

ATTENTION ESSEX COUNTY, NY AGRICULTURAL PRODUCERS



ESSEX COUNTY
IN THE PARK
Industrial
development
agency



Department of
Environmental
Conservation



2024

AGRICULTURAL PRODUCERS REVITALIZATION MICROENTERPRISE GRANT PROGRAM

ESSEX COUNTY, NY

***Funded By NYS Department of Conservation
Adirondack Park Community Smart Growth Grant Program***

In coordination With:

Essex County, NY

Essex County Industrial Development Agency
Ticonderoga Area Chamber of Commerce
Essex County Soil & Water Conservation District
Cornell Cooperative Extension - Essex County
SUNY Canton Small Business Development Center

2024 Essex County Agricultural Producers Revitalization Microenterprise Grant Program



General Information

The Essex County Industrial Development Agency (ECIDA) has been awarded \$125,000 from the NYS Department of Conservation Adirondack Park Community Smart Growth Grant Program to provide an agricultural producers revitalization microenterprise grant program. Under the Microenterprise Program, the funding must be used to promote entrepreneurship and growth while providing job opportunities for New Yorkers and can also support implementation of climate change adaptation, environmental management and protection. The term "microenterprise" in reference to this grant program means a commercial for-profit agricultural producer enterprise that has nine (9) or fewer full time equivalent (FTE) employees, one (1) or more of whom owns the enterprise physically located in Essex County, NY. Agricultural producers include for sale field crops, fruits, vegetables, livestock and livestock products, maple sap or syrup, apiary products, mushrooms, forestry including Christmas trees, and other qualifying products. Individual grant sizes can range from \$10,000 - \$20,000. This project will assist agricultural producer businesses by providing grants for working capital, marketing, furniture, fixtures, equipment, machinery, inventory, operational expenses, and assist with losses incurred from the 2023 storms and weather that affected agricultural producers. In addition, this program can assist businesses to implement changes to improve viability and sustainability, improve connections to new market opportunities, and adaptation to climate change. All projects must be completed by May 31, 2025.

Eligible Applicants

At the time of application, an applicant is a for-profit agriculture producer business that employs nine (9) or fewer full time equivalent (FTE) employees. The business must be physically located in Essex County, New York. Businesses must be open and operational prior to the application due date to be eligible. All applicants must be agricultural producers. Agricultural producers include for sale field crops, fruits, vegetables, livestock and livestock products, maple sap or syrup, apiary products, mushrooms, forestry including Christmas trees, and other qualifying products. Microenterprise funds can finance 90% of the total project cost up to \$20,000. A minimum of 10% owner equity contribution for the project is required. Certified completion of the approved entrepreneurial assistance/small business training program is required.

518-873-9114

www.essexcountyida.com





Ineligible Applicants

Ineligible applicants include, but are not limited to any business that is not an agricultural producer.

The ECIDA reserves the right to determine an inappropriate or ineligible applicant.

Eligible Use of Funds

Funds from the grant program can be used for the following uses:

- Working capital including rent, mortgage payments, utilities, payroll, inventory, and seed purchase for crop rotation
- Furniture, fixtures, equipment, and machinery
- Marketing and new outreach
- Climate change adaptation
- Losses from the 2023 storms

Ineligible Use of Funds

This program will not provide funding for any business activity which does not meet the program requirements including but not limited to:

- Paying off existing debt, Refinancing loans and/or Acquiring a position in a business

The ECIDA reserves the right to determine an inappropriate or ineligible use of funds for the grant program.

Employment Criteria

Full time jobs are considered to be the equivalent of 40 hours a week. At the time of the application if a business has part-time employees, the number of full time equivalent (FTE) will be calculated by dividing by 40 the total hours worked by part-time employees. If the part-time employee hours vary weekly, the weekly average of part-time hours over the most recent three (3) months will be used to calculate FTE jobs for part time employees.

