

## Applying for a Farm Vitality Planning Grant – A Step-by-Step Guide

1. Log in to your account at [www.esa.dced.state.pa.us](http://www.esa.dced.state.pa.us). If you do not currently have an account, you will need to register to create one.

The screenshot shows the PA Keystone Login page. On the left, under "General Facts:", there are instructions for creating a new account. A red arrow points from a text box to the "Registration" link. Another red arrow points from a text box to the "Register" button in the "What's New?" section. The "What's New?" section contains a "Login" form with "Username" and "Password" fields and a "LOGIN" button. Below the form is the "PA KEYSTONE LOGIN" logo and links for "Registration", "Forgot Password", and "Learn more about Keystone Login".

**Log in with your username and password here.**

**If you don't have a username and password, register for an account here.**

2. Once you have logged in to your account, you will be prompted to Begin a New Application. Enter a meaningful Project Name specific to your proposed project, and make sure the box asking "Do you need help selecting your program" is marked as "Yes". Click "Create a New Application".

The screenshot shows the "Begin a New Application" page. At the top, there are navigation links: "Home", "Help", "Contact Us", "Submitted Applications", and "User Settings". The main heading is "Begin a New Application". Below it, there is a text input field for "Project Name" and a dropdown menu for "Do you need help selecting your program?". A red arrow points from a text box to the "Project Name" field. Another red arrow points from a text box to the "Yes" option in the dropdown menu. A third red arrow points from a text box to the "CREATE A NEW APPLICATION" button.

**1. Insert a specific Project Name**

**2. Make sure this is marked "Yes"**

**3. Click "Create New Application" to proceed.**

3. On the Select Program page, check the box next to “Department of Agriculture” and make sure no other boxes are checked. Scroll down the page and click the “Search” button.

The screenshot shows the PA Select Program page. At the top, there is a navigation bar with links for Home, Help, Save, Print, Contact Us, and Logout. Below the navigation bar, the page title is "Program". The Agency is listed as "Pennsylvania Department of Community and Economic Development", the Applicant as "DCED", and the Web Application # as "8375070".

The "Select Program" section contains a list of Agencies with checkboxes. A red arrow points to the "Dept of Agriculture" checkbox, which is checked. A box labeled "1. Check box for 'Department of Agriculture'" is positioned over this checkbox. Below the Agencies section, there are sections for "Non-Profit/Government Enterprise Types" and "Use of Funds", each with several checkboxes. A "Sort By" dropdown menu is set to "Show Single Application Programs First".

A red arrow points to a yellow "SEARCH" button at the bottom of the page. A box labeled "2. Click Search." is positioned over this button.

4. All available Department of Agriculture Grants will now be displayed at the bottom of the page. Scroll until you see “Farm Vitality Planning Grant” (the grants are listed in alphabetical order). Click “Apply” to begin filling out the application.

The screenshot shows a list of Department of Agriculture Grants. The grants are listed in alphabetical order. The "Farm Vitality Planning Grant" is highlighted with a red box. A red arrow points to the "Apply" button next to this grant. The "Apply" button is a blue link with a pencil icon.

The other grants shown are "Farm to School Grant Program" and "Specialty Crop Block Grant Program". The "Specialty Crop Multi-State Program" is listed at the bottom with a note that it is not currently accepting applications.

5. Once you begin an application, you will need to work through and complete the necessary information in each section shown in the orange bar at the top of the page. You can work through the sections in any order. Each time you switch to a different section, your work will be saved automatically.

The screenshot shows the top navigation bar with links: Home, Help, Save, Print, Contact Us. Below it is an orange bar with links: Program, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, Certification. A red arrow points to the 'Program' link. Below the orange bar, the following information is displayed:

Agency: Pennsylvania Department of Agriculture  
 Applicant:  
 Program: Farm Vitality Planning Grant

The 'Program' section is titled 'Farm Vitality Planning Grant' and is associated with the 'Pennsylvania Department of Agriculture'. A brief description states: 'The purpose of the Farm Vitality Planning Grant Program is to enhance the long-term vitality of Pennsylvania's farms through sound business planning, efficient transitions of farm or Pennsylvania's farmers.'

