

## NYS MEAT PROCESSING EXPANSION GRANT APPLICATION

All information provided in this application will remain confidential.

Section One: Applicant Information		
Name:	County:	
Legal Name of Applicant:		
Name of Person Authorized to Apply on behalf of Applicant:		
Physical Street Address:	City:	State:
Mailing Address:		
Email:	Phone:	Zip:
Federal Taxpayer ID:	Tax Map #:	DEC Permit (NY-2C) #:

Authorized Organization Representative (AOR)
List the person who will be the main contact for any correspondence and who is responsible for signing any documentation in the event a grant is awarded.
Name:
Title:
Phone Number:
Email:
Mailing Address:

Description of Facility and Ownership
Describe how you own and control or rent and have access to the facility/land where the project is located. If you rent, please indicate the term of the lease. Also include the facility's access to utilities and the square footage of all buildings. Describe the capacity of the water and wastewater systems and whether increased capacity will be required as a result of the proposed project.

Brief description of your business (200 words or less)

1. Licenses (Check all that apply)

- USDA/FSIS  USDA/FSIS Exotic
- USDA Custom Exempt
- NYS 5A
- NYS 20C
- NYS Food, Fish & Crustacea Dealer & Shipper

Please attach your Certifications/Letters of Incorporation to the Application:

- |  |   |
|--|---|
| <input type="checkbox"/> Business Corporation      | <input type="checkbox"/> Partnership            |
| <input type="checkbox"/> Subchapter S Corp.        | <input type="checkbox"/> Cooperative            |
| <input type="checkbox"/> Sole Proprietorships      | <input type="checkbox"/> Not-for-profit         |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Other (Please specify) |

Livestock Type and Number of Animals Processed per Week:

<input type="checkbox"/> Beef Steers	
<input type="checkbox"/> Culled Dairy Cows	
<input type="checkbox"/> Pork	
<input type="checkbox"/> Lamb	
<input type="checkbox"/> Goat	
<input type="checkbox"/> Veal	
<input type="checkbox"/> Chicken	
<input type="checkbox"/> Turkey	
<input type="checkbox"/> Other (Ex. Rabbits, Bison, Emu, Deer)	

**Please enter number of employees at the time of application in the following categories:**

Full time:	Part time:	Seasonal:	Temporary:
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Seasonal Workforce Description:

## **Section Two: Project Information**

### **Executive Summary**

Include a project summary of 500 words or less detailing project goals and objectives.

### **Management plan**

Describe your management plan — including listing applicant personnel and external project partners — who will be leading, coordinating, and carrying out activities under this project. Attach resumes of key personnel to the application.

Total MPEG Funds requested:

Total Other Funds (If applicable):

Total Project Cost:

<u>Period of Performance (projected)</u>	
Start date:	End date:

<u>Work Plan</u>						
Develop a task timeline using the headings below. List and describe each individual task to be performed including the timeframe for implementation; required resources; milestone(s) for assessing progress and success; and who is responsible for completing the activity, including collaborative arrangements or subcontractors. The task descriptions must be sufficiently detailed to give a clear understanding of the general flow of work necessary to complete the project. Please feel free to add a separate attachment with this information.						
No.	Task Description	Anticipated Start Date	Anticipated Completion Date	Resources Required to Complete Task	Milestone(s) for assessing Progressing and Success	Identify Who will Complete Task
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

<u>Performance Metrics</u>
State what metrics you plan to achieve for increasing capacity of New York sourced meat. Please make sure that you establish baseline numbers or estimate realistic target numbers for the metrics you propose, since you will report on these metrics after project completion.
<b>Example:</b> <i>Increased slaughter or processing capacity by a certain number of dollars, varieties of meat or poultry processed, volume (in pounds), percentage change, or a combination of volume and average price as a result of efficiency and capacity improvements.</i>
<b>Metric 1:</b> How did you derive the estimated numbers? (For instance, documented background or baseline information, and so on) :
<b>Metric 2:</b> How did you derive the estimated numbers? (For instance, documented background or baseline information, and so on) :
<b>Metric 3:</b> How did you derive the estimated numbers? (For instance, documented background or baseline information, and so on) :

### **Section Three: Budget Information**

Complete one of the two project summary forms below based on the grant request amount.

<b>Project Financial Summary (Grant request of \$50,000 to \$99,999)</b>
<u>If the project is multiple phases, please indicate <b>Total Project Costs</b>: \$</u>
<u>Total Project Costs for this Grant Request: \$</u>
<u>Applicant Match (10% of total project costs): \$</u>
<u>Total MPEG Request (90% maximum of total project costs): \$</u>
<u>Itemized Equipment List:</u>
<u>Source of Match Funds: (loan, personal funds, may include other documented costs)</u>
<u>If project is multiple phases, indicate amount of remaining funds necessary to complete the project:</u>
<u>Source of remaining funds to complete project: (loan, personal funds, etc.)</u>

<b>Project Financial Summary (Grant request of \$100,000 to 250,000)</b>
<u>If the project is multiple phases, please indicate <b>Total Project Costs</b>: \$</u>
<u>Total Project Costs for this Grant Request: \$</u>
<u>Applicant Match (20% of total project costs): \$</u>
<u>Total MPEG Request (80% maximum of total project costs): \$</u>
<u>Itemized Equipment List:</u>
<u>Source of Match Funds: (loan, personal funds, may include other documented costs)</u>
<u>If project is multiple phases, indicate amount of remaining funds necessary to complete the project:</u>
<u>Source of remaining funds to complete project: (loan, personal funds, etc.)</u>

<p>1. What opportunities will this capital investment create and what kind of economic impact will this investment have on your operation (e.g., expanded market opportunities, job creation/retention, etc.)?</p>
<p>2. If you do not have the funds to complete the project, will you be seeking a loan to cover the expenses before reimbursement is issued?</p>
<p>3. What are the biggest challenges you foresee in completing your project?</p>
<p>4. What are the annual revenues from the sale of products and/or services for the past three years? Please attach your tax returns <u>OR</u> balance sheets, income statements and cash flow statements from the previous three years. If this is a new business with less than three years of financial records, include the most current financial statements.</p>
<p>5. Please describe any significant changes planned to your business operation in the next five years (e.g., retirement/succession, major growth/downsizing, adding new market channels, etc.)</p>
<p>6. How will this project help you achieve/retain USDA inspection?</p>
<p>7. Describe how the project will increase processing capacity (e.g. pounds or head per week, expanding into a new line of animal).</p>
<p>8. Is there anything else important for us to know about your operation and/or application?</p>

**Please include additional photos, product descriptions, blueprints, or other collateral that are pertinent to the project.**

**Attestations** Yes      No

Is the applicant or any owner presently the subject of any litigation or is litigation threatened which will likely have a material adverse effect on the applicant's financial condition?		
Has the applicant/owner(s) been or is the applicant/owner(s) involved in bankruptcy, a creditor's rights or receivership proceeding, or sought protection from creditors?		
Has the applicant or any owner settled a debt with a lending institution for less than the full amount outstanding within the last three years?		
Has the applicant or any owner ever been convicted of any felony or misdemeanor? Other than a minor traffic violation, or are any such charges pending?		
Are there any outstanding judgments or liens pending against the applicant or owner other than liens in the normal course of business?		
Has the applicant or any owner ever defaulted on an obligation to the New York State Urban Development Corporation, doing business as Empire State Development (ESD) or any other agency or public benefit corporation of the State of New York?		
Does the applicant business have any foreign ownership?		

<b>Signature</b>	<b>Date</b>
<b>Print Name</b>	