- Solicit or confirm competitive bids (date)
- Select bid and order equipment (date)
- Equipment delivered (date)
- Equipment installed (date)
- Equipment operational and in routine use (date)

If your project is complex, it can be helpful to incorporate detail about who will be leading the work on each step.

If the applicant is seeking funding for land acquisition, or building renovation or construction projects, the Work Plan should reflect that complexity and include the necessary steps and adequate time for building design, permits, etc. For example, if a project is proposed on leased land, and doesn't yet have a lease agreement, it should include the steps necessary to secure

and document a lease agreement with the landowner.

The Workplan will also need to demonstrate that the applicant can implement the project in the established timeframe. Provide the information as the number of weeks necessary for each step.

The form below includes 10 steps; it is expected that all applicants will have a minimum of four steps. If more steps are needed, simply answer yes to the prompt at the end of the section and another section with 10 steps will become visible. Applicants can leave blank any steps that are not needed.

Tip: Please note the example provided was deliberately simple. The work plan is a scored section and an opportunity for an applicant to shine. If warranted, high numbers of steps and accompanying detail are welcome.

Workplan: Number of Weeks*

After the applicant has completed their workplan below, please calculate the total number of weeks that the project is estimated to take from contract to completion.

Track 1 projects that are requesting \$50,000 or less in funding must be completed in 18 months (78 weeks) and Track 2 projects that are over \$50,000 must be completed in 24 months (104 weeks).

How many weeks will it take to complete this project?

Character Limit: 3

Step 1 Number of weeks*

Character Limit: 4

Step 1*

Character Limit: 1500

Step 2 Number of Weeks*

Character Limit: 4

Step 2*

Character Limit: 1500

Step 3 Number of Weeks*

Character Limit: 4

Step 3*

Character Limit: 1500

Step 4 Number of Weeks*

Character Limit: 4

Step 4*

Character Limit: 1500

Step 5 Number of Weeks

Character Limit: 4

Step 5

Character Limit: 1500

Step 6 Number of Weeks

Character Limit: 3

Step 6

Character Limit: 1500

Step 7 Number of Weeks

Character Limit: 4

Step 7

Character Limit: 1500

Step 8 Number of Weeks

Character Limit: 4

Step 9

Character Limit: 1500

Step 8

Character Limit: 1500

Step 9 Number of Weeks

Character Limit: 4

Step 10

Character Limit: 1500

Step 10 Number of Weeks

Character Limit: 4

Additional Steps?*

This is a branching question. Selecting yes will allow the system to provide space for additional steps.

Choices

Yes

No

Workplan Additional Steps

Step 11 Number of Weeks

Character Limit: 4

Step 11

Character Limit: 1500

Step 12 Number of Weeks

Character Limit: 4

Step 12

Character Limit: 1500

Step 13 Number of Weeks

Character Limit: 4

Step 13

Character Limit: 1500

Step 14 Number of Weeks

Character Limit: 4

Step 14

Character Limit: 1500

Step 15 Number of Weeks

Character Limit: 4

Step 15

Character Limit: 1500

Step 16 Number of Weeks

Character Limit: 4

Step 16

Character Limit: 1500

Step 17 Number of Weeks

Character Limit: 4

Step 17

Character Limit: 1500

Step 18 Number of Weeks

Character Limit: 4

Step 18

Character Limit: 1500

Step 19 Number of Weeks

Character Limit: 4

Step 19

Character Limit: 1500

Step 20 Number of Weeks

Character Limit: 4

Step 20

Character Limit: 1500

Project Team

Project Team*

Some projects may benefit from having an implementation team to make sure that it stays on track and meets all expectations. Please briefly describe how the management of this project will be structured. Be sure to include if any outside expertise will be part of the implementation. If this is a simple project, a team approach may not be necessary, and that would be an appropriate response.

Character Limit: 2500

Project Budget

Project Budget

A project's budget is an important part of the proposal. A clear, well-defined budget will build confidence in the applicant's ability to successfully implement the project as described in the Work Plan. And, if a project is selected for funding, the full application and its budget will become part of the contract and will dictate the expenditures that are allowed for reimbursement. **Applicants are strongly encouraged to thoroughly research the cost of their project prior to submitting a proposal.** When researching potential contractors, it is important to note that all construction/renovation projects must use licensed contractors. Detailed costs must be provided and all costs listed in the budget must be associated with the

project and clearly align with the project description.

Applicants will provide budget information in three ways.

1. The **detailed budget** will be developed and uploaded using the spreadsheet provided **here**.

Instructions for its completion are on each tab.

