



2023 KADF Project Application REQUEST FOR FUNDS

Application Number:
KOAP Use Only

E PLEASE CAREFULLY REVIEW THE REQUEST FOR FUNDS GUIDELINES PRIOR TO COMPLETING AN APPLICATION **D**

Funded participants shall adhere to all local, state and federal rules and regulations.

Applicant Information			
Has this organization/individual ever submitted an application to the KADF? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
1a. Organization Name (Legal Name of the Farm Business Entity or Individual): Kenton County Fiscal Court <small>Must match the name registered to the TIN provided in 1b.</small>		1b. Tax Identification Number (EIN/SSN): 61-6000743 <small>Nine (9) digit number issued by the IRS</small>	
1c. County Kenton	1d. For Profit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1e. Main Phone (859)392-1400	1f. Digital Media (opt.) Twitter Handle: Facebook ID: Website:
1g. Registered with the Ky. Secretary of State's Office? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>If you are not registered, and are required to be, then visit sos.ky.gov.</small>		<input type="checkbox"/> N/A - individuals/sole proprietors, board of education, conservation district, fiscal court, other	
2. Organization Address (Check will be mailed here)			
<i>Kenton County Fiscal Court</i> <i>County Administration Building</i> Address Line 1		1840 Simon Kenton Way Address Line 2	
<i>Covington</i> City	KY State	41011 ZIP Code	
3a. Authorized Representative (AR) (person authorized to sign legal contracts on behalf of the organization/individual)			
<i>Mr.</i>	<i>Scott Gunning</i>		Assistant County Administrator
Prefix	Name (First MI Last)		Title
3b. AR Contact Info			
Scott.gunning@kentoncounty.org		859-392-1400	
Email		Work Phone	Mobile/Cell Phone
3c. AR Address (Legal Agreement will be mailed here)			
<i>1840 Simon Kenton Way</i> Address Line 1		Address Line 2	
<i>Covington</i> City	KY State	41011 ZIP Code	
4a. Project Contact (if different from AR, person(s) responsible for the daily management of the project)			
Prefix	Name (First MI Last)		Title
4b. Project Contact Info			
Email		Work Phone	Mobile/Cell Phone
4c. If there are multiple project contacts, then list others here with name, email and phone:			

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Project Location & Request

5. Project Address (If different than addresses in 2. or 3c. above)

<i>Kenton County Court House</i>		5272 Madison Pike	
Address Line 1		Address Line 2	
<i>Independence</i>	KY	<i>41051</i>	Kenton County
City	State	ZIP Code	Project County

E *This application is for requests to fund projects that fall outside standard county program guidelines. Requests for additional funds for an existing project should use the "Request for Amendment" Form.* **D**

6a. County Funds Requested: County*: Kenton Amount: \$5000	6b. State Funds Requested: \$ 250,000	6c. TOTAL Agricultural Development Funds Requested: \$255,000
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*List "County, Amount" here, if multiple county requests : _____ *Reflect total in budget.*

7. Has the organization / individual listed in 1a. received a KADF award prior to this application?

Yes No **If yes, please specify totals:**

State \$ _____ County \$ _____

Documentation Check List

E *Please mark each item that is included in the submitted application. An incomplete application may delay processing of request.* **D**

- X **Completed application**, signed by the Authorized Representative of the entity or individual applying
- X **Registered and in good standing with the Secretary of State**
(Exceptions: sole proprietorship / unregistered partnership, board of education, conservation district, governmental entity)
- X **Signature Authorization**
- X **Financial Documentation / Budget**, as outlined in section 4.
- X **Supporting Documents**, as outlined in section 5.
- X **On-Farm Water Management PIP, RDD submissions**
consult On-Farm Water Management Guidelines for all required documentation
- X **Press Release Sheet**

Please, DO NOT submit applications with any type of binding (e.g. notebooks, spiral binding, etc.).

See Guidelines – Request for Funds for important information to consider when applying for funds and for instructions on submitting your proposal.

There are also additional guidelines for farmers market and meat processors applications.

The above referenced guidelines are available online at <https://www.kyagr.com/agpolicy/>.

The Kentucky Agricultural Development Board and the Kentucky Office of Agricultural Policy reserve the right to request or require revisions or clarifications of submitted proposals.

Answers to the following questions may be done in a separate document, using the same numbering to identify each question being answered.

If a question does not apply to your project, then enter N/A.

