

Received:

Date:

Time:

FY26 Agricultural Enhancement Program Urban and Community Agriculture

Sign-Up: April 28, 2025 – May 9, 2025

Priority

First

Second

Applicant Information

Name:

Mailing Address:

Telephone:

Email

Address:

Application Date:

What is your preferred method to receive written notification? Email/Letter

Do you own or lease the land associated with this application? Own/Lease

Do you have a financial interest in a farming entity with a WVCA employee working within West Fork Conservation District? Yes/No

Are you a spouse or dependent family member of a WVCA employee? Yes/No

Do you have a financial interest in a farming entity with a West Fork Conservation District Supervisor? Yes/No

Are you a spouse or dependent family member of a West Fork Conservation District Supervisor? Yes/No

Farm Information

WEST FORK CONSERVATION DISTRICT

County Where Farm is Located:

Farm Name (Optional):

Farm #:

Tract #:

Field # or #'s:

Is the land associated with this application part of a farming operation? Yes/No

If yes, does the operation have the potential for producing \$1,000 in value from its products per year? Yes/No

What was the name and/or topic of the last conservation related educational event you attended?

Name/topic of event:

Was the event attended prior to July 1, 2025? Yes/No

Is the project associated with this application part of another cost-share program? Yes/No

Best Management Practice

BMP	Limits	Cost-Share Rate	
Urban and Community Agriculture	Cost-Sharable materials and kits are limited to those found within the <i>Urban Ag. Guide</i> (see "Practice Specifications" section)	50% (<i>construction costs</i>) up to \$1,500 – for Greenhouses ONLY	Small Greenhouse

Program Eligibility

Definition and Purpose:

The use of small-scale gardening practices that contribute to the sustainability of natural resources and/or create areas to grow crops where cultivating crops is not possible.

Program Policies:

- Applicant must be a District Cooperator. (*Cooperator Agreement form is available upon request*)
- Applicants may be landowners or farm operators.
- Applicants that do not own the land associated with this application; additional paperwork is required. (*i.e. lease, Producer Information Form, FSA farm data report*).
- When a farm extends across district boundaries, the district where the farm taxes are paid is the district in which you will apply.

- Property must be used as a farming operation to be eligible for the program: having the potential for producing at least \$1000 of farm products annually.
- Applicant will not be eligible for program reimbursement if he/she starts project before District approval.
- The District cannot provide financial assistance when funding will be provided by other government (*federal or state*) source.
- Applicant must provide a map identifying tract and field numbers along with proposed acreage at the time of application. (*Maps can be obtained through the Farm Service Agency (FSA) or the Natural Resource Conservation Service (NRCS)*)
- Applicants are limited to two approved cost-share practices per fiscal year (*July-June*).
- Application approvals will be made based upon availability of funds and program ranking.
- All contract agreements must be completed, and receipts submitted by the deadline, or you may not be eligible to participate in AgEP the following year.

Small Greenhouse Specifications:

All purchased kits must be pre-approved and meet the below criteria:

- | | |
|---|---|
| ○ Tolerates 60mph wind speeds. | ○ Foundations must be level and squared. |
| ○ Tolerates 20psf snow load minimum. | ○ Proper anchoring to foundation. |
| ○ Site located away from continuously shaded areas or other obstructions. | ○ Polycarbonate glazing material used. |
| ○ Located away from poorly drained and frequently flooded sites. | ○ Frame constructed from metal (galvanized steel or aluminum) |
| ○ Must have a compatible foundation. | ○ Equipped with an automatic ventilation system. |
| ○ When concrete is used a drain must be installed. | |

Reimbursement rates & limits:

- The cost-share rate for this practice is up to 50% for the purchase of a kit/materials to construct a small greenhouse.
- Practice must be complete, and paid receipts must be sent to the District office by the project deadline **(05/22/2026)** otherwise payments may be delayed or even denied. (*No extensions will be given*).
- The reimbursement will be made after paid invoices are received, cooperator completes a W-9 form, and WFCD approves your reimbursement.

By signing this I have read, understand, and agree to the terms and conditions stated in this document.

Applicants Signature: _____ **Date:** _____