

Safe at the Farmers Market Cost-Share Program

The Safe at the Farmers Market Cost-Share program provides Minnesota farmers markets with financial support to purchase equipment and supplies to ensure that market vendors and customers are practicing safe and sanitary guidelines during the COVID-19 pandemic. Eligible farmers markets may receive up to \$350 for actual expenses incurred, according to the breakdown on page 3 of this application.

Applications will be accepted until May 31, 2020 or until all funds are depleted. Funds will be awarded on a first-come, first-served basis. Completed applications must be emailed to Emily Mehr (emily.mehr@state.mn.us); applications will not be considered complete until all components are received.

Contact First Name:		Contact Last Name:	
Market Association:			
Mailing Address:			
City:		State:	Zip:
Market Location:			Census Tract:
City:		State:	County:
Contact Email Address:		Contact Phone Number:	

The farmers market must meet the minimum eligibility criteria in or to be reimbursed for the base amount (\$200). If your market is authorized in one or more of the following programs, you may be reimbursed an additional \$50 for each program selected (up to \$150 in additional funding). Select all that apply to your market:

SNAP for the 2020 season

Farmers Market Nutrition Program

MarketBucks

Additional funding may be available for markets with multiple locations (up to \$100 per location). List additional locations below.

Purchases	
Item	Cost

The following items need to be submitted to the MDA in order for your application to be considered complete:

- Completed application form with your signature
- Copy of your farmers market's SNAP Authorization
- Copy of your 2020 vendor list
- Copy of rules/bylaws that guide your farmers market
- Copy of receipts/paid invoices for the items that you have purchased
- Copy of your 2020 market list and schedule (if market has multiple locations)
- IRS Form W-9 (available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

By signing here, I acknowledge that I have read and agreed to the Privacy Notice on page 3, I hereby attest that the information I am submitting is true, complete, and accurate, and I am attesting that I have the authority to apply on behalf of the market association.

Applicants Signature:

Date:

What is the Safe at the Farmers Market Cost-Share Program?

The Safe at the Farmers Market Cost-Share program provides financial assistance to Minnesota farmers markets to purchase equipment and supplies to keep markets, vendors, and customers safe and operational during the COVID-19 pandemic. Funding for this program is made available through the Good Food Access Program.

What is a farmers market?

Farmers markets are defined as association of three or more persons who assemble at a defined location that is open to the public for the purpose of selling directly to the consumer the products of a farm or garden occupied and cultivated by the persons selling the product.

Who may apply?

Market managers or representatives of the board should apply on behalf of their farmers market. Only one application per market association will be accepted.

How much and when will I be paid?

Your payment will be based your eligible costs. Markets that meet the minimum eligibility requirements may be reimbursed up to \$200 for eligible expenses. Markets authorized for one or more of the following programs may be reimbursed an additional \$50 for each program (up to \$350 total). Eligible programs include SNAP for the 2020 season, Farmers Market Nutrition Program, and MarketBucks. Additional funding (up to \$100 per location) may be available for markets with multiple locations. In no case, will your market receive more money than you submitted in eligible receipts. You will receive your payment approximately 2-4 weeks after your application is approved. The maximum amount to be reimbursed will be no greater than \$1000 per market.

What types of equipment can I purchase with this grant?

Equipment/supplies that help farmers markets comply with the [Guidance for Minnesota Farmers Market and Vendors](#) are eligible. Examples of eligible equipment/supplies include:

- Handwashing stations (water catching buckets, water dispensers, paper towels, soap etc.)
- Tables to place in front of display tables to establish a 6' distance between customers and vendors
- Rope/fencing/tape/chalk to create walkways/borders to identify a specific flow of traffic and to show customers where they can stand to maintain 6' of distance
- Signage to communicate proper handwashing and social distancing
- Sanitation supplies to clean all surfaces that people may come into contact with: tables, handwashing stations, door handles, card machines, shopping baskets, etc.

Other ideas may be proposed for approval by the MDA.

How do I submit an application?

Application materials must be emailed to Emily Mehr (emily.mehr@state.mn.us). Applications will be accepted until May 31, 2020 or until all funds are depleted, whichever is first. Applications will not be added to the list for funding until all parts of the application are received. The MDA is not responsible for any technical or logistical problems resulting in the MDA not receiving the application on time. It is the responsibility of the applicant to ensure that submission is received by the MDA before the deadline.

How do I determine my market location's census tract number?

To determine your market location's census tract number:

1. Visit the [US Census Bureau website](#).
2. Under "Find Geographies Using..." option, select Address.
3. Enter address and press "Find".
4. Under "Census Tract" near the bottom of the long list, note the Tract. Along with the county, the number listed here is your census tract number.
5. Visit the [Good Food Access Eligible Areas](#) page. If your census tract number is listed this page, your location is a Food Desert or Low-or Moderate income area, and is eligible for GFAP funding. You may also check the [Ineligible Areas](#) list to confirm that your census tract is not eligible.

Where do I get more information?

More information about the Safe at the Farmers Market Cost-Share program is available on the program's website <https://www.mda.state.mn.us/safe-farmers-market-cost-share> or by contacting Emily Mehr (emily.mehr@state.mn.us).

Privacy Notice

The information provided as part of the Safe at the Farmers Market Cost-Share Program application will be used to assess the applicant's eligibility to receive payment under the Good Food Access Program, and to fulfill applicable financial reporting requirements. Completing this application is voluntary; applicants are not legally required to provide MDA with the information requested, but only completed applications will be considered. While much of the information applicants provide is classified by Minnesota law as public, some of the information may be classified by law as private or nonpublic at MDA. Data classified as private or nonpublic will be accessible only to MDA employees and contractors that have a work assignment that requires access to the data, and to other entities authorized by law to receive the data. MDA may be obligated to provide the data to law enforcement, the Minnesota Department of Administration, Minnesota Management and Budget, the Office of the State Auditor, or the Office of the Legislative Auditor. Finally, private data about you may be released to third parties through your informed consent, or pursuant to a valid court order. Internal Revenue Service code Section 6109 requires applicants to provide their correct taxpayer identification number to payers who must file information returns with the IRS. MDA will use the information provided on the applicant's W-9 form in order to report payments received as part of the GFAP Program to the IRS. The IRS uses the numbers for identification purposes and to help verify the accuracy of the applicant's tax return. For more information on how the information provided on a W-9 may be used, refer to the Privacy Act Notice on page 6 of the W-9 form.