Growth Through Agriculture (GTA) Program

How to Apply for a GTA Grant/Loan
Goal

To help you determine whether a project would be a good fit for GTA funding

To provide tips and tools to fill out a complete GTA application
Program Overview

State funded program – since 1987

Continued funding approved by 2019 Legislature

Established to strengthen & diversify Montana’s agricultural industry - through the development of new agricultural products and processes
Two types of funding available

Grants up to $50,000
Loans up to $100,000
Average award $25-30,000

Deadline: 11/01/2019 – 2pm

Deadline for Material Verification: 10/27/2019
Should I Apply For a Growth Through Agriculture Grant or Loan?
Is the project primarily going to
1) add value to Montana’s agricultural products and
2) have the prospects to create and/or retain jobs?
Who is eligible to apply?

- Businesses
- Individuals
- Public and Private Agencies/Organizations
- Educational Institutions
- Local Governments
Eligible Uses of Funds –
Including but not limited to:

- Equipment
- Consultant Services
- Supplies and Materials
- Travel Advertising and Promotion
- Communication and Data Processing
Ineligible Uses of Funds

- Costs Incurred Prior to Application
- Political
- Salaries/Wages
- Institutional Overhead or other indirect costs
- Food
If your project is a good fit - Before you apply:

1. Contact the Food & Agriculture Development (FADC) Network

2. Work with the FADC or Small Business Development Centers to develop financial projections

3. Register on fundingmt.org for a username and password
Contact FADC, SBDC, your Local Economic Development Organization, and/or Legal Counsel Regarding:

- Business Planning
- Financial Planning Assistance
- Access and information about other grant and loan funding opportunities
- Regulatory issues associated with your business and/or project
Legal Counsel, Accountant and/or Montana Secretary of State’s Office Regarding:

• Worker’s Compensation Insurance Needed?

• Business Structure – Incorporated?
  o Registered with Secretary of State?
  o If using an Assumed Business Name (ABN) / dba – be sure that it is also registered with https://sosmt.gov
As part of your business planning activities, be sure to:

Identify activities to be completed

Determine Scope of Work

Develop the Cost Estimates

Identify Sources of Matching Funds
Matching Funds - $1 for $1 required

Potential Sources:

- Private match from business entities
- Crowdsourcing/Kickstarter
- Loans from Bank/Local Economic Development Organization
- Commodity Check-off Funds
- Federal (USDA-Value Added Producer Grant, EDA)
- Match cannot come from another state grant
  - Project costs may include other state programs (Ex. Big Sky Trust Fund, Worker Training Grants), however, these wouldn’t count towards $1 for $1 match requirement
What’s next?

Read GTA program background available at:
www.gta.mt.gov

Contact Food & Ag Development staff:
www.foodandag.mt.gov

If you decide to apply – go to
www.fundingmt.org

Click “Search Here” and follow the instructions for a New Application
Filling Out the Application
Online application available at:

www.fundingmt.org
Steps for a GTA Application:

• Register Online www.fundingmt.org
• Read Funding Opportunity and Program Background
• Register with Montana Secretary of State
• Prepare Financial Statements & Key Financial Assumptions
• Submit Credit Check Release Form (mail, fax or secure e-file transfer)
• Submit Online Application
Register Online

Go to: www.fundingmt.org

Click “Register Here”
Enter business names exactly as they appear on the Secretary of State’s website

- If using an assumed business name, enter full legal name and then assumed business name under the Organization.
  - (ex. Mary Smith dba Mary’s Farm)

- Once your registration is approved, your user name and password will be emailed to you

- NOTE: registration approval may take 1-2 days
Next Steps

Each person working on your grant should have their own username and password

FADC / Grant writers – email gta@mt.gov to ask them to be granted access to your application

Once in the application, you can add the FADC person in “Additional Contacts”
Log In

• To Login

Enter User ID and password sent via email from fundingmt@webgrantsmail.com and click “Login”

• Check junk email folders and spam filters for emails if log in info not received
Main Menu

- Navigation –
  - Menu, Back, Print, +Add, xDelete, Edit, Save
- Mark as Complete, Submit
Main Menu

Click on “Funding Opportunities”
Funding Opportunities

Select the current funding opportunity in blue: “AGR GTA November 1 2019”
1) Read Full Funding Opportunity Details and Attached Program Background
2) Select “Start a New Application”
General Information Form

Select Primary Contact from drop down box

Enter Brief, Descriptive Project Title

Select appropriate Organization from the drop down box
General Information Form – Project Title

How Important is the Project Title?

