



Local Meat Processing Capacity Grant: **Small Projects Grant**

Application closes: **Monday, February 28, 2022**

The Washington State Legislature has allocated \$3.6 million dollars for grants to assist small and midsize meat and poultry processors expand their capacity to serve small and midsize Washington farmers and ranchers who sell their farm-raised meat or poultry products directly to individual consumers, stores, food hubs, restaurants, schools and other local buyers.

The fundamental purpose of this grant program is to increase access to local meat and poultry products for the people of Washington State by increasing farmers' and ranchers' access to livestock slaughter and processing services, especially but not limited to USDA-inspected services. This public need became apparent during the COVID-19 pandemic, when food supply chains were disrupted and the importance of resilient local food economies became evident.

Applicants to the Small Projects Grant may request funds up to \$150,000 to make investments that increase availability of meat or poultry slaughter or processing services needed by direct-marketing farms. Investments should expand capacity or increase efficiency, food safety, waste management, humane livestock handling or workforce capability. Eligible expenses include equipment, facility improvements, planning, and workforce development costs, and must be completed by June 30th, 2022. Grant expenses are paid by the Washington State Department of Agriculture (WSDA) on a **reimbursement** basis.

WSDA will review applications for eligibility of applicants and eligibility of proposed expenses, in addition to the proposed project's achievability, impact to business viability, and benefit to direct-marketing farms. WSDA may modify, including increasing or decreasing, awards at the director's discretion based on applications received and availability of funds.

Please refer to the Grant Guidelines document ([WSDA publication 937](#)) for eligibility, allowable use of funds, evaluation criteria, and other grant details.

Application Instructions. There are 2 ways to complete this application — please do not mail the form.

1. Download the form. Type responses directly in form. Save and send form as email attachment to alyssa.jumars@agr.wa.gov
2. Print the form and complete by hand. Scan (or take a photo) and submit as email attachment to alyssa.jumars@agr.wa.gov

Questions? Email alyssa.jumars@agr.wa.gov or call (206) 743-4169.

| Applicant Information | | |
|---|-----------------------------------|---------------------------------|
| Business Name | Unified Business Identifier (UBI) | Tax Identification Number (TIN) |
| Physical Address | | County |
| Business Mailing address (if different than Physical Address) | | |
| Contact Name | Phone | Email |

Facility Information

Number of Employees at Processing Facility/Operation: _____

Check all that apply to your operation: (please refer to the [Grant Guidelines](#) for eligibility requirements)

- ☐ Applicant is a WSDA-licensed Custom Farm Slaughterer, License Number _____
- ☐ Applicant is pursuing license as a WSDA-licensed Custom Farm Slaughterer
- ☐ Applicant is a WSDA-licensed Custom Slaughtering Establishment, License Number _____
- ☐ Applicant is pursuing license as a WSDA Custom Slaughtering Establishment
- ☐ Applicant is a WSDA-licensed Custom Meat Facility, License Number _____
- ☐ Applicant is pursuing license as a WSDA Custom Meat Facility
- ☐ Applicant is a direct-marketing farmer or rancher operating a retail meat establishment permitted by a local health jurisdiction and operated in adherence to the USDA Food Safety and Inspection Service (FSIS) Retail Exemption, permit number _____
- ☐ Applicant is a direct-marketing farmer or rancher developing a retail meat establishment permitted by a local health jurisdiction and operated in adherence to the USDA FSIS Retail Exemption
- ☐ Applicant is a WSDA Food Processor Licensed for Poultry, License Number _____
- ☐ Applicant is pursuing a WSDA Food Processor License for Poultry
- ☐ Applicant is a USDA-inspected Slaughterer, USDA Establishment Number _____
- ☐ Applicant is pursuing USDA inspection for Slaughter
- ☐ Applicant is a USDA-inspected Slaughterer and Processor, USDA Establishment Number _____
- ☐ Applicant is pursuing USDA inspection for Slaughter and Processing
- ☐ Applicant is a non-profit or government entity directly providing or enabling access to meat processing services or equipment for Washington livestock producers. Please describe:

- ☐ Applicant business is majority-owned by member(s) of a socially-disadvantaged group (response optional)

Socially Disadvantaged Group is defined by the USDA as a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

Approximately how many animals did applicant process each year, 2019-2021? What target number of animals per year would this grant enable applicant to process?

| | 2019 | 2020 | 2021 | Target, with grant support |
|---------|------|------|------|----------------------------|
| Beef | | | | |
| Pork | | | | |
| Lamb | | | | |
| Goat | | | | |
| Poultry | | | | |
| Other | | | | |

Facility Information, *continued*

Approximately how many livestock producers did applicant serve last year (2021)? _____

Please list the primary counties these livestock producers are from:

Briefly describe applicant's current operation and the services currently offered to small farms:

(e.g., slaughter, butcher, specialty products, type of retail if any, halal, kosher, service offered in languages other than English, etc.)

(3-5 sentences)

Grant Proposal

Grant proposals will be evaluated based on achievability within grant period (40%), impact to business viability (20%), and benefit to Washington direct-marketing farms and ranches (40%). Please see [Grant Guidelines](#) for additional information on scoring criteria and eligible expenses.

Total amount of grant funding requested: _____

Please describe proposed activities and use of grant funds:

Applicants requesting grant funds for a startup project should anticipate being appropriately licensed, permitted, or inspected within the grant period, or shortly after (up to 6 months).

