

Wyoming Department of Agriculture 2016 Organic Certification Reimbursement Grant Application

Guidelines & General Information

Purpose:

The Organic Certification Reimbursement Program is designed to help Wyoming producers or handlers with the costs associated in becoming organically certified or recertified.

General Grant Information:

The Organic Certification Grant Program is a reimbursable grant. The applicant must provide their DUN'S number and pay all expenditures before the grant award may be disbursed. The business shall function independently in obtaining certification and shall assume sole responsibility of any debts or liabilities that may be incurred in regard to the certification. The grant award may not be assigned.

Qualification Limitations:

1. To qualify for reimbursement under the USDA's organic certification cost-share program, the date on the Certificate of Certification and invoice payments must fall between October 1, 2015 through September 30, 2016. **The deadline to submit the reimbursement application is November 1, 2016.** Invoice(s) must show actual charges and payments. **(No estimated charges).** **Do not submit your application until you receive your Certificate of Certification or a notice from your certifier of continued certification and final invoice.**
2. **Organic certification must be verified prior to applying for reimbursement.**
3. All documentation must be complete and submitted by the applicant as outlined, and in observance of required deadlines.
4. Wyoming farms/ranches or handlers are eligible to apply for reimbursement if they meet the following criteria:
 - a. A Wyoming based company or a Wyoming based subsidiary company headquartered in Wyoming that is farming or ranching or processing organic products in Wyoming.
 - b. Document that they have achieved organic certification or recertification with a USDA-accredited agency.

Award Limitations:

Financial awards will be reimbursed only after the application is approved and the completed reimbursement form is submitted. Producers may receive 75% of their organic certification costs, not to exceed \$750.00 per category of certification. For example an operation that is certified for crops, livestock, wild crops and handler (i.e. processor) is eligible for a combined maximum of \$3000.

Eligible expenditures are limited to expenses for costs incurred for organic certification or re-certification by an accredited certifying organization. Expenses may include inspector fees, certification fees, organic royalty fees paid to certifier for products sold etc.

Ineligible expenditures are those not associated with actual certification costs, such as costs expended soliciting certification, international organic certification fees, registration/membership fees, postage, phone/internet fees, etc.

Application Process:

Participants must complete and return the application along with the required documents. The business must submit the following items to the Wyoming Department of Agriculture: completed application, copies of canceled check (both sides) or credit card statement, copies of invoices reflecting actual paid certification charges **(Request a final invoice from your certifier as estimated invoices cannot be paid)**, and a copy of the Certificate of Organic Certification or a notice from your certifier of continued certification. Approval of the application is at the discretion of the Wyoming Department of Agriculture. Awards will be based upon a determination that activities are within the scope of the USDA Organic Cost Share program. Funds are limited and applications are awarded on a first come first serve basis of eligible applicants until funds are expended.

Return completed application to:

Wyoming Organic Reimbursement Grant Application
Wyoming Department of Agriculture
2219 Carey Avenue Cheyenne, WY 82002

If you have any questions on program, please contact
Ted Craig at Wyoming Department of Agriculture (307) 777-7321 ted.craig@wyo.gov

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General Instructions

- Please print
- Application form must be completed in its entirety and **submitted by Nov 1, 2016 for certification between October 1, 2015 and September 30, 2016.**
- Required documentation attached; copy of canceled check (both sides) and final invoice(s) with actual charges and a copy of the Certificate of Certification or a notice from your certifier of continued certification. **Incomplete applications will not be processed.**

1.	I am a:	<input type="checkbox"/> Producer	<input type="checkbox"/> Handler	
2.	Duns Number	_____		
3.	Company / Individual Name	_____		
4.	Mailing Address	_____		
5.	City, State, ZIP	_____		
6.	Contact Person (if organization)	_____		
7.	Daytime Phone Number	_____		
8.	E-mail Address	_____		
9.	Agribusiness Description (give a brief description of operation, i.e. beef, dairy, wheat, produce, etc.):			

10.	Date of Certification:	_____		
11.	Cost of Organic Certification	_____	X 75% =	_____
12.	Grant amount Requested	_____		
	(Award not to exceed 75% of eligible expenditures; maximum of \$750 per organic category)			

I certify that the information provided is true and correct to the best of my knowledge and certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction nor from federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this reimbursement grant suspended, debarred, or voluntarily excluded by any federal department or agency or are on the disbarred vendors list at www.epls.gov.

Signature

Title

Date

FOR OFFICE USE ONLY

Date Received	_____	Check List	<input type="checkbox"/> Application <input type="checkbox"/> WOLFs Form
Approved by:	_____	<input type="checkbox"/> Copy of Checks	<input type="checkbox"/> Copy of Final Invoice(s)
Date Approved:	_____	<input type="checkbox"/> Proof of Certification	

Please return the completed application to
Wyoming Organic Reimbursement Grant Program
 Wyoming Department of Agriculture
 2219 Carey Avenue, Cheyenne, WY 82002.

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DUNS Number

"The State Agency must ensure that its sub-applicants, with the exception of individuals other than sole proprietorships, have a Data Universal Number System (DUNS) number at the time of application. A DUNS number is a unique number established and assigned by Dun and Bradstreet, Inc. (D&B) to identify organizations. A DUNS number is required for every application.

If you have a DUNS number already but do not remember it you can look it up at <https://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

Potential applicants and sub-applicants who do not have a DUNS number may also acquire one at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S. Virgin Islands: [1-866-705-5711](tel:1-866-705-5711) Alaska and Puerto Rico: [1-800-234-3867](tel:1-800-234-3867) (Select option 2, then option 1) Monday – Friday 7 a.m. to 8 p.m., CST"

When registering for your D-U-N-S Number, you will need the following on hand:



Legal name – Your entity name or personal name if you are a sole proprietorship



Headquarters name and address for your business



Doing Business As (DBA) or other name by which your business is commonly recognized



Physical address, city, state and ZIP Code



Mailing address (if separate from headquarters and/or physical address)



Telephone number



Contact name and title



Number of employees at your physical location



Whether or not you are a Home Based Business