6. Applicant Section. Please enter all required information.

The screenshot shows the 'Applicant Information' section. The top navigation bar is the same as in the previous screenshot, but the 'Applicant' link is highlighted with a black box. Below the orange bar, the following information is displayed:

Agency: Pennsylvania Department of Agriculture  
 Applicant:  
 Program: Farm Vitality Planning Grant  
 Web Application #: 8375070

The 'Applicant Information' section contains the following fields:

- Applicant Entity Type:** A group of radio buttons with options: Limited Liability Partnership, Partnership, Government, Non-Profit Corporation, Sole Proprietorship, Limited Liability Company, S Corporation, and C Corporation. A red diamond is next to the 'Partnership' option.
- Applicant Name:** A text input field with a red diamond.
- NAICS Code:** A text input field with a red diamond.
- FEIN/SSN Number:** A text input field with a red diamond. Below it is a note: '\*Please enter FEIN as 9 digits, no dash.'
- DUNS Number:** A text input field.
- CEO:** A text input field with a red diamond.
- CEO Title:** A text input field with a red diamond.
- SAP Vendor #:** A text input field with a red diamond. Below it is a note: '(xxxxxx or xxxxxx-xxx)'
- Contact Name:** A text input field with a red diamond.
- Contact Title:** A text input field with a red diamond.
- Phone:** A text input field with a red diamond and an 'Ext.' field. Below it is a note: '(xxx-xxx-xxxx)'
- Fax:** A text input field.
- E-mail:** A text input field.
- Mailing Address:** A text input field with a red diamond.
- City:** A text input field with a red diamond.
- State:** A dropdown menu with 'PA' selected.
- Zip Code:** A text input field with a red diamond.

Two callout boxes provide additional information:

- A box with a red arrow pointing to the 'Partnership' radio button: 'All required information is marked with a red diamond.'
- A box with a red arrow pointing to the 'NAICS Code' field: 'If you are applying as an individual, enter 8141 for NAICS Code'

### Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing	<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing
<input type="checkbox"/> Government	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Mining	<input type="checkbox"/> Other	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider	<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal


## 7. Project Overview. The only required information on this page is assigning a Project Name.

Program Applicant **Project Overview** Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Agriculture  
Applicant:  
Program: Farm Vitality Planning Grant Web Application #:

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### Project Overview

Project Name: 

Is this project related to another previously submitted project?

If yes, indicate previous project name:

Have you contacted anyone at Dept of Agriculture about your project?

If yes, indicate who:

Is your community certified through [Sustainable Pennsylvania](#)?

If yes, what level:  
 Bronze  Silver  Gold  Platinum

Are you interested in applying for multiple funding sources for this project?  
You are only permitted to apply for one program per application. By answering "Yes", you will be given the ability to apply for an additional program on the Certification page after this application has been submitted.

How many Site Locations are involved in the project?

## 8. Project Site. Please enter information regarding the location of your operation.

Program Applicant Project Overview **Project Site** Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Agriculture  
Applicant:  
Program: Farm Vitality Planning Grant

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### Project Site Location(s)

To add Project Site Locations, please see the [Project Overview](#) section.

**Site 1**

Address:


City:


State: PA

Zip Code:

County:

Municipality:

PA House: 

PA Senate: 

Designated Areas:  Act 47  Brownfield  Enterprise  Greenfield  Keystone  Keystone Opportunity Zone  Prime Agricultural Area  Uses PA Port

These two items will be automatically filled in after you select your county and municipality above.

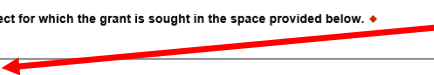
**9. Narrative.** Please enter a detailed narrative describing your project. Be sure to directly relate the proposed project to the specific project types that are eligible for this grant. If you have already been working with service providers, please describe this here including when work began for the project. Keep in mind that if you intend to utilize grant funds towards work that began prior to signing a grant agreement, you must describe that here. Grant funds can be used to reimburse expenses incurred back to July 1, 2019 as long as they are described here as part of the work plan.

Home Help Save Print Contact Us

Program Applicant Project Overview Project Site **Narrative** Budget Addenda Certification

Agency: Pennsylvania Department of Agriculture  
 Applicant: Web Application #: 8375070  
 Program: Farm Vitality Planning Grant

**Project Narrative**  
 Adequate answers to the Project Narrative questions below are required. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Program Addenda section or the Program Guidelines.

Provide a detailed description of your project for which the grant is sought in the space provided below.  Enter project narrative here.

(Must enter at least 100 characters.)  
 Character Count: 0/6000 characters.

**10. Budget.** The budget must be completed in two sections: Spreadsheet and Basis of Cost.

The spreadsheet is where you will enter the amount of funding sought from the grant as well as matching funds. Keep in mind that the requested grant amount cannot exceed 75% of the Budget Total, and there is a maximum of \$7,500 that can be requested per grant.


Program Applicant Project Overview Project Site Narrative **Budget** Addenda Certification

Agency: Pennsylvania Department of Agriculture  
 Applicant: Web Application #: 8375070  
 Program: Farm Vitality Planning Grant

**Program Budget**  
 Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet Basis of Cost

In-kind support shall not be counted toward an applicant's matching contribution. The Requested amount cannot exceed \$7,500 and The Match amount must be at least 25% of the program grant amount.

**Budget Spreadsheet**  The first column indicates the amount of funding you are requesting from Dept of Agriculture. After completing the budget, please complete the [Basis of Cost](#) tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

Add funding source	Farm Vitality Planning Grant	Match Private	Total
Cost Category - Collapse	\$7,500.00	\$2,500.00	
Service Provider <span style="float: right;">Remove</span>	\$7,500.00	\$2,500.00	\$10,000.00
Total	\$7,500.00	\$2,500.00	\$10,000.00
		<b>Budget Total:</b>	<b>\$10,000.00</b>

Please be sure to enter a match amount that is **at least 25% of the Budget Total.**

The grant amount requested here **cannot exceed 75% of the Budget Total.**

The Basis of Cost is used to justify the proposed budget. Provide a narrative that describes how you determined your budget, and it is recommended that you utilize quotes or estimates from the service providers that you intend to work with towards the development of your plan.

Program Applicant Project Overview Project Site Narrative **Budget** Addenda Certification

Agency: Pennsylvania Department of Agriculture  
Applicant:  
Program: Farm Vitality Planning Grant

### Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet **Basis of Cost**

#### Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

- Appraisals
- Bids/Quotations
- Budget Justification
- Contractor Estimates
- Engineer Estimates
- Sales Agreements

Enter your budget justification narrative here.

#### Budget Narrative

The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.

Character Count: 146/2000

For each of the Budget Categories used in the Budget Spreadsheet, please provide a brief description of the services, work, or equipment proposed.

## 11. Addenda. Please complete this entire section.

Program Applicant Project Overview Project Site Narrative Budget **Addenda** Certification

Agency: Pennsylvania Department of Agriculture  
Applicant:  
Program: Farm Vitality Planning Grant

Web Application #: 8375070

### Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program Addenda because your organization or project do not meet the requirements listed below, please try [changing your program](#).

#### Project Purpose

1. Check the box that best specifies the purpose that will be achieved by the project.

- Create or obtain a business plan and management strategies to enhance the long-term economic viability of a farm
- Create or obtain a plan for the transition of ownership and operation of a farm to new owners and operators
- Create or obtain a plan for the transition of ownership and operation of a farm within the farmer's family
- Create or obtain a plan to diversify an existing agricultural operation to new or different forms of agricultural production, including on-farm value-added processing and agritourism
- Create or obtain a plan to maintain the long-term economic viability and protect the investment of public funds in preserving farms that are subject to perpetual agricultural conservation easements for agricultural production
- Create or obtain a plan for farm expansion or seeking financing for farm growth

Select which of the eligible project types best fits your project.

#### Farm Type

2. Is your farm a preserved farm (subject to a permanent agricultural conservation easement)?

Indicate if your farm is preserved or not.

#### Project Participants

3. Please attach a spreadsheet with a brief narrative identifying each entity/service provider that will assist with and participate in the project, with each provider listed in its own row. Each row shall contain columns for Service Provider and Role.

Upload Files  
Use the control below to select your file. Each file can be no larger than 30MB.

File 1

Create and upload a separate document that lists each service provider that will participate in your project and a brief description of their role.

#### Project Budget

4. Please attach a spreadsheet identifying a budget for each service provider that will assist with and participate in the project, with each provider listed in its own row. Each row shall contain columns for Service Provider, Anticipated Cost, and Anticipated Completion Date for Services. Please also include the total cost.

Upload Files  
Use the control below to select your file. Each file can be no larger than 30MB.

File 1

Create and upload a separate document that lists each service provider, the anticipated costs for their services, and an anticipated completion date for their services. Keep in mind that projects must be completed **within two years of the effective date of the grant agreement in order to be eligible for reimbursement.**

**12. Certification.** The certification section is where you can view any items that need to be completed before the submitting the application. Once all required components are complete, you can submit your application for review.

Once all required information has been entered, the applicant will need to electronically sign and can submit the application.