1. General Questions

1.1 Briefly describe your project (75 words or less):

The Kenton County Fiscal Court is seeking funds to build a Farmers Market pavilion in downtown Independence, KY. This market sits on the expanded property around the Old Kenton County Courthouse. In addition to allowing the Independence Farmers Market to be open during inclement weather, this pavilion will allow the market to open earlier and extend further into the season. Restrooms, and vendor storage will also be part of the facility. Local family farms will be directly served by the facility during produce season and there are plans for a winter market.

1.2 Who are the primary participants in the project?

[Participants are those groups or individuals involved in the project.]

Kenton County Fiscal Court
City of Independence
Independence Farmers Market Vendors
Kenton County Extension District
Independence Parks and Recreation

1.3 Provide detailed information on the past and present tobacco dependence of all participants in this project:

1.3.1 Did participant(s) receive a Phase II check?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1.3.2 Did participant(s) receive a Buyout check?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.3.3 Did participant(s) own quota?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1.4 Has participant(s) grown and marketed tobacco?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.4 How many farm families will benefit directly from this project in the first year? Be specific.

NOTE: Applicants shall reveal the names of any County Agricultural Development Council members who may benefit from this proposed project.

During 2021 and 2022, 11 farmers and producers sold at the Independence Farmers Market. We estimate that this facility will allow an additional 6 to 8 more producers to make use of the pavilion and infrastructure to increase these sales and generating more income for local farm families.

The Kenton County Ag Development Board (9 members) and farmers currently selling at the Independence Farmers Market (11) and administrators from Kenton County and City of Independence have served as a focus group for developing the market design and plan of work.

No Agricultural Development Council member will receive state or county funds as a result of this project. However, there are three Kenton County Ag Development Council members who currently sell at the Independence Farmers Market.

1.5 If this is a multi-county regional or statewide project, then please list the counties that will benefit directly?

1.6 List how many farm families in each county (listed in 1.5) will benefit directly from your project.

2. Project Details

2.1 Description of project – Please give the details of the project. Tell about the project’s history, present status, and future projections.

The City of Independence in partnership with Kenton County Fiscal Court wish to build a permanent market pavilion on the grounds of the first Kenton County Courthouse in downtown Independence, KY. This farmers market has been in existence since 2008 and has been growing steadily, and the plan is to increase the number of farmer vendors. Currently these eleven family farms/businesses use the parking lot of the local Senior Citizens Building every Saturday and is well-established in this area. Presently, these farmers use tents and temporary structures on the parking lot of the nearby Senior Citizens Building. Weather is the most limiting factor shared by all producers. By offering a permanent covered facility the market season can be extended and start earlier in the season. We anticipate that this pavilion will allow more marketing days for the vendors, and at least six additional weeks of selling opportunities that cannot happen due to inclement weather. This pavilion will include the development of a convenient parking lot for patrons of the Farmers Market. The pavilion will have two public restrooms and storage for the farmers’ use. Day to day operations of the farmers market will continue with the City of Independence in agreement with Kenton County Fiscal Court. We are targeting completion of this project in 2023 and have support from community stakeholders.

2.2 Products or services – Provide a detailed description of products or services related to this project.

What products or services will be offered? What is unique about the products or services? What will the products or services do for customers?

The funds will be used for construction services to build the farmers market pavilion for local farm families to offer their agricultural products. It will also provide covered space for other community and agriculture events (4H, FFA)

(Project Details, cont.)

2.3 Describe how the Kentucky Agricultural Development Funds will be used.

Note: Only project expenses incurred **after** receipt of the application by the Kentucky Office of Agricultural Policy are eligible for funding.

The site plan and architectural design expenses have been contracted by the Kenton County Fiscal Court. The construction expenses related to erecting the structure will be where these KADF funds shall be applied.

2.4 What criteria will be used to measure the success of your project? What measurable data will you use in defining progress/success?

Extended selling season, adding new vendors, increasing sales of current vendors, and increased market visitors are all ways that we will measure success of our pavilion project.

2.5 Is this project expected to create jobs? If so, how many and what type of jobs do you expect this project to create? Will these jobs be full-time, part-time or seasonal? Explain.

No

2.6 Location – Where will the project be located, and why was this location chosen?

The Farmers Market is located at 5272 Madison Pike, Independence, Kentucky. This is the site of the historic Kenton County Courthouse. The location was chosen because of its central location to a large number of households. There are in excess of 65,000 people located within five miles of the historic courthouse.

2.7 Management – List the duties and responsibilities of the primary participants named in Section 1-2. List their qualifications to perform their duties, including past experience and current occupation.

The City of Independence has a Farmers Market Director to supervise the operations of the marketplace. They are responsible for scheduling events, recruiting new vendors, and assisting farmers as needed to ensure a positive experience.