2. The **summary budget** and the **source of funds** budget are in the first tab in the spreadsheet. These budgets will populate as the applicant completes any of the worksheets that align with a budget request. To finalize the spreadsheet, the applicant must indicate how the costs will be allocated between the grant award and the required match.
3. Additional narrative budget detail is required. That information will be provided directly in response to questions in the application.

Detailed Budget Categories:

In addition to the Summary and Matching Budget, the Project Budget Spreadsheet includes a tab for each of the following. Use that sheet to provide a line-item budget for each category. A detailed budget helps reviewers understand that the proposed project is well organized and will be able to be successfully implemented. For example, if you are proposing a building, describe the number of windows, doors, type of foundation and wall coverings. For equipment, include the model numbers/capacity and number of units.

- **Real Estate/Land:** Purchase price, location as well as all costs related to real estate or land transactions.
- **Construction/Improvements:** This section includes the construction of new buildings, renovations of existing buildings, construction of semi-permanent structures such as high-tunnels, as well as other infrastructure improvements such as wells, irrigation systems and fencing. Lengths and/or dimensions are required.
- **Machinery/Equipment:** Tangible, non-expendable, personal property having a useful life of more than one year. This could include items such as tractors, packing crates, harvest platforms, or pre-assembled structures such as sheds or small cold storage units. Machinery and equipment could be new or used.
- **Livestock:** Live animals purchased from external entities.
- **Inventory:** Materials and supplies that may be held on the farm until use, such as ground covers, seeds, feed, fertilizer and other inputs.
- **Marketing:** This category includes marketing services, such as logo development, as well as production of tangible goods such as business cards or promotional items.

- **Worker or Apprenticeship Training:** Typically, this cost would be paid to an external service provider or formal training program.
- **Salaries and Wages:** Salaries, wages, and other compensation paid to the applicant or other farm owners or employees. These costs must be directly related to implementation of the proposed project as described in the project description, and in compliance with all NYS wage and labor laws and regulations.
- **Other:** This category is for expenses directly related to the project's purpose but not covered elsewhere in the budget spreadsheet.

Project Track*

Please ensure that an applicant's project total falls within these ranges which are inclusive of the match:

Track 1: \$5,250 - \$52,500

Track 2: \$52,501 - \$210,000

Choices

Track One

Track Two

Detailed Budget Upload*

Budgets must be developed in the [template provided](#). Once it is completed, upload it here. It should remain as an Excel file. Applicants must use the provided budget template to be eligible. Do not delete or edit the formulas in the spreadsheet.

Please name the file with the applicants last name and farm name.

File Size Limit: 5 MB

Grant Funds Requested*

Character Limit: 20

Matching Funds*

Character Limit: 20

Additional Funds Required for Project Completion*

Some projects may require more resources than the grant and the required 5% match will provide, while other projects will be fully implemented using only the grant award and 5% match. For example, an applicant may be seeking a grant to support construction of a building that costs more than the grant award. This is fully acceptable as long as the applicant's proposal clearly defines the costs for which grant funds will be utilized. Any expenditures beyond what is specified in the proposal will not be reimbursable.

Proposals are not evaluated based on the size of the applicant's financial contributions.

If this project, as described in 'Project Description,' will cost more than the amount requested, plus the required 5% match, provide the total of the additional resources required.

If the project as described in the Project Description will be fully completed within the grant and its match, please enter zero.

Character Limit: 20

Project Total*

Character Limit: 20

Source of Matching Funds*

Please indicate how the 5% match would be sourced.

Note: Although in-kind contributions are acceptable, they must be documented and proof of payment must be provided, including payroll records.

Choices

- Applicant will Seek a Loan
- Self-financed with Credit Cards
- Self-financed with Current Cash Reserves
- Self-financed with In-Kind Contributions
- Other

Source of Matching Funds, Other

If other was selected above, please explain.

Character Limit: 250

Source of Implementation Funds*

This is a reimbursement based grant program. Please indicate how the funds necessary to implement the project prior to reimbursement would be sourced.

Choices

- Applicant will Seek a Loan
- Self-financed with Credit Cards
- Self-financed with Current Cash Reserves
- Self-financed with In-Kind Contributions.
- Other

Source of Implementation Funds, Other

If other was selected above, please explain.

Character Limit: 250

Immediate or Extended Family Transactions*

Does the budget include any transactions involving immediate or extended family members? Immediate family members include any member of the household, as well as the applicant's

parents, stepparents, siblings and any business in which they have an ownership interest. Extended family includes aunts, uncles, cousins and any business in which they have an ownership interest.

