



## 2017 Grant Application Instructions

This year FACT will only accept online applications for our farmer grants (available at <https://foodanimalconcernstrust.org/grants/>). The application deadline is 11:59pm CST on Monday, December 4, 2017. To submit an application, applicants will need to:

- (1) Answer the questions on the online application form;
- (2) Upload the Schedule F form from their farm's 2015 or 2016 tax return;
- (3) Upload three color photographs that accurately depict the current state of their operation, including at least one of the animals the proposed project will benefit.

## 2017 Grant Application Questions

Applicants will be asked to provide the following information on the online application form:

### Section 1 – Farm Information

General contact information, including farm name, address, phone number, contact person, and website.

### Section 2 – Project Proposal

- Summarize the proposed project.
- Indicate the species and number of animals that would benefit from the proposed project during the grant period.
- Provide the specific goal(s) of your proposed project.
- Describe how your project will improve animal welfare on your operation.
- List the steps you plan to take to implement your proposed project.
- Describe your project timeline and expected date of completion.
- What expertise, experience, or training do you have to successfully execute this project?
- Is there any other information you would like to share about your farm or project?
- Which certification is your project designed to help you achieve? (**Certification Grants**)
- What is exact certification standard that your proposed project addresses? Enter it directly from the certification standards that apply to your animal species. (**Certification Grants**)
- Describe how your proposed project will help you meet the certification standard provided above. (**Certification Grants**)
- Describe how the proposed project will help your farm transition to a pasture-based system and/or improve your animals' access to well-managed pasture. (**Pasture Improvement Grants**)

### Section 3 – Project Budget

- Amount requested from FACT (*up to \$2,500*)
- What is the total cost of your proposed project?
- If the amount of the grant would not cover the entire cost of your proposed project, please describe how you will pay for the remaining project expenses.
- Provide dollar amounts and descriptions for the expenses related to your project, including Salaries & wages, Consultants & professional fees, Travel, Equipment, Supplies, Training, Shipping and delivery, and In-kind expense

### Section 4 – Required Documents

**Photos and captions** – You will be asked to upload three color photographs that accurately depict the current state of your operation. At least one photograph should include the animals and their living conditions as described in your proposal. Provide a caption for each image.

**2015 or 2016 Schedule F form** – You will be asked to upload your most recent Schedule F form. The Schedule F tax form is how FACT ascertains that your farm is a working, independent, family farm – one of our eligibility requirements. All information will be kept confidential and stored on a secure server. If your farm uses a form other than Schedule F to report income and loss from farming, please contact Larissa McKenna at [grants@foodanimalconcerns.org](mailto:grants@foodanimalconcerns.org) to verify that your form will be accepted.

### Section 5 – Demographic Information

You will be asked to provide information on your racial/ethnic identification, gender, age, and first generation farmer status so that we can better serve independent family farmers like you. All the information you provide below will be kept confidential and will not be shared with the grant review committee.

### Section 6 – Authorization and Submit

You will be asked to certify that the farm for which these funds are requested is a working independent family farm. You will be also given the opportunity to preview your completed application before you submit it.