2.8 Record Keeping – What records will be kept and how will they be used in analyzing the success of your project? Who will do your record keeping/accounting?

Market manager will keep the sales data, retain records of the number of vendors, recruit produce farmers and report to City of Independence Farmers Market leadership.

2.9 Insurance – Does your current insurance cover the components of this project? If not, what type(s) of insurance will you need? Provide quotes where applicable.

Attached is the current insurance policy for the farmers market.

3. Marketing Plan

3.1 Strategy – What is your marketing strategy? How do you plan on achieving your marketing objectives?

In addition to direct marketing of products to vendors, we shall utilize digital media and social media to

encourage visitors to the weekly market. We plan to work on platforms like Facebook, email lists, Cooperative Extension Service agent newsletters, City of Independence events, parades, holiday celebrations, and the annual farm tour to market the new Independence Farmers Market. Our plan is to partner with local libraries and businesses with similar demographics to expand to a broader customer base.

3.2 Target Market – What is your target market? To whom will you attempt to sell your product/service? Identify characteristics of your customers. Who are your major competitors?

Our target market is the local residential community. With a population of nearly 30,000 people in Independence and in excess of 35,000 within five miles of Independence, this farmers market pavilion would be centrally located in a dense residential area. This population also includes people using WIC, SNAP and Senior vouchers. Our major competitors are Kroger and Aldi.

3.3 Advertising - What types of advertising will you use? How will you tailor your advertising to your target market identified in the above section?

The City of Independence is a direct outreach to the city residents. In addition, we plan to use print, online, digital, and local advertising. Conversations have begun to install temporary or permanent Farmers Market signs along Kentucky State Route 17. Local events like the annual Kenton County Farm Tour reaches regional residents to this market.

3.4 Pricing – What is your product/service price? How did you arrive at your pricing structure?

Pricing depends on the week and products. Our vendors base their pricing on local demand and availability of locally grown produce and farm products. Vendors may also utilize the University of Kentucky farmers market reports for planning and pricing. University of Kentucky research, available at the Cooperative Extension Service, may be used by vendors to increase yields and quality of products.

3.5 Distribution – What is your distribution strategy?

Products will be distributed directly to the customers of the Independence Farmers Market. Community Supported Agriculture (CSA) operators may also use the space as a pickup point for subscribing customers.

4. Financial Documentation

- 4.1 Project Budget Detail & Description – Complete the attached Project Budget & Description Form. Provide any other pertinent information on additional sheets.
- 4.2 All Projects – Provide a two-year projected cash flow statement.
- 4.3 Existing Businesses – Submit previous year's balance sheet and income statement.
- 4.4 New Businesses – Provide pro forma balance sheet and income statement, including pertinent assumptions.

5. Supporting Documents

Depending on the size, scope and type of project, you may be asked to provide one or more of the following:

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- 5.1 Resumes – Provide résumés for all management team participants mentioned in section 2.7.
 - 5.2 Letters of Commitment – Provide a letter from each project participant who is directly involved in implementing and maintaining the project. This letter should explain what role this participant plays in this project.
 - 5.3 Invoices / Cost Estimates / Quotes – For equipment purchases, construction activities or remodeling, please provide copies of invoices, written estimates, or catalogue pages noting price of equipment.
 - 5.4 Copies of leases, contracts or other legal documents (if applicable)
 - 5.5 Formal Business Plan - If you have a formal business plan, please submit a copy. This application provides the minimum requirements for a business plan. Note that the business plan is the most essential portion of this application.
 - 5.6 Additional Documentation -
 - a. business tax returns for the previous three years
 - b. personal financial statements from each business owner and principal manager
 - c. personal income tax returns from each business owner for up to the previous three years
 - d. schedule relating to any lines of credit, promissory notes or outstanding loans with terms, payment schedule and collateral used for security
 - e. letter of reference/commitment from bank or other lenders
 - f. a sources and uses of funds statement
 - g. information necessary to obtain a credit report
 - h. appraisal of project related properties
 - i. legal instruments that relate to business formation and organization
 - j. explanation of any judgments, collections, liens or bankruptcies
 - k. plans, drawings, photographs or sketches of project
 - l. bids or contracts for equipment and outside services
 - m. letter of intent from potential customers or distributors
 - n. current materials such as brochures, business cards, stationery and promotional pieces
 - o. copies of any applicable licenses or permits
 - p. producer commitment form
 - q. resumes of key management personnel
 - r. any other information deemed necessary
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See **“Request for Funds - Guidelines ”** for important information to consider when applying for funds, especially matching* requirements.