Choices

Yes

No

Immediate or Extended Family Description

If you selected yes above, please describe the relationships with the individuals involved and highlight why this is the best way to procure these goods or services.

Character Limit: 250

Budget Categories*

This is a branching question. Answers to this question will allow the system to tailor the form to your proposal.

Please select any category that is utilized in the project budget.

Choices

Construction/Improvements

Inventory

Land

Livestock

Machinery/Equipment

Marketing

Training

Wages

Other

Partial Project Funding

As the applicant develops their detailed budget they must stay within maximum grant award of \$200,000 and its 5% match. An additional column is provided on the detailed budget spreadsheet that allows the applicant to provide the amount of additional funding that will be required and indicate which category would require the investment.

Additional Funds Description of Source*

Please describe how the additional funds required for the project would be obtained.

Character Limit: 250

Construction and Improvements Costs Narrative

Construction and Improvements Narrative*

Fully describe the costs that are included in the line items in the detailed budget. This detail should correspond with the stages of the project as described in the workplan. Describe how estimates were developed.

NYFVI reserves the right to request the cost estimates.

Character Limit: 3500

Status of Permits*

Please clearly list any necessary construction permits and describe their status.

Character Limit: 250

Construction and Improvements on Leased Land*

Is the land where the construction or improvements will occur owned or leased?

Choices

Owned

Leased

Not Applicable

Leased Land Terms

If the land is leased, please summarize the terms of the lease.

Character Limit: 250

Inventory Purchases Narrative

Inventory Purchases Narrative*

Please describe how the applicant determined where to purchase the inventory and how the pricing was established.

Character Limit: 1500

Land Purchases Narrative

Land Purchases*

An extensive description of the land has already been provided. Please use this section to describe any costs beyond the purchase price.

If an applicant's budget does not include these costs, please enter "Not applicable"

Character Limit: 1250

Livestock Purchases Narrative

Livestock Purchases Narrative*

Please describe how the animals will be sourced and how the pricing was established.

Character Limit: 1500

Machinery and Equipment Costs Narratives

Machinery and Equipment Cost Estimates*

Please describe how the cost estimates were developed for each piece of equipment, and indicate if the machinery is being purchased new or used.

If the equipment will require installation, please describe how those estimates were developed.

Character Limit: 2500

Marketing Costs Narrative

Marketing*

Please provide: a detailed explanation as to how the funds will be used, i.e., brand identity development, brochures, website, market research. etc.

If a firm is to be hired to provide these services, discuss how the firm will be identified, and, if the firm is already identified, please provide the name of the firm and describe how they were identified and the costs were determined.

Character Limit: 1500

Training Costs Narrative

Training Costs Narrative*

Please provide: a description of how the program will be set-up and how the funds will be utilized. Include the name of the organization or individual providing the training, and the number of workers or apprenticeships that will participate. Provide detail about how the program was selected and the fee established.

Character Limit: 1500

Wages Costs Narrative

Wages Costs Narrative*

For each individual please describe their activities that will be compensated.

Character Limit: 1500

Other Costs Narrative

Other Costs Narrative*

Please provide a full description of how the funds will be spent and how the costs for each service or item was established.

Character Limit: 1500

Financial Information

The following responses will be reviewed only by NYFVI staff and their financial consultants. By collecting this information, NYFVI staff can confirm with the reviewers that your business is tracking its financial information.

Financial Information Definitions

These definitions will help an applicant complete the tables below.

Income Statement

- **Revenue/Sales** – All revenue/sales from operations
- **Cost of Goods Sold** – Any expenses directly related to the act of generating revenue/sales from operations. Some entities will not have cost of goods sold but will report them under expenses.
- **Gross Profit** – The difference between Revenues/Sales and Cost of Goods Sold.
- **Expenses** – All administrative and general expenses associated with running the operations.
- **Expenses-Interest** – Any interest paid on debt (loans, credit cards, family loans, etc.), if any.
- **Expenses-Depreciation/Amortization** – Any depreciation/amortization that the applicant may have expensed during 2023, if any.
- **Expenses-Taxes** – Any taxes that the applicant may have expensed during 2023, if any.
- **Net Operating Income/(Loss)** – The difference between Gross Profit and Total Expenses.

Balance Sheet

- **Current Assets** – Cash, inventory, accounts receivable and any other assets that could become cash within 12 months.
- **Fixed Assets net of Depreciation** – Real estate, buildings, machinery and equipment, furniture and fixtures net of accumulated depreciation.

