



Application Submission Checklist

Please complete the following before submitting your application:

- Note the application deadline and ensure all materials are submitted within the specified period (**Application deadline is November 1, 2024**).
- Create a free Submittable account or sign in with Google or Facebook credentials in order to submit your application.
- Complete the eligibility quiz to determine eligibility to receive funds.
- Verify there are no conflicts of interest between your organization and the project.
- Have a Unique Entity Identifier (UEI) or Employer Identification Number (EIN).
 - If awarded, you will need a UEI for fund disbursement.
 - [SAM.gov](https://sam.gov) is an official website of the United States government. SAM.gov is FREE to use. There is no charge to get a Unique Entity ID, register your entity, and maintain your entity registration at SAM.gov.
 - Registration can take up to 10 business days to become active.
 - [Get a Unique Entity ID](#)
- Ensure your organization qualifies as a for-profit private sector or non-profit organization falling within the small to mid-sized local food value chain businesses category*.
 - Small = <\$350,000 gross sales
 - Mid-size = >\$350,000 but <\$1,000,000
- Determine which Subaward track you will apply for. [Find Your Fit](#)
- Make sure you have received your Letter of Support from your [C-TAP provider](#) (Required for P&D, Recommended for I&E).
- Prepare your project budget.
- Prepare your project timeline. The recipient must implement the approved proposal within two years of the date of the Business Builder Sub Award, as stated on the grant Business Builder Sub-Award letter. **All projects must be fully COMPLETED by December 31, 2027.**
- Understand and check off assurances.

Financial Considerations:

- Have a plan for the reimbursement payments if awarded.
- Understand the terms and conditions associated with reimbursement method.
- Familiarize yourself with FFATA reporting requirements related to awards \$30,000 or more.
- Be prepared for potential follow-up inquiries including invitations to tell your story, site visits to check out your project, or interviews.

Equipment Consideration, if applicable:

- Determine if any special-purpose equipment is necessary for your project.
- Understand the limitations on equipment purchases and leasing outlined in the grant application.
- Familiarize yourself with reporting requirements related to equipment purchases.

*A food value chain is a business model in which producers and buyers of agricultural products form strategic alliances with other supply chain actors, such as aggregators, processors, distributors, retailers, and consumers, to enhance financial returns through product differentiation that advances social or environmental values.

For questions regarding the application process email info@appalachiaRFBC.org

This institution is an equal opportunity provider.