Project Budget & Description Form

Section 1: Project Budget

Note: Only project expenses incurred **after** receipt of the application by the Kentucky Office of Agricultural Policy are eligible for funding.

Budget Category/Item	Description	Total Item Amount	Other Funds** (Match)	KADB Funds Requested*
<i>Example: Cooler</i>	<i>10'x20' double door walk-in</i>	\$12,000	\$6,000	\$6,000
	General building construction	325,000		162,500
	Site development	175,000		87,500
	HVAC Construction	30,000		
	Electrical construction	45,000		
	Safety and security	15,000		
	Plumbing construction	55,000		
	Construction contingency	32,250		
	Market escalation	64,500		
	Budget Totals:	741,750		250,000

* In general, KADF funds should be 50% or less of the total project costs.

Section 2: Matching Funds (**Other Funds)

Source of Match	Secured or Pending?	Match Amount (\$)
<i>Example: Loan – local bank (commitment letter attached)</i>	<i>Secured</i>	<i>\$6,000</i>
Durr Foundation grant	Pending	125,000
	Total:	125,000

Attach additional pages, as necessary, as well as provide any comments or clarifications regarding your request for funding.

Documentation to verify matching funds may be requested.

For assistance in completing the budget and/or matching fund sections, please contact K OAP at 502-564-4627 and ask for a project manager .

You may be asked to submit a revised budget if the budget you provide does not fit within funding guidelines.

Disclaimer and Signature

By affixing a signature to this application, the applicant(s) certifies that he/she has read and understands the guidelines governing funds and agrees to all conditions set forth therein; and that all information contained in this application package is true to the best of the applicant’s knowledge, information, and belief.

The applicant(s) also authorizes the Kentucky Agricultural Development Board and any of its representatives to make all necessary investigations of financial, credit, and other records through credit agencies and authorize the release of any and all information, which may be relevant to making a decision on this application.

The Kentucky Office of Agricultural Policy (KOAP) reserves the right to request or require sufficient documentation to verify the responses to each of the questions on this application. Inability or refusal to provide documentation for specific responses or confirmation of fraudulent responses will result in disqualification for consideration.

The Kentucky Agricultural Development Board reserves the right to terminate any Legal Agreement with the applicant, if at a future date it becomes aware of any false statements or material misrepresentation(s) contained in this application.

Funded participants shall adhere to all local, state and federal rules and regulations.

By signing this, I acknowledge that I have read the above disclaimer and accept and agree to be bound by the terms thereof.

Signature of Applicant or
Authorized Representative: _____ Date: _____

Name, printed: _____



Note: Financing for your project may also be available through the Kentucky Agricultural Finance Corporation, which provides low interest loans in participation with your local lender. For more information, visit www.kyagr.com/agpolicy or contact KAFC@ky.gov or 502-564-4627.

Application Number:
KOAP Use Only



2022 Kentucky Office of Agricultural Policy PRESS RELEASE INFO SHEET



Introduction

The Kentucky Office of Agricultural Policy sends out press releases on projects and programs approved through the Kentucky Agricultural Development Fund. To ensure the proper message is distributed to media and other contacts, please provide the following information:

Applicant Information for Use in Press Release

APPLICANT NAME:

Kenton County Fiscal Court

PROJECT TITLE:

Independence Farmers Market Pavilion

CONTACT PERSON:

Scott

Gunning

Asst. County Admin

First Name

Last Name

Title

Phone: 859-392-1400

Cell: ()

Organization

Website: www.kentoncounty.org

E-mail Address* : Scott.gunning@kentoncounty.org

* This email may be used in the press release.

Add me to the county e-mail distribution list:

Yes

No

Already on

Add me to the general distribution list for all KOAP updates:

Yes

No

Already on

Project / Program Request

Provide a brief summary of the project. (What is the main goal of the project? What will the funds be used for?)

Provide a permanent structure for the operation of the Independence Farmers Market

Any other information you would like to include in press release:

LOCAL MEDIA: Please provide e-mail addresses or fax numbers for local or regional newspapers, radio or television stations, magazines or other media outlets that cover your area:

www.linknky.com Online newspaper

Notice of Intent to Release

E Monthly approved program awards will be listed in the statewide press release sent immediately **D** following the respective Kentucky Agricultural Development Board meeting. This release will include the contact information provided above. Individual project press releases will be on a case-by-case basis.

If you would like to request an individual press release for your project, then please submit your request to KOAP@ky.gov.