Grant Proposal, *continued*

The proposed use of grant funds would allow applicant to:

(check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Maintain slaughter capacity | <input type="checkbox"/> Increase efficiency of existing operations |
| <input type="checkbox"/> Increase slaughter capacity | <input type="checkbox"/> Expand workforce |
| <input type="checkbox"/> Develop new slaughter capacity | <input type="checkbox"/> Increase workforce capability |
| <input type="checkbox"/> Maintain processing capacity | <input type="checkbox"/> Improve food safety |
| <input type="checkbox"/> Increase processing capacity | <input type="checkbox"/> Improve waste or waste water management |
| <input type="checkbox"/> Develop new processing capacity | <input type="checkbox"/> Improve humane livestock handling capability |

Project Budget

This is a **reimbursement** grant. Under reimbursement grants, recipients do not receive money in advance. They make approved purchases and submit reimbursement invoices for those expenses, and WSDA reimburses (pays back) approved expenses.

For ALL costs (equipment, facility improvements, planning, and workforce development costs) **please confirm with suppliers or service providers** that the items are currently available or that the activity can realistically be completed by **the deadline of June 30, 2022**.

| Briefly describe item or activity | Cost (estimates okay) | Item / Activity can be achieved by June 30, 2022 |
|---|--------------------------|---|
| Example: Install 10x10 cooler for offal storage (time and materials to install concrete slab, cooler box, cooler unit, electrical, roof cover) | \$26,000 | ✓ |
| Purchase ABC Brand Vacuum Sealer | \$18,000 | ✓ |
| Hire AAA Consultants to write Food Safety HACCP Plan | \$4,500 | ✓ |
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| Total Request: | | |

Briefly describe any planning work that has already been completed that informs the proposed project:
(e.g., business planning, feasibility studies, or work performed by consultants)

Please describe how the proposed project will increase availability of services to small farms and ranches
(e.g., more available slaughter appointments, more cut and wrap services, additional processing or value-added services offered, processing for additional species, more farms served, expanded service area, culturally-relevant processing such as halal, kosher, or service offered in languages other than English, etc.)

(3-5 sentences)

Optional Questions — informational only; does not affect application scoring

What kind of technical assistance would be most valuable to applicant's operation: (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Understanding regulations that apply to my business | <input type="checkbox"/> Opportunities to network with other meat processing businesses |
| <input type="checkbox"/> Navigating local permitting requirements | <input type="checkbox"/> Succession planning for the business |
| <input type="checkbox"/> Developing waste water or waste management strategies | <input type="checkbox"/> Finding insurance coverage |
| <input type="checkbox"/> Developing food safety plans (e.g., HACCP) | <input type="checkbox"/> Evaluating workflow, efficiency, or plant layout |
| <input type="checkbox"/> Finding grant opportunities and /or help grant writing | <input type="checkbox"/> Exposure to new techniques, tools, or market trends |
| <input type="checkbox"/> Navigating loan opportunities | <input type="checkbox"/> Learning culturally appropriate slaughter techniques and applicable regulations |
| <input type="checkbox"/> Business or financial planning for growth | <input type="checkbox"/> Sourcing new equipment that better meet production needs |
| <input type="checkbox"/> Workforce recruitment and development opportunities | |
| <input type="checkbox"/> Other, please describe: | |

Optional — Please describe additional funding needs

If there were no limit to grant funding or timelines, what additional amount would applicant request?

Briefly describe those additional expenditures and how they would increase capacity to serve small Washington farms raising livestock for direct-market sales:

Certifications

By submitting this application and signing below, I certify the following:

- a. I am authorized to submit this proposal on behalf of the Applicant.
- b. The information submitted in this application is true, correct, and complete to the best of my knowledge.
- c. I certify that the Applicant, if a corporation, partnership, liability or limited liability corporation, or non-profit, is in good standing with the Washington Secretary of State.
- d. I understand that information collected by the WSDA becomes a public record and may be disclosed.
- e. I understand that signing this document does not constitute an approved grant by the Washington State Department of Agriculture (WSDA). Submission of this application does not obligate WSDA in any way to provide a grant.
- f. I understand that grant award amounts may be modified (increased or decreased) at the discretion of the WSDA Director based on eligibility of the Applicant, eligibility of expenses, contribution to the purpose of the project, applications received and/or funding availability. I understand that WSDA also reserves the right to cancel the grant program and the award at any time for any reason, such as due to a withdrawal or suspension of funds by the funding source, a state of emergency, or other occurrence that impacts WSDA's ability to continue with the program or awards.
- g. I understand that expenses that have been or will be reimbursed by insurance or other federal, state, or local dollars are not eligible expenses for the Local Meat Processing Capacity Grants.
- h. I understand that expenses incurred before the date of an executed contract with WSDA or expenses incurred after spending deadlines designated in the contract will not be reimbursed.
- i. I understand that the Applicant may be asked to provide receipts or additional documentation for up to 6 years following the receipt of any grant funding, and that WSDA reserves the right to inspect and audit the project site for as long as one year following the final payment received by the grantee. If any of the expenses paid with grant money are found ineligible according to state or application guidelines, I agree to reimburse WSDA the full amount of the grant award.
- j. I understand that WSDA will rely on the accuracy of the submittals and certifications made with this application. Any misrepresentation or inaccurate information may result in a determination of ineligibility and/or forfeiture of grant funds. I further understand I may be required to submit backup documentation proving the accuracy of my answers if I receive a grant.
- k. I am not and none of the Applicant business owners or board members are presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any federal or state department or agency, or presently involved in any bankruptcy.
- l. I certify the Applicant's business or organization does not unlawfully discriminate with regard to employees, volunteers, delivery of programs or services, or clients served based on age, sex, religion/creed, race, color, national or ethnic origin, sexual orientation, gender identity or expression, disability, marital status, military or veteran's status, pregnancy or genetic information.

Applicant Name: _____

Signature: _____ Date: _____