Program Process

- A public meeting will be held on October 10th, 2024. A press release will be issued at least a week prior to this date. Contact the Essex County Industrial Development Agency (ECIDA) for more information at info@essexcountyida.com or call 518-873-9114.
- Assistance is available for FREE with filling out the application, business plan development process, and preparing financials. Please contact the Ticonderoga Area Chamber of Commerce or the SUNY Canton Small Business Development Center. Appointments are required.
- A completed application filed by each applicant: Deadline for submitting application is November 7th, 2024, by 12:00 Noon at the Essex County IDA office in Elizabethtown, NY. *NOTE:* 1 electronic and 1 hard copy must be submitted. Only a complete application will be accepted. The ECIDA will review application eligibility and completeness.
- All eligible applications for the Grant Program (GP) will be forwarded to the Grant Review Committee (GRC). The GRC will submit final project recommendations to the ECIDA Board of Directors for final approval. All members of the GRC will sign a required NDA agreement. The GRC committee will receive a financial summary document provided by the ECIDA for each applicant.

Financial Assistance

- The maximum grant per business is \$20,000. The minimum grant per business is \$10,000.
- Appropriate documentation for use of funds must be provided to the ECIDA.
- The amount to be provided per project will be determined by the GRC based on review of the applications and supporting documents. The determination of the GRC and ECIDA is final.
- All assistance in the form of a grant is subject to be recaptured if the business closes or relocates outside the Essex County, NY program area before 12/31/26. The amount of funds recaptured is determined by the terms of the grant agreement and is generally based on the amount of time the business has operated in the Essex County, NY program area and the amount of funds provided.
- Each grant application will be reviewed and acted upon within the framework of the program considerations, which reflects the policies of the grant program administrator, grant review committee, the ECIDA, and the conditions of funding received from the NYS Department of Conservation Smart Growth Grant Program.
- In no case will the grant program funds be paid in advance. Documentation for all costs and expenses must be provided prior to disbursement of funds.
- All projects are expected to be completed by the date in their grant program agreement.

Required Training Session

All agricultural producer businesses interested in submitting an application **MUST** attend a required business training to receive the official grant program application. The training will be hosted by the Small Business Development Center in coordination with the Ticonderoga Area Chamber of Commerce and the ECIDA. The training date for this grant program is scheduled for October 24th, 2024. Details to be announced.

Support & Assistance

FREE business support and assistance is available with filling out the microenterprise grant application, business plan development, and preparing the required financials. Appointments will be required. Specific assistance days are being scheduled where applicants for this program can make appointments for one-on-one assistance. Please contact the Ticonderoga Area Chamber of Commerce or the SUNY Canton Small Business Development Center for more information. See contact information included in this packet.

518-873-9114

www.essexcountyida.com



Start Preparing To Apply

Agricultural Producers Revitalization Microenterprise Grant Program Document Check List

General Check List Of Documents Required - See Application For Detailed Information

- Completed Application
- Business & Project Plan
- Financials (Profit & Loss, Monthly Cash Flows, Project Financials, & Business Tax Returns)
- Required Financial Documents (Personal Financial Statement, Credit Authorization Form, & Personal Tax Returns)
Will be required for any owner with 20% or greater ownership.
- Resume & Business Background Information
- Copy of Business License or Documents (DBA, LLC, Partnership Agreement, Incorporation Paper, etc.)
- Copy of Business Training Completion Certificate
- *Additional Information May Be Required*

● Notes & Questions ●



Get In Touch

For More Information, Contact Us

Essex County Industrial Development Agency

Carol Calabrese
ccalabrese@essexcountyida.com
518-873-9114

Ticonderoga Area Chamber of Commerce

Matthew Courtright
mcourtright@ticonderogany.com
518-585-6619

SUNY Canton Small Business Development Center

Dale Rice
riced@canton.edu
315-386-7312

Cornell Cooperative Extension

Essex County

Elizabeth Lee
el677@cornell.edu
518-962-4810

Essex County, NY

Water & Soil Conservation District

Alice Halloran
ahalloran@essexcountyswcd.org
518-962-8225

518-873-9114

www.essexcountyida.com