• It’s the first impression Reviewers will see and will read every time they go back to review and reference your application
• Use your Company Name – recognition and repetition
• You can use your region
General Information Form
– Project Title - Examples

• Organic Grains Coop - Expansion Project - New Processing Facility – Havre, MT

• Montana Meat and Bread Co – pairing up what Montana does best in the Golden Triangle!

• Jones and Jones Co – Expanding Storage and Shipping for Montana Pulses

• Gooseberries – Producing and Marketing Low carb berries for the 21st century!
Select “Application Preparation Checklist”

Application Forms

Application: 74667 - Sample Application

Program Area: AGR GTA Growth Through Agriculture

Funding Opportunities: 70315 - AGR Growth Through Agriculture November 1 2019

Application Deadline: 11/1/2019

Instructions

ONCE YOU ARE DONE WITH ALL SECTIONS OF YOUR APPLICATION, CLICK SUBMIT TO SUBMIT YOUR APPLICATION

Application Forms

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<th>Complete?</th>
<th>Last Edited</th>
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</thead>
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<td>General Information</td>
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<tr>
<td>Application Preparation Checklist</td>
<td>✔️</td>
<td>08/10/2018</td>
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<tr>
<td>Brief Project Summary</td>
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<td>General Criteria for Funding</td>
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<td>Montana Commodities</td>
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</table>
Application Preparation Checklist

• Complete checklist

• Contact FADC or Local Economic Development staff to discuss if you answer “no” to any of the questions regarding business preparation
Application Preparation Checklist – Matching Funds

- Prior match – up to 12 months from the application deadline can be considered
- You may have to come back to this to answer
- Check website for date funds can be considered
Application Preparation Checklist (Continued)

- Personal Guarantee
- Credit Check Release – OK to send early
- Click “Save” to continue
- You will lose all data if you leave the page without saving

<table>
<thead>
<tr>
<th>Application: 74667 - Sample Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Area: AGR GTA Growth Through Agriculture</td>
</tr>
<tr>
<td>Funding Opportunities: 70315 - AGR Growth Through Agriculture</td>
</tr>
<tr>
<td>Application Deadline: 11/1/2019</td>
</tr>
</tbody>
</table>

**Instructions**
To save or edit this form, click Save or Edit button in the upper right hand corner of the screen. To continue filling out the rest of the application click either Mark as Complete or Go to App right of the screen in blue.

**Application Checklist**
It is recommended that you begin the application process by contacting your local Small Business Development Center at www.sbdc.mt.gov and/or Food and Agriculture Devl www.foodandag.mt.gov to discuss overall business planning and to assist you with the completion of the financial statement and projections portion of your application.

Please specify below the Small Business Development Center and Food and Agriculture Development Center you worked with in preparing for this project and this application you worked with there.

- Have you applied for the same project for GTA funding before?  
  - [ ] Yes  
  - [ ] No

Your project title - in the “General Information” form should be descriptive & brief - Such as “Expansion of Bakery in Eureka” or “Start-up vegetable farm - focusing on school lunches”. “General Information” form if it is generic like “New Equipment” or if you have copied an application, it will default to the name of the funding opportunity. Please review your project title and Check “yes” if this has been completed.
Navigating through Forms

To continue to next form, select either:

- Mark as Complete, or
- Go to Application Forms
Application Forms

Click on blue application form names
Complete each form
Keep track of forms marked as complete
Click “Application Details” to review, Submit
Brief Project Summary Form

- Select Project Type, Agricultural Category and Project Location
- Hold Ctrl key and click to select multiple items
Brief Project Summary Form (continued)

- Proposed Use of GTA Funds – can select more than one
- Brief Project Summary
Brief Project Summary

