

Show-Me Entrepreneurial Grants for Agriculture (SEGA)

*Workforce Development* Grant Program

Application Form

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| Legal Business or Producer Name (financially responsible for project): Click or tap here to enter text. |
| Project Name: Click or tap here to enter text. |
| Contact Person: Click or tap here to enter text. |
| Mailing Address: Click or tap here to enter text. |
| City: Click or tap here to enter text. County: Click or tap here to enter text. | State: Click or tap here to enter text. | Zip: Click or tap here to enter text. |
| Physical Address(s) (if different): Click or tap here to enter text. |
| Email: Click or tap here to enter text.  |
| Phone: Click or tap here to enter text. | Cell Phone: Click or tap here to enter text. |
| Grant Request Amount: $ Click or tap here to enter text. |
| Project Start Date: Click or tap here to enter text. |
| **Purpose:** To provide reimbursement of expenses to producers or businesses associated with hiring, training and certifying new/and or current employees of an entity that is adding value to a Missouri agriculture product.**Grant Award Amount:** $5,000 maximum for any agricultural business workforce development concept. Application Deadline: 5:00 p.m. April 28, 2023 for funding in June 2023.***SEGA Workforce Development Grants* must be completed by December 31, 2023 unless MASBDA allows an extension based on a written request.**For full program guidelines, including definitions, restrictions, and allowed use of funds, please visit masbda.com  |
| **Scoring Criteria:** **Proposals will be selected on a competitive basis. Each proposal will be evaluated and scored within a framework of 100 maximum points using the following criteria:****Potential to Increase Key Employee Measures: (45 points possible)**1) Potential number of full-time or part-time hires2) Potential to increase the average wage of employees from the workforce development activity3) Potential to increase business sales**Credibility and Implementation: (35 points possible)**1. Perceived technical and practical feasibility of the project
2. Reasonable and feasible work plan
3. Potential for timely application of learned materials and anticipated results
4. Use of professional third-party training or certification programs

**Merit: (20 points possible)**Each member of the MASBDA Board of Directors may award up to 20 additional points per proposal. The points are based largely on individual judgement of the proposal’s likely success. **A Project must score at least an average of 60 points to be considered for funding.****Matching Funds:**A minimum 25% cash match is required.**Project Eligibility:**Applications will be considered to fund up to 75% of eligible project expenses, up to $5,000, associated with hiring, training or certifying new and/or current employees related directly to the creation or expansion of a Missouri value-added agriculture business. Projects eligible to receive funding may include expenses such as:* Specialized education/certification (CDL, equipment operation, food safety, etc.)
* Advertising or recruiting expenses associated with hiring new employees
* Travel expenses associated with training programs
* Third-party on-site training costs

**Restrictions:**Grant funds are NOT intended to pay for production expenses, operational expenses or capital expenditures. The program does not provide funds for the following:1. Salary/benefits of current or new employees or managers
2. Equipment or supplies
3. Expenses incurred prior to date of grant award
4. Costs of training by current employees, managers, or owners.
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| **Business Description:** In 250 words or less, provide a summary of your current Missouri agricultural value-added business. |
| Click or tap here to enter text. |
| **Work Plan:** In 250 words or less, provide a summary of the workforce project to be funded. Please provide a brief description of the work plan, specific use of grant funds and total cost, including cash match:  |
| Click or tap here to enter text. |
| **Project Budget** |
| **Training/Certification** | **Grant Request Amount** | **Cash Match Amount** | **Total Cost** |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
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| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| **Total** | Click to enter text. | Click to enter text. | Click to enter text. |
| **Key Employee Measures:** In 250 words or less, explain how the proposed workforce project will impact the number of employees (full-time and part-time), the average wage paid to employees, and sales of your value-added business. Please include any other relevant economic measures which could be attributed to funding for this project. |
| Click or tap here to enter text. |

