



**Statewide Agricultural Farmers Market Grant Program
Tennessee Agricultural Enhancement Program
Application Guidelines
Fiscal Year 2019-2020**

A. General Information

The purpose of the Farmers Market Promotion Program is to increase income to Tennessee farmers by providing assistance for the promotion, marketing, and/or improvement of farmers markets in communities throughout Tennessee.

1. Grants are available to qualified farmers markets in amounts up to \$750.
2. Funding is limited.
3. Funds are to be used for activities such as advertising, social media promotions, collateral material development, participation in the Pick TN Conference, or membership in the Tennessee Association of Farmers Markets (TAFM), etc.
4. Records of expenditures for these activities should be maintained for 5 years for verification purposes.

The Tennessee Department of Agriculture is providing this opportunity through the Tennessee Agricultural Enhancement Program (TAEP). TAEP is a result of the State of Tennessee's commitment to supporting farm development and Tennessee's agricultural community.

Program Timeline

To participate in the Farmers Market Promotion Program, all Eligibility Requirements must be met and all TAEP Agreement & Payment Authorization forms must be received by the Tennessee Department of Agriculture no later than December 1, 2019.

B. Eligibility Requirements

Grant funds are available to Tennessee farmers markets who meet the eligibility requirements below. Grants are not available to individuals.

A qualified farmers market must:

1. Be listed on the Tennessee Department of Agriculture's Pick Tennessee Products website – PickTnProducts.org.
2. Verify their online listing at PickTnProducts.org is correct.
3. Operate at a designated location and at a fixed time.
4. Have five (5) or more farmer producers selling their own agricultural products direct to the consumer.
5. Ensure farmers market activities meet all state and local building, food safety, and regulatory requirements.
6. Have an organized structure (board) or be connected to a local public entity.

C. To participate in the Statewide Agricultural Farmers Market Grant Program please:

1. Verify the online listing at PickTnProducts.org is correct. If correct, check the correct box on the TAEP Agreement & Payment Authorization form. If corrections are needed please list the needed changes on a separate piece of paper.
2. Complete the TAEP Agreement & Payment Authorization form, *attached*.
3. Complete the IRS Form W9, *attached*.
4. Submit the TAEP Agreement & Payment Authorization form, the IRS Form W9, and any corrections needed to the address below.
5. The deadline to submit all paperwork is December 1, 2019.

D. Tennessee Department of Agriculture reserves the right to:

1. Consider each funding request on a case by case basis.
2. Reject any or all requests.
3. Provide partial funding.
4. Provide funding contingent on receiving additional information from applicant.
5. Require the applicant to work with the Tennessee Department of Agriculture to complete all requirements.
6. Verify funds are utilized for designated purposes.

E. Contact Information

Please direct any questions concerning the Farmers Market Promotion to:

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