



## Instructions for the Local Government Ag/RBI Project Cost Share Program

### **Program Description**

MARBIDCO strives to have a close working relationship with local and regional economic development offices recognizing the important role that these offices can play in fostering the retention and growth of Maryland's existing and emerging agricultural and resource-based businesses. To lend support to local rural business development efforts, as well as to provide guidance to county and municipal economic development officials, MARBIDCO has created a grant program to match rural business development investments being made by local governments and rural regional development councils.

For MARBIDCO to participate in an economic development cost share project with a unit of local government or a regional council the following criteria must be met:

- 1) MARBIDCO will consider a project cost-share request from a local economic development office if the project fits within MARBIDCO's statutorily established economic development profile. Any project or activity funded by MARBIDCO must assist in some fashion Maryland's farming, forestry, or seafood industries (including potentially agri-tourism activities). Businesses that produce foodstuffs or other goods that grow in the soil or in the water, and the packaging and/or value-added processing and marketing of any such products, are generally eligible targets of MARBIDCO's programs. Water and air quality improvement projects that contribute to business sustainability may also be eligible.
- 2) MARBIDCO's participation in the cost share project cannot exceed that of the local government. The only exception to this requirement is that a county designated as "One Maryland" jurisdiction (i.e., a severely economically distressed county) may qualify for a match from MARBIDCO of up to 200% of the county's contribution.
- 3) If a project directly benefits an individual farmer or rural business owner, then the farmer or business owner must be willing to make a financial contribution to the project. The amount of a business owner's equity contribution can vary depending upon the individual circumstances. Projects that do not directly involve individual business owners (such as industry feasibility studies) may not require private equity contributions.

### **Grant Terms and Conditions**

- Maximum Amount of Grant: \$25,000 (although most cost share grants do not exceed \$10,000). Also, there is a limit of \$25,000 in total grants that can be awarded to any single government jurisdiction in any given fiscal year.
- Application Submission Process: All applications must be submitted by a local or regional economic development office, and the funds being utilized by the governmental entity must be own-source (rather than simply pass-through) funds.
- Send Completed Applications to: MARBIDCO Programs  
1410 Forest Drive, Suite 21  
Annapolis, MD 21403

**Application for a Local Government Ag/RBI Project Cost Share Program Grant**

**SECTION 1: LOCAL/REGIONAL ECONOMIC DEVELOPMENT OFFICE INFORMATION**

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**SECTION 2: GRANT REQUEST INFORMATION**

**Total Amount of the Ag/RBI Project Cost:** \_\_\_\_\_

**Local Economic Development Investment:** \_\_\_\_\_

**MARBIDCO Grant Amount Requested\*:** \_\_\_\_\_

**Other Funding/Investments:** \_\_\_\_\_

Detail Sources of Other Funding/Investments:	Amount:
	\$
	\$
	\$
	\$
	\$

**\*NOTE: The MARBIDCO grant amount cannot exceed the local government's investment (except if the project is located in a One Maryland jurisdiction where up to a 2 for 1 match is possible).**

**SECTION 3: BRIEF DESCRIPTION OF PROJECT**

**PROJECT TYPE** *(Check any that may apply.)*

- Value-Added Food Processing
- Young/Beginning Farmer Support
- Agri-Tourism/Rural Recreation
- Timber Growing or Harvesting
- Primary/Secondary Wood Processing

- Environmental/Water Quality
- Biomass/Energy Production
- Niche Market Production
- Aquaculture/Fishing/Seafood
- Other: \_\_\_\_\_

**ESTIMATED EMPLOYMENT DATA RELATED TO THE PROJECT REQUEST**

# of full-time jobs current \_\_\_\_\_ # of NEW full-time jobs projected within 36 months \_\_\_\_\_  
 # of part-time jobs current \_\_\_\_\_ # of NEW part-time jobs projected within 36 months \_\_\_\_\_

**SECTION 4: GRANT RECIPIENT INFORMATION (if different from the requesting local government)**

Name of Organization \_\_\_\_\_

Business Address \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Work Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Fax Number \_\_\_\_\_ Mobile Phone \_\_\_\_\_

**BRIEF DESCRIPTION OF THIS ORGANIZATION AND ITS ROLE IN THE AG/RBI PROJECT**

**SECTION 5: REQUIRED ATTACHMENTS**

- A. Please attach a detailed explanatory letter signed by the economic development director that provides: 1) a good overview of the project; 2) the roles to be played by various public and/or private sector partners in implementing the project; 3) the expected specific outcomes from implementing the project; and 4) the overall economic and community development benefits of the project.
- B. In addition, please attach a detailed project budget that includes all sources and uses of funds. Be sure to clearly document the local government’s cash contribution to the project, as well as, the contributions of other partners and supporters.

*Have Questions? Please call the MARBIDCO Office at 410-267-6807.*