• Should be brief
• 5000 character limit
• Describe the request in the first 2 sentences, who is applying, how much, proposed activity and why
Brief Project Summary

• Once saved, you will see 2 additional fields
• Amounts will auto-fill from budget form
Mary’s Innovative Bakery, LLC is requesting $30,000 to purchase equipment necessary to expand its current product line from muffins to cakes. The products are made with Montana-grown whole grains and pulse crops to meet increasing regional and national demand for their products.
Max Character Limit

Brief Project Summary

Describe the nature of the proposed activity, the nature of the business or organization and what the GTA financial assistance would be used for. Provide information on this project and the impact it would have on agriculture or specific agricultural industries in Montana.

Start with 1-2 sentences that state something like:
The [name of organization applying] is requesting $____ in GTA funds in order to __________ [insert nature of activity].
Example: ACME Corporation is requesting $20,000 in GTA grant and loan funding to purchase equipment in order to expand their turnip processing.
Then go on to further explain why this is important and provide relevant background details. Describe the nature of the proposed activity, the nature and what the GTA financial assistance would be used for. Provide any relevant historical information on this project.

Be sure to answer these questions:
- How will this project expand Montana Agriculture?
- What impact it would have to Montana agriculture or specific agricultural industries in Montana?

Path: p
5000 characters max.
Tips for Character Count Limits

Draft narratives in Word or other software, Save, Cut and Paste into Webgrants.

In Word, click on Review, Word Count – character count will come up. Other character count tools available online.
General Criteria for Funding

1) Primarily adds value to Montana’s agricultural products,

2) Has the prospects for commercial success given current personnel, experience and resources of the applicant,

3) Has the prospects to create and/or retain jobs in Montana,

4) Primarily processes or adds value to Montana’s agricultural products currently produced or potentially produced in the state, and

5) Has the management structure to allow the Agriculture Development Council to reasonably conclude that the applicant will comply with ongoing reporting and monitoring activities.
General Criteria for Funding

- Address in this form how your project meets the general criteria for funding.
Deliverables

List the item(s) that will be provided to demonstrate completion of your project – will be provided

May include sales, jobs, photos of production fields; sales records
Montana Commodities Form

- Enter current annual volume and value of Montana-grown or raised commodities utilized by your business
- 5-year Projections
- Note character limitations
Marketing Strategy

Briefly describe your current and targeted future markets and marketing strategies – if you don’t know this yet – contact your FADC to discuss.
Business Information

CURRENT BUSINESS DESCRIPTION

If Incorporated, where? Montana
Business Formation
January

Business Structure Type:

Gross sales last fiscal year:

Annual Operating Expenses:

Enter total number of current employees, including working owners in employee count.
Number of Full Time Employees:

Number of Part Time Employees:

Enter amount of current annual payroll, excluding compensation to owners.
Current Annual Payroll:

ANTICIPATED FINANCIAL RESULTS OF THE PROJECT WITHIN THE NEXT 2 YEARS. (Full financial amounts from your financial statements attachment.)
Increase in Gross Annual Sales:

Increase in Capital Investments:

Increase in Annual Operating Expenses:

Please enter a number value only. You cannot enter a variable amount such as 7-9 jobs. Please pick one number such as 7 or 9. Questions? Contact program staff at 406-444-0134 or by email at glm@mt.gov.
Increase in Number of Full Time Employees:

Increase in Number of Part Time Employees:

Enter amount of estimated total payroll of new jobs to be created.
Projected Annual Payroll of New Jobs:

$0.00
Anticipated 2 Year Financial Results of the Project

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase in Gross Annual Sales</td>
<td>$0.00</td>
</tr>
<tr>
<td>Increase in Capital Investments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Increase in Annual Operating Expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Increase in Number of Full Time Employees</td>
<td></td>
</tr>
<tr>
<td>Increase in Number of Part Time Employees</td>
<td></td>
</tr>
<tr>
<td>Projected Annual Payroll of New Jobs</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Please enter a number value only. You cannot enter a variable amount such as 7-9 jobs. Please pick one number such as 7 or 9. Questions? Contact program staff at 406-444-0134 or by email at gta@mt.gov.
Key Personnel

Click +Add in the top right of the screen.