**ATTACHMENT A**

**Certification of Information and Business Relationships**

**(ATTACHMENT A MUST BE COMPLETED BY EACH PARTICIPATING INSTITUTION.**

**MAKE ADDITIONAL COPIES AS NECESSARY**

Pursuant to the “Guidelines and Application Format” document for the “SEGA Workforce Development Grant Program” administered by the Missouri Agricultural and Small Business Development Authority (MASBDA), the applicant(s) (signing below) hereby certifies, subject to penalties of perjury, the following:

I certify that I am not: (i) a commissioner or employee of the Missouri Agricultural and Small Business Development Authority with a substantial interest of ten percent or more in the project described in the grant application, (ii) a member of the Missouri General Assembly with a substantial interest in the project described in the grant application, (iii) a state-wide elected official with a substantial interest in the project described in the grant application, (iv) a director of a state department with a substantial interest in the project described in the grant application, (v) a parent, child, spouse or sibling of any of the above either of who has a substantial interest in the project described in the grant application, whether singularly or collectively of 10 percent or more.

In addition, by affixing my/our signature(s) to this application, I/we certify having read and understand the guidelines governing award of these grants and agree to all conditions set forth therein and attest that all information contained in this application package is true to the best of the applicant’s knowledge, information and belief.

If awarded, grant payments by MASBDA for expenditures approved in the work plan may be made on a reimbursement basis to the grant recipient (after proof of payment is received by MASBDA) or directly to the vendor contracted by the grant recipient upon receipt of an invoice approved by the grant recipient. Any vendor invoice paid by MASBDA are for the benefit of the grant recipient for its obligations owed related to the approved work plan, and in no way constitutes a partnership, creditor, or other business relationship between MASBDA and vendors contracted by the grant recipient.

The grant recipient will be responsible for any federal or state taxes applicable for funds received, if awarded, and it is recommended the applicant consult their tax professional prior to submitting an application, and upon potential award.

Should a grant be awarded, basic project information (such as grant amount, proposed location, work products funded, etc.) may be used in announcements, press releases and other public information.

In addition to the final project report, MASBDA reserves the right to conduct a follow-up survey of funded projects to determine long-term economic impacts.

The Missouri Agricultural and Small Business Development Authority reserves the right to modify or terminate any subsequent agreements with applicant if, at a future date, the authority becomes aware of misrepresentation(s) contained in this application.

Applicant Name and Signature: 

Representing (College or University): Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**ATTACHMENT B**

**Confirmation of Cash Contribution toward Cost of Grant Funded Project**

Confirmation of Cash and/or In-Kind Contribution toward Cost of Grant Funded Project:

I, Click or tap here to enter text., authorized representative of Click or tap here to enter text. (grant applicant) confirm that Click or tap here to enter text. (grant applicant) will contribute $ Click or tap here to enter text. (must match project budget and be a minimum of 25% of the grant subtotal shown on the budget table) toward the cost of the grant-funded project. Appropriate copies of invoices and canceled checks will be provided to MASBDA. Final disbursement of grant funds cannot be made until the 25% cash match obligation is satisfied. The applicant’s cash match will be spent prior to grant funds being distributed.

Signature  Date Click or tap to enter a date.

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| Completed SEGA *Workforce Development* Grant applications should be forwarded to the following address: Missouri Agricultural and Small Business Development Authority1616 Missouri BoulevardP.O. Box 630Jefferson City, MO 65102Fax: (573) 522-2416Email: masbda@mda.mo.gov**To be considered for June 2023 funding, MASBDA must receive one original, one copy, and an electronic version no later than 5 p.m. on April 28, 2023.**Late or incomplete applications will not be considered for funding. To review the full program guidelines, visit our website at masbda.com. If you have any questions, please call (573) 751-2129. |

**Checklist:**

* Attachment A-Certification of Information and Business Relationships (signed)
* Attachment B- Confirmation of Cash Match (signed)
* Have you included one original, one copy, and an electronic version of the application?
* Have you called the MASBDA office with any questions before submitting your application?

**Send completed application (one original, one copy, and an electronic version) to:**

Missouri Agricultural and Small Business Development Authority (MASBDA)

1616 Missouri Boulevard

PO Box 630

Jefferson City, MO 65102

Fax: (573) 522-2416

Email: masbda@mda.mo.gov

masbda.com