



**Southern Tier Agricultural Industry Enhancement Program
On-Farm Enhancement Grant Program**

District Checklist

Applicant Name: _____

Project Name: _____

General Requirements

- Application form is complete and accurate, and submitted before 4:00pm on Monday, October 17, one signed original to keep and one copy to send to DAM

Date and time submitted:

- Application is on behalf of a farm operation, as defined in section 301 of the Agriculture and Markets Law
- Project is designed to increase production, enhance profitability, and/or increase environmental compatibility
- Applicant meets AEM participation requirement
- Applicant meets NYS Farmers' School Tax Credit requirements
- Applicant meets local eligibility requirements, if applicable, in accordance with RFA section II-C

Application includes:

- Attached: Completed Applicant Checklist
- Attached: Proof of match includes bank statement (first page), proof of loan, proof of line of credit, non-NY grant funds award letter, or other proof of match funds
- Attachment shows applicant has match funds available in CASH
- Attached: Copy of current NY driver's license
- Applicant is a resident of New York State
 - Applicant is over 18 years of age

Applicant Name: _____

Project Name: _____

- Attached: Farm Business Plan and/or Environmental Plan (hard copy or disk)
 - Plan meets all requirements pursuant to the RFA
 - Project implements (component of) a plan
- Attached: Proof of land ownership at project location (Copy of most recent tax bill or tax bill receipt.)
- Attached: Copies of NYS Department of Tax and Finance Claim for Famers' School Tax Credit IT -217 (for individuals) or Claim for Famers' School Tax Credit CT-47 (for corporations) as filed for three of the past five years
 - Farm operation's address is located within one of the eligible counties

Budget requirements are met:

- Applicant has submitted for eligible costs in accordance with the RFA
- Application requests no less than \$20,000 and no more than \$100,000 in cost share funding
- Applicant meets matching fund thresholds as stated in the RFA
- Attached: Evidence of participation in environmental stewardship program IF applicant is claiming \$10,000 environmental stewardship incentive payment

Soil and Water Conservation District Review and Certification

_____ Soil and Water Conservation District

Date Completed: _____

Farm Name: _____

AEM Farm ID #: _____

- Applicant meets completeness and eligibility requirements

OR

- Applicant does NOT meet completeness and eligibility requirements

Reason for rejection:

SWCD Signature: _____ Date: _____

Other comments: