

2024
MARKET FARMER &
PROCESSOR GRANT



A MAIN STREET ORGANIZATION

2024 Market Farmer & Processor Grant Program Information Packet

INTRODUCTION

The Market Farmer & Processor Grant Program encourages continued education and business development for farmers and food processors affiliated with the Stevenson Farmers Market. The program is administered by the Stevenson Downtown Association, a local non-profit Main Street organization, whose mission is to promote and revitalize Downtown Stevenson and enrich our local heritage.

PURPOSE

To provide downtown Stevenson Farmers Market vendors – specifically farmers, producers and processors – with financial assistance for:

- attending conferences, trainings or classes that continue education in farming and farming techniques, food processing practices, or in business skills related to selling food at the farmers market

GRANT AMOUNT & REIMBURSEMENT

The Stevenson Downtown Association may award up to 100% of approved conference, training or class fees, including related mileage and hotel costs (not to exceed \$500 per person). The applicant will be responsible for the remaining cost.

As a reimbursement grant, the Stevenson Downtown Association will reimburse monies for the Market Farmer & Processor applicant in full within 30 days of receiving the grant report form. The grant report should be submitted upon completion of the conference or class, and include a list of expenses and accompanying receipts.

ELIGIBILITY & REQUIREMENTS

- Farmer or food processor must be a continuing vendor at the Stevenson Farmers Market.
 - Farmer is defined as: One who raises produce, plants, or animals on land they own or lease in Washington State or adjacent counties. In the case of seafood, the vendor must own, lease, or operate the fishing vessel/site.
 - Food processor is defined as: One who sells foods that they have personally prepared or processed locally. Examples include ciders, baked goods, jams, smoked meats, etc. The processor need not personally raise the ingredients, but ingredients should be sourced locally as much as possible.
- Preference will be given to vendors that have not yet received a Market Farmer & Processor Grant.

- Applicants must be in good standing and have followed through with their commitments to the Stevenson Farmers Market.
- Grantees must commit to being a market vendor the year following the conference or class that is funded through this grant.
- Eligible for up to two applicants per farm or business, up to \$500 each.
- Grant funding is allotted for continued education in farming and farming techniques, food processing practices, or in business skills related to selling food at the farmers market
- Eligible expenses include conference, training or class fees, as well as associated mileage and hotel costs. (Does not include meals.)
- Approved applicants agree to being mentioned or promoted, including with photos, by the Stevenson Farmers Market and/or the Stevenson Downtown Association with regards to this grant.

PROCESS

1. Submit grant application via email to grants@stevensonmainstreet.org, in person at our office at 167 2nd Street (shared with Chamber), or by mail to Stevenson Downtown Association, PO Box 1037, Stevenson WA 98648.
2. The Stevenson Downtown Association's Economic Vitality Committee and Farmers Market staff will review applications on a rolling basis and will approve or deny them.
3. If denied, a letter will be sent with an explanation.
4. If selected, the applicant will be notified by email or phone.
5. Deviation from an approved application may disqualify the applicant from the grant program. Changes must be approved by the downtown association in order for funding.
6. Grantees in this grant cycle must complete a grant reimbursement report submitted in full by November 30, 2024. (Future grant cycles are based on Board approved budget each calendar year.)
7. One payment, in full, shall be paid to grantee within 30 days of the Stevenson Downtown Association receiving a grant report with approved receipts.

**Stevenson Downtown Association has final approval on any and all grant-funded components. The downtown association has the right to reject any application and reserves the right to postpone, end or extend the timeline at any time.*



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Market Farmer & Processor Grant Program 2024 Application

1. Name of Applicant: _____
2. Business Name: _____
3. Mailing Address: _____
4. Physical Address: _____
5. Phone Number: _____
6. E-mail: _____
7. Amount of funding requested (not to exceed \$500 for single applicant, or \$1,000 for two applicants within the same business): _____
8. Did the applicant participate as a vendor at the Stevenson Farmers Market?
YES _____ NO _____

If yes, what year(s) and what did your business offer at the market?

9. Please describe the conference, training or class for which you are seeking grant funding. Explain your current challenge and potential opportunity, and how this grant will help:

10. Please explain how the project will enhance your business AND the Stevenson Farmers Market experience:

11. What is the proposed timeline?: _____

12. Estimated cost: _____

13. Grants will be awarded for amounts up to \$500 per person, up to two people per business. Grant matches will not be required. However, if your conference or class expenses, including travel costs exceed \$500 per person, are you able to cover the additional expenses?

YES ____ NO ____

14. Have you received a Market Farmer & Processor Grant in the past?:

YES ____ NO ____ If yes, when did you receive it and what was it for?

I certify that the above information is correct to the best of my knowledge and that the requested grant funds will be used only for purposes described in this application. I understand it is my responsibility to obtain all necessary permits and to make sure my project meets all state and local laws and codes. I certify that I will not change the proposed project description if awarded a grant, unless there is written approval from the Stevenson Downtown Association.

Name: _____ Signature: _____ Date: _____