



AGRICULTURE DIVERSIFICATION AND DEVELOPMENT FUND GRANT APPLICATION

NORTH DAKOTA DEPARTMENT OF AGRICULTURE
BUSINESS, MARKETING AND INFORMATION DIVISION
SFN 62386 (8-2024)

The Agriculture Diversification and Development Fund (ADD) was established to support new or expanding value-added-agriculture businesses that demonstrate financial feasibility, enhance profitability for farmers and ranchers, create jobs and grow North Dakota's economy.

ELIGIBILITY

Value-added agriculture business registered with the North Dakota Secretary of State's office or North Dakota resident that diversifies a crop or animal industry and provides collateral uses for agriculture resources. Businesses with a majority ownership comprised of North Dakota residents will have priority over majority non-North Dakota-owned applications. Companies outside North Dakota must have an established relationship with a North Dakota partner which includes individual, company or agency to validate the credibility of the proposal and comply with the intent of the Code. The types of projects may include but are not limited to:

- Food production and processing facilities
- Feed or pet food processing facilities
- Commodity processing facilities
- Agriculture product manufacturer
- Animal production facilities

Priority consideration is given to projects most consistent with the mission of the Agriculture Diversification and Development Fund Committee as established in [North Dakota Century Code 4.1-01.1](#). Emphasis will be given to those proposals deemed most likely to generate economic returns and support agricultural-based prosperity of a region or sector of the state.

A. APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

Applicant Company			Telephone Number	
Applicant Name		Title		
Mailing Address		City	State	ZIP Code
Physical Address		City	State	ZIP Code
Email Address				

B. GENERAL DESCRIPTION OF THE PROJECT

Grant Application Amount	Estimated Total Cost of Project	Estimated Time of Completion of this Project
What percentage of the project will derive from North Dakota agricultural products or by products?		
Brief Description of Your Project. (limit response to space provided)		

C. PROJECT PURPOSE

Description of how you plan to use grant funds. (limit response to space provided.)

How will North Dakota agriculture benefit from this project?

Describe any market research that has been conducted to date. (anticipated market area, potential customers, etc.)

What are the objectives of the project?

If the project is a continuation of a project funded previously, describe how the project differs from and builds on the previous project's efforts.

Source of Funds (Example: ADD Grant, Bank Financing, Other Programs, Owner Equity)

Who/What	Amount	Percentage
ADD Grant		
TOTAL		

Use of Funds

Who/What	What will the funds be used for?	Amount	Percentage
ADD Grant	See Page 4 - Budget Narrative		
TOTAL			

D. WORK PLAN

Project Activity - Describe the project activities that are necessary to accomplish the objectives.	Who will complete the work?	When will the activity be accomplished? (Month and Year)

E. BUDGET NARRATIVE

Budget Summary	
Expense Category	ADD Funds Requested
Equipment	
Supplies	
Contractual	
Construction Costs	
Total Amount Requested	

Project Budget Detail

Provide descriptions and cost breakdown for each of the following funding categories applicable to the budget narrative above.

Equipment
Supplies
Contractual
Construction Costs

Press Release Information Sheet

The information on this sheet may be used for public releases in announcements, press releases and other public information.

Applicant Information

Contact Person		Telephone Number	
Address	City	State	ZIP Code

Project Information

Title of Project	
Project Start-up Date	Project Completion Date
Summary of the Project (limit to space provided)	
Total Funds Requested from ADD	Total Project Budget
What will the grant funds be used for? (limit to space provided)	
Name	Title
Signature	Date

F. ADDITIONAL ATTACHMENTS

Attachments, including all supplements, should be concise. Promotional materials or unrelated materials will be discarded.

Required additional attachments to be completed by the applicant:

1. Complete business plan
2. Three years of business balance sheet and income statements if applicable

G. REFERENCES

List the name and telephone numbers of two references who are familiar with the applicant's work relevant to the application.

Name		Telephone Number	
Address	City	State	ZIP Code
Name		Telephone Number	
Address	City	State	ZIP Code

H. CONCLUSION

A complete application must contain all information requested and have original signatures of the applicant. The completed application must be submitted on or before the deadline date via email to jfschneider@nd.gov, or mailed to:

North Dakota Department of Agriculture
Agriculture Diversification and Development Fund
600 E Boulevard Ave., Dept. 602
Bismarck, ND 58505-0020

By affixing your signature(s) to this application, the applicant(s) certifies to have read and understood all conditions set forth therein and that all information contained in this application package is true to the best of the applicant's knowledge, information, and belief.

The North Dakota Department of Agriculture reserves the right to modify or terminate any subsequent agreements with applicant if, at a future date, the North Dakota Department of Agriculture becomes aware of material misrepresentation(s) contained in this application.

Applicant Signature	Date
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