The purpose of the Farm and Food business mini-grant program is to provide financial support to farmers, independent grocery stores, and value-added product makers who source and utilize locally grown agricultural products. Funding provides financial support to farmers, independent grocery stores, and value-added producers whosource and utilize locally grown agricultural products. It aims to strengthen the local food system by enhancing the capacity of farmers to produce high-quality products sustainably, supporting independent grocery stores in connecting local producers with consumers, and empowering value-added producers to expand and innovate. Ultimately, this initiative seeks to promote economic resilience, community well-being, and sustainable practices within the local agricultural industry.

**Submission and Application Deadlines**

**Email the completed Letter of Intent (LOI) to: Grants@wvfoodandfarm.org with “Farm and Food Business Mini-Grant LOI – [Your Business Name]” in the subject line.** The LOI submission period opens on July 15, 2025, and all LOIs must be received no later than 11:00 p.m. EST on August 15, 2025. LOIs will be reviewed by an independent panel, and the top twelve applicants will be invited to submit a full application. Invitations to apply will be issued by September 15, 2025. Full applications from invited applicants must be submitted no later than 11:00 p.m. EST on October 10, 2025. Award notifications will be made in November 2025, and the grant period will run from November 2025 through April 2026. Late submissions will not be considered at any stage of the process.

**Eligible entities:**

1.) For-Profit Entity: To be eligible for a mini-grant, applicants *must* be West Virginia Residents who operate a food or farm business (as defined below) as a for-profit entity, including farmers, independent grocery stores, and value-added product makers. *Nonprofit organizations will not be considered.*

**Definitions of Eligible Food and Farm Businesses**

* Farmers: Farmers engaged in agricultural production, including crop cultivation, livestock farming, and specialty or niche farming, for the purposes of earning income are eligible to apply.
	+ Homesteaders who do not or do not plan to participate in selling agricultural products are not eligible entities.
* Independent Grocery Stores: Independent grocery stores that actively source and sell locally grown agricultural products are eligible.
	+ Chain or franchise grocery stores or convenience stores are not eligible entities.
* Value-Added Product Makers: Value-added product makers who utilize raw agricultural materials from local sources to create value-added products such as jams, sauces, or artisanal goods and are currently selling product in the marketplace or intend on selling

WVDA Farm and Food Business Mini-Grant Program

Letter of Intent (LOI) Cover Page

| Full Name:  |
| --- |

| Title/ Position:  |
| --- |

| Email: |
| --- |

| Phone:  |
| --- |

**Business Information**

| Business Name:  |
| --- |

| Business Address:  |
| --- |

| Website/ Social Media: |
| --- |

| Amount of Funding Requested:  |
| --- |

Are you applying as a:

* Farmer
* Value-added producer
* Local grocery store

Do you currently source raw agricultural products from West Virginia producers?

* Yes
* No

Prior Submission Status (Check one):

* I have not previously submitted an application.
* I have previously submitted an application, but this is a new project.
* I have previously submitted an application, and this project is a revision of my previous submission.

WVDA Farm and Food Business Mini-Grant Program

Letter of Intent (LOI) Template

Your Letter of Intent (LOI) must be limited to one single-sided page. Use single spacing, Times New Roman or Arial font, 10-point or larger, with standard 1-inch margins. Please structure your LOI using the five headings listed below. *You may delete the instructional text beneath each heading prior to submission.*

**Business Overview**Provide a concise description of your business, including what you produce, how long you have been operating, and any relevant experience in farming, independent grocery retail, or value-added product development.

**Project Need and Alignment**Describe the specific challenge or opportunity this funding will address. Clearly state how the proposed project aligns with at least one of the program’s funding priorities:

* Specialized training or technical assistance
* Facility or equipment upgrades for certification (FSMA, GAP, Organic, etc.)
* Expansion of production capacity
* Improved distribution systems or access to new markets

**Use of Funds**Summarize how you intend to use the grant funds. Be specific, and clearly explain how the proposed use will support the identified challenge or opportunity. All proposed expenditures must be outlined under the following eligible expense categories. The total amount requested must not exceed $10,000. Refer to the full RFA for detailed guidance and examples of allowable expenses within each category.

* Salary and Wages
* Equipment
* Supplies
* Contractors/Consultants
* Other

**Anticipated Impact**Explain how the funding will strengthen or expand your business operations. Include specific, measurable outcomes where possible. For example: increase production by 20%, reduce labor hours by 5 per week, expand into 3 new markers, or increase monthly sales by $1,000.