



Auburn Commercial Agriculture Incentive Program

Purpose

The purpose of the Auburn Commercial Agriculture Incentive program is to support the establishment or expansion of local farm and food production operations. This initiative aligns with goals established within the city Comprehensive Plan which aim to “ensure that fresh, local food is equitably accessible to everyone regardless of income or geography” (Objective K.1.1) by “supporting practices that facilitate access to healthy food in residential settings” (Objective K.1.3).

Funding

The City of Auburn may allocate \$50,000 from the City ARPA funds for this program to provide funds to approx. ten (10) qualified farming operations. Maximum assistance is \$5,000 per operation for approved expenses. Fund requests will provide a detailed budget and explain how this funding will provide a net increase in food production for existing or new farm operations. Funds will be made available as a deferred-payment, 12-month loan. If all conditions are met, the funds will be converted to a grant.

Eligibility

Existing or start-up Auburn based agricultural food producers who derive or will sell at least 25% of their produce locally are eligible for financial assistance. These include qualified for-profit or non-profit C-corps, S-corps, partnerships, or sole proprietors filing a schedule F on their personal tax returns. The funds may be used to acquire or upgrade equipment, purchase supplies, or expand labor as necessary to improve the selection of healthy food offerings or facilitate greater access to local produce.

Post closing conditions will be reviewed 12 months after closing. If all conditions are met the loan will be converted to a grant. Conditions include copy of 2023 tax returns verifying agriculture-based revenue and evidence of on-going operation.

In order to be eligible to receive funds, all property taxes, real and personal, owed on the property that is the subject of the application, must be current at the time the application is made. Any property on which there is past due balance for such taxes will be removed from consideration.

Sources and Uses	Unit Price	Quantity	Budget
City ARPA Funds =			\$50,000
Total Uses=			\$50,000
Program Administration (1 year)			\$2,000
Forgivable Loans up to	\$5,000.00	Approx. 10	\$48,000

Application

Applications will be accepted until Aug. 1, 2023, or until all funds are exhausted. The following application will be used to collect all pertinent information and determine eligibility. Completed applications and supporting documentation can be submitted to CDBG@auburnmaine.gov



Commercial Agriculture Incentive Application

Business & Community Development
 60 Court St Auburn, Maine 04210
 Phone (207)-333-6601
www.AuburnMaine.Gov

Forgivable Loans not to Exceed \$5,000

This Application is for a Forgivable **LOAN** not a grant. Repayment may be required if all conditions are not met.

Business Information

Name of Business: _____ Tax ID # _____
 Business Address: _____ Phone # _____
 City: _____ State: _____ Zip: _____ email: _____
 Legal Entity: Sole Proprietor Partnership LLC Corporation **Other**
 Length in Business: _____ Yrs Mos _____ **OR** Startup Principle Owner: _____
 *Each individual owning 20% or more of the business must complete a separate Intake Form.

Business Operations

Industry: _____ FT Employees: _____ PT Employees: _____

Description of Business:

Description of Need:

Detailed Use of Funds:

Application Checklist

All Items Are Required to Complete Application	Use of Funds:						
<input type="checkbox"/> Signed Application + Intake from Owners <input type="checkbox"/> 1 Form of Identification <input type="checkbox"/> 1 year Business tax returns and/or Personal Tax Return <input type="checkbox"/>	<table border="1"> <tr> <td>Working Capital: \$</td> <td>_____</td> </tr> <tr> <td>Inventory/Equipment: \$</td> <td>_____</td> </tr> <tr style="background-color: yellow;"> <td>Total Request: \$</td> <td>_____</td> </tr> </table>	Working Capital: \$	_____	Inventory/Equipment: \$	_____	Total Request: \$	_____
Working Capital: \$	_____						
Inventory/Equipment: \$	_____						
Total Request: \$	_____						

Authorization & Certification

I/We agree to use these funds in compliance with the program guidelines established by the City of Auburn. I/We hereby certify that all information contained in this document and any attachments is true and correct to the best of my/our knowledge and that we have not been debarred from receiving federal funds. The city does not warrant or guarantee in any manner that its assistance will result in business success. I/We specifically waive and release any claims now or in the future regarding the assistance provided by the city and / or its agents.

Applicant Signature: _____ Title _____ Date _____

For Office Use Only:

Loan Terms: 0% Interest 12 months deferred. Post-Closing Conditions Apply

Application Complete Date Received: _____

Approved Denied Authorization: _____ Date: _____



Intake Form

Business & Community Development
 60 Court St Auburn, Maine 04210
 Phone (207)-333-6601
www.AuburnMaine.Gov

Business Information

Name of Business: _____ Role: _____

Length of Business Ownership: _____ Yrs. Percent of Ownership* _____

Previous Year Gross Income: _____ Previous year Net Income: _____

***Each individual owning 20% or more of the business must complete a separate form.**

Personal Information

Applicant Name: _____ Date of Birth: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Household Income: _____

Marital Status: Married Unmarried (single/divorced/widowed) Number in Household: _____

Email Address: _____ Phone Number: _____

<input type="radio"/> Female	<input type="radio"/> Male	Veteran Status	Race/Ethnicity	
Business Income is:		<input type="radio"/> Non-Veteran	<input type="radio"/> Black/African	<input type="radio"/> Asian/Pacific
<input type="radio"/> Supplementary Income		<input type="radio"/> Veteran	<input type="radio"/> Hispanic	<input type="radio"/> Native/Eskimo
<input type="radio"/> Sole Source of Income			<input type="radio"/> White	<input type="radio"/> Other

Legal History

Have you ever been convicted of a Felony? No Yes, Type & Date Filed: _____

Do you have any collection items, child support payments, judgments, or unpaid taxes (personal or business) No Yes

Are you or your business involved in any pending lawsuits? No Yes

Are you a US citizen? No Yes Are you a permanent resident alien No Yes

Authorization & Certification