- **Other Assets** – Amortization or other assets that could become cash after 12 months.
- **Total Assets** – Sum of Current Assets, Fixed Assets net of Depreciation, Other Assets
- **Current Liabilities** – Accounts payable, notes payable, current portion of long-term debt, and other debt owed within 12 months.
- **Long-term Liabilities** – Mortgages and other debts where the amount is paid after 12 months.
- **Total Liabilities** – Sum of Current Liabilities and Long-term Liabilities
- **Owner Equity/Shareholder Equity** – It is the amount of equity in the business. Typically, the difference between Total Assets and Total Liabilities.
- **Total Liabilities and Equity** – The sum of Total Liabilities and Owner Equity/Shareholder Equity. This total will ALWAYS equal Total Assets.

Income Statement

If an applicant's business was operational in 2025 please provide the financial information for the 12-month period ending 12/31/2025. If the 2024 fiscal year is more accurate, use 2024 numbers. Please specify the income start date and end date in table below.

If the applicant's business was not operational for all of 2025, please provide the information for the most recent time frame available using standard financial quarters.

If your farm is not yet operational, please enter "0" for all applicable cells

All negative numbers should be entered using a hyphen/minus symbol, "-" not parentheses.

Annual Income Start Date	
Annual Income End Date	
Revenue/Sales	
Cost of Goods Sold (enter number using negative sign, not parentheses)	
Gross Profit	
Blank line	

Expenses General & Administrative	
Expenses Interest	
Expenses Depreciation/Amortization	
Expenses Taxes	
TOTAL EXPENSES	

Net Operating Income or Loss*

Using the information provided above, please calculate and provide the Net Operating Income or loss. This is the difference between the Gross Profit and Total Expenses.

If the number is negative, please use a hyphen/minus symbol "-"

Character Limit: 20

Balance Sheet

Please provide financial information for the same time period as the income statement above.

All negative numbers should be entered using a minus symbol or hyphen, "-" not parentheses.

Current Assets	
Fixed Assets net of Depreciation	
Other Assets	
TOTAL ASSETS	
Current Liabilities	

Long Term Liabilities	
TOTAL LIABILITIES	
Owner Equity/Shareholder Equity	

Total Liabilities and Equity*

Please calculate and provide the Total Liabilities and Equity. This is the sum of Total Liabilities and Owner Equity/Shareholder Equity. This total will ALWAYS equal Total Assets.

Character Limit: 20

Bankruptcy*

Has the applicant or this business declared bankruptcy in the last ten years?

Choices

- Yes
- No

Outstanding Judgments*

Does the applicant or the business have any outstanding judgments?

Choices

- Yes
- No

Tax Liens*

Does the applicant or the business have any outstanding Town, County, State, or Federal tax liens?

Choices

- Yes
- No

Explanations

If the applicant responded yes to any of the questions above, please provide a brief explanation of the circumstances.

Character Limit: 1500

Demographic Information

This section is optional and will not impact your scoring.

None of the information provided in this section will be visible to the grant reviewers. All information provided in this section is confidential and is used solely to track trends over time.

Age

Choices

< 19
 20–24
 25–29
 30–34
 35–39
 40–44
 45–49
 50–54
 55–59
 60–64
 65+

Race

We ask this question as one measure toward our goal of supporting ALL people who farm or want to farm.

Please select all that apply.

Choices

American Indian/Alaskan Native
 Asian
 Black or African American
 Hispanic/Latino/Latina/Latinx
 Middle Eastern or North African
 Native Hawaiian or other Pacific Islander
 White
 Other

Race - Other

If you selected "Other" please describe below

Character Limit: 1500

Gender

Choices

Male
 Female
 Transgender
 Non-Binary

Attestations

Attestations*

The applicant must read and select the check box to confirm that they understand the following program requirements if they are selected for funding:

Choices

A personal and/or business credit report may be obtained.

A W-9 form will be collected and a 1099 issued, and that grant income may be taxable.

I am responsible for all costs associated with this project until its completion.

It is my responsibility to abide by all NYS laws and regulations specific to the project.

No expenditures incurred before a contract is executed may be submitted for reimbursement.

Payment will be made only following acceptance of required reports and documented expenditures.

Track 2 projects over \$100,000 will require a Vendor Responsibility form prior to contract

Track 2 Projects will require proof of access to implementation funds prior to contract.

Transactions between immediate family members are prohibited.

Accuracy Certification*

By selecting yes below, the applicant confirms that all information in this application is true.

Choices

Yes

No