

APPLYING

Q. Can applicants apply any other way than through the online form, such as a Word document, or mail in an application?

A. The online form is the only way we can accept applications. Support documents must be emailed to FSIGGrant@mass.gov. If the required documents are not sent, an application will not be eligible for consideration. Please refer the RFR for the required documentation.

Q. Do I have to provide multiple quotes for the project to be considered?

A. Applicants must provide quotes as part of their application. However, multiple quotes are not required for the same project.

Q. As an agricultural operation (farm), am I required to submit letters of support? What if I am applying as a Local Food System operation?

A. If you are applying as an agricultural operation, letters of support are not required, and will not result in additional points in the review. If you are applying as a local food system operation, letters of support are required.

Q. Is it possible to save my application and continue working on it at a later time?

A. No, for this application in Microsoft Forms it is not possible to save your progress and return later. We recommend reviewing the Application Form – Attachment A in the RFR listed under 'Downloads' on the [FSIG webpage](#) and completing the questions in a separate document until ready to submit your application.

Q. As there are two sections to the grant, the first section for Agricultural Operations, and the second section for Local Food System Operations, can I apply to both?

A. No, applicants can only apply and be considered under one section.

Q. Do I have to use the Budget Form available on the FSIG website?

A. A Budget Form template is available under 'Downloads' on the [FSIG Webpage](#), however applicants are not required to use this specific form. Please note that a budget is required for all submissions to be eligible, and we recommend either using either the form provided, or providing a budget in a similar format.

Q. Is providing documentation for the balance of funding required, and is it just for the match or the entire project costs?

A. Balance of funding documentation is not required to be considered under the FSIG Program. However, applicants that do provide it will receive additional points in the review. The documentation should be for the entire project costs, and not just the match requirement.

Q. What is the word count limits for the online application questions?

A. The character limit for answers in Microsoft Forms is 4,000, including spaces.

Q. Can I include tables or images in the online application questions?

A. No, Microsoft Forms does not allow tables or images to be included in the answer boxes.

Q. Do I have to complete all the answers through the on-line application? For example, if I wanted to email the timeline as a separate document, is that allowed?

A. Answers should be completed through the online application. Please do not send separate documents for questions that can be completed through the online application.

ELIGIBILITY

Q. If I have applied to and have been funded under FSIG in the past, am I eligible to apply again? What if I have a current contract that has not been completed yet?

A.

Yes, you are eligible to apply to FSIG again, as long as the award(s) you have received under the FSIG Program have not totaled more than \$1,000,000. This includes if you have a current contract under FSIG.

Q.

This is my first year in operation, am I eligible to apply to FSIG? What if my operation has been in business for multiple years, but this is a new venture for my business?

A.

To be eligible applicants must be in business on the property for a minimum of three years to the date of the application.

Q.

If I don't have a written lease agreement, am I eligible to apply?

A.

Yes, you are eligible to apply. However, if your proposed project is selected for funding, some type of written documentation will be required that shows the legal relationship between the parties to ensure the correct entity/individual who legally owns the property is allowing the proposed project to be completed on their land. The lease should include things like a description of the property, type of use(s) allowed, duration, and signatures of the parties involved, including the landowner.

BUDGET

Q.

If I have already applied to the Resilient Food Systems Infrastructure (RFSI) Grant, can I also apply to FSIG for the same project?

A.

Yes, you can apply to both the RFSI Grant and the FSIG Program for the same project. However, you can only receive funding from one program for the proposed project.

Q.

Can the match be in-kind? Can I use other grant funding towards it?

A.

The match must be a cash-match and can not be in-kind. Additional grant funding can be used towards the match as long as it is not other state grant funds.

Q.

How do I calculate the match?

A.

For projects over \$25,000 the match is 25% of the total project costs. For example if the total project costs are \$525,000 the match is \$131,250 and the requested amount to FSIG would be \$393,750.

Q.

Can the costs of shipping, and installation be included in the request?

A.

Yes, the costs of shipping and installation can be included in the total project costs.

FUNDING PROCESS

Q.

When to you estimate awards will be released?

A.

We estimate that awards will be released by September of 2024.

Q.

Will the award amounts be taxable?

A.

Applicants may receive a 1099-G for funding received under the FSIG Program. MDAR cannot give any tax advice and applicants should reach out to a tax professional for questions regarding the implications of receiving this funding.

Q.

How will MDAR distribute the funding?

A.

Applicants who are receiving funding will be required to enter into a contract with the Department before receiving funding. This includes documentation such as a Standard Contract Form, a W-9, and an Electronic Funds Transfer (EFT) Form. More information about the required documentation is outlined in the RFR.

Q.

Can I start the project before awards are made?

A.

No, applicants that start a project or incur costs outside of a contract with the Department are not eligible for reimbursement under the FSIG Program.

Q.

Will there be any extensions if I am unable to complete the project by June 30th, 2025?

A.

Projects are required to be completed by June 30th, 2025 with no options for extensions.