Provide the name, title and important info about that person.

These may be the owner(s). Does not have to be company employee – can be a technical advisor. (1 person minimum)
Key Personnel Form (Continued)

Click ‘+Add’ for data entry form to appear

<table>
<thead>
<tr>
<th>GTA TEST FO 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Title:</strong> AN - Test Application 12/19</td>
</tr>
<tr>
<td><strong>Program Area:</strong> Growth Through Agriculture (GTA)</td>
</tr>
</tbody>
</table>

**Key Personnel**

Click "Add" and enter the name of each key team member needed to carry out the project's work outline in the proposal. Enter the title and detail the experience, ability and qualifications of each person.

To edit the data once a person's information has been entered, click on the person's name.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Experience/Ability/Qualifications</th>
</tr>
</thead>
</table>

Last Edited By:
Key Personnel (continued)

• Enter name, title and information
• Note character limit
• To add additional personnel, keep selecting “+Add” and entering information for each person
Objectives Form

Click “+Add” for data entry form to appear

<table>
<thead>
<tr>
<th>Objective</th>
<th>Objective Description/Activities/Deliverables</th>
<th>Start - Month</th>
<th>Start - Year</th>
<th>End - Month</th>
<th>End - Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Objectives Form (continued)

Enter objective such as “Build Facility” or “Purchase Equipment”

Detailed description

Timeline – should be within 2 years of date of application
Objectives (continued)

Keep Objectives brief – just a few words

Add detail to “Objective Description/Activities” & Brief Project Summary

To edit objectives after save, click on objective name in BLUE
Budget Form

- Must complete Objectives Form 1st
- Click “+Add”
- Edit screen appears
- First field is a drop down box with the objectives created on objectives form
- List each cost separately
If funded, objectives and cost descriptions will carry over to the status report, payment request and contract budget forms.

To edit budget, click on objective name.

To delete an objective in this screen after it has been saved, click on the “xDelete” button on upper right.
Budget Form Example 2 – In-kind Match

- In-kind contributions - should be calculated at the actual market price of services rendered
- Maximum 10% of Match can be In-kind
- No more than $25.00 per hour
- List name of individual contributing in-kind
- Estimated number of hours to complete work
- Double check totals
Sources and Uses of Funds Form

- Click “+Add”
- Enter “GTA” 1st as “Requested” source
- Enter each additional source of funds
- Include other state grants such as BSTF, WTG, etc.
- Other state grant funds do not count towards match requirement, but can help demonstrate project viability
Sources and Uses of Funds Form

- This form will open once you click “+Add”.
- Click Save once completed
Sources and Uses of Funds Form - Example

• Provides a snapshot of where all the funding for the project is coming from and going to
  • GTA (Growth Through Agriculture)
  • Bank Loan – Name of bank listed – copy of commitment letter should be attached
  • BSTF – (Big Sky Economic Development Trust Fund) - Requested status indicates an application has been submitted
Financial Attachments Form


- Other formats will not be accepted

- For assistance, contact Small Business Development Centers and/or your local economic development organizations
Financial Attachments Form
(continued)

• Prior Year Financials
• Attach copy of business plan
• Attach bid or cost quote(s)

• Multiple attachments?
  • Scan or merge to create a single pdf document, or
  • Attach additional attachments in next form
    “Attachments Form”
Attachments Form

• Click “+Add”
• No limit of attachments
• Attach other items, additional cost quotes
• Letters of support
• Pictures, maps, tribal resolution

Click “Browse”
Must enter a Description
Application Certification Form

• Enter name of Authorized Representative that is submitting the application

• Call staff if you need help registering an additional person to complete this page

• Credit Check Release Form must be RECEIVED by mail, fax or file transfer service by deadline

• OK to send Credit Check Release BEFORE application is submitted, must be received before final deadline
Application Certification Form
(Continued)

• **Confidentiality** – do not attach confidential information online. If you have information you consider confidential – email gta@mt.gov to notify us – we will work with our legal counsel to review your request for confidentiality.

• Application certification states: As the responsible authorized agent of the applicant, I hereby submit this Growth Through Agriculture (GTA) Application and understand that any information provided to the Department of Agriculture in this application or other correspondence becomes public information. I waive any right to confidentiality and affirm that the information provided in this application is true and accurate to the best of my knowledge.
Final Items to Note

• Applications from a Tribal Government or to assist a Tribally owned business should include a Tribal Resolution
  • Attach scanned copy, fax or mail

• Select “Application Details” to view entire application together

• Click “Print to PDF” to save application or print for your records
Before you hit “Submit”

1. Have someone else read your application

2. Submit Credit Check Release (Mail, fax or https://transfer.mt.gov)

3. Submit for application online by 10/27/2019 for Material Verification
To Submit Your Application

• Select “Mark as Complete” on each form
• Click on “Submit” – will receive confirmation email
• If no email – check spam, junk mail folders. If not received and certain it was submitted - email staff at gta@mt.gov to check.
• Once submitted, you will not be able to make any changes
• Material Verification deadline: October 27, 2019
• Final deadline: November 1, 2019 – 2:00pm
After You Submit – What’s Next?

• Staff Review for minimum eligibility criteria
• Agriculture Development Council Review/Scoring
  Basic Business Considerations Score: 0-5
  Agriculture Impact Score: 0-10
  Economic Impact Score: 0-10
  Potential for Success Score: 0-5
  Innovation/Originality Score: 0-5
  Geographic Considerations Score: 0-5
  Total possible score: 40
After You Submit – What’s Next? (continued)

### Important Dates

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<tr>
<th>Date</th>
<th>Time</th>
<th>Deadline/Event</th>
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<tbody>
<tr>
<td>June 2019</td>
<td></td>
<td>Funding opportunity posted at <a href="http://www.fundingmt.org">www.fundingmt.org</a></td>
</tr>
<tr>
<td>August 14, 2019</td>
<td>10:00 a.m.</td>
<td>Webinar. Click <a href="#">Join Skype Meeting</a> on the day of the webinar to participate. To join by phone: 406-444-4647 Conference ID: 574988 If you are asked for a pin number, do not enter one; just stay on the line and you will be joined to the audio for the webinar.</td>
</tr>
<tr>
<td>October 8, 2019</td>
<td>1:00 p.m.</td>
<td>Open Question and Answer Conference Call #1 – Call in number: 406-444-4647 Conference ID: 574988 If you are asked for a pin number, do not enter one; just stay on the line and you will be joined to the audio for the webinar.</td>
</tr>
<tr>
<td>October 22, 2019</td>
<td>10:00 a.m.</td>
<td>Open Question and Answer Conference Call #2 – Call in number: 406-444-4647 Conference ID: 574988 If you are asked for a pin number, do not enter one; just stay on the line and you will be joined to the audio for the webinar.</td>
</tr>
<tr>
<td>October 27, 2019</td>
<td>5:00 p.m.</td>
<td>Deadline for Material Verification on <a href="http://www.fundingmt.org">www.fundingmt.org</a></td>
</tr>
<tr>
<td>November 1, 2019</td>
<td>2:00 p.m.</td>
<td>Application deadline at <a href="http://www.fundingmt.org">www.fundingmt.org</a>.</td>
</tr>
<tr>
<td>November - December 2019</td>
<td></td>
<td>Council proposal review and scoring.</td>
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<tr>
<td>December 2019</td>
<td></td>
<td>Council invitations sent to scoring applicants by email and letter.</td>
</tr>
<tr>
<td>February 2020 - Date TBA</td>
<td></td>
<td>Agriculture Council Review Meeting at the Montana Department of Agriculture in Helena.</td>
</tr>
<tr>
<td>March 1, 2020</td>
<td>5:00 p.m.</td>
<td>Expected announcement of selected applications by mail and email.</td>
</tr>
</tbody>
</table>

*All times in Mountain Standard Time.*
Resources

www.fundingmt.org – Click on GTA funding opportunity

Growth Through Agriculture website: www.gta.mt.gov

Program Background:

Questions?
Program Contact

Angie Nelson, GTA Program Manager

gta@mt.gov

(406) 444-0134
Thank You!