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.

   **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”.

   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.

1. Check box for “Department of Agriculture”

2. Click Search.

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.
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.

6. **Applicant Section.** Please enter all required information.

- **Applicant Entity Type**
  - Limited Liability Partnership
  - Government
  - Single Proprietorship
  - Partnership
  - Non-Profit Corporation
  - Limited Liability Company
  - S Corporation
  - C Corporation

- **Applicant Name**

- **NAICS Code**

- **FENISSN Number**

- **DUNS Number**
  - Please enter DUNS as 9 digits, no dash

- **CEO**

- **CEO Title**

- **SAP Vendor #**

- **Contact Name**

- **Contact Title**

- **Phone**

- **Fax**

- **E-mail**

- **Mailing Address**

- **City**

- **State (CA)**

- **Zip Code**

- **Enterprise Type**

All required information is marked with a red diamond.

If you are applying as an individual, enter 8141 for NAICS Code.
7. **Project Overview.** The only required information on this page is assigning a Project Name.

- **Project Name:**

  Is this project related to another previously submitted project?
  
  - No

  If yes, indicate previous project name:

  Have you contacted anyone at Dept. of Agriculture about your project?
  
  - No

  If yes, indicate who:

  Is your community certified through Sustainable Pennsylvania?
  
  - No

  If yes, what level:

  - Bronze
  - Silver
  - Gold
  - Platinum

  Are you interested in applying for multiple funding sources for this project?
  
  - No

  How many Site Locations are involved in the project?
  
  1

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

- **Address:**

- **City:**

- **State:** PA

- **Zip Code:**

- **County:**

  - Select County

- **Municipality:**

  - Select Municipality

- **PA House:**

- **PA Senate:**

  - Select Designated Areas:

    - Act 47
    - Acreage
    - Census
    - Keystone
    - Prime Agricultural Area
    - Greenfield
    - Keystone Opportunity Zone
    - Uses PA Port
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.

---

Enter project narrative here.

---

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.

---

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

---

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

11. Addenda. Please complete this entire section.

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

Indicate if your farm is preserved or not.

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

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.

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.
12. Certification. The certification section is where you can view any items that need to be completed before 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.

Select the appropriate option.

Type your name here to electronically sign the application.

Once all information is entered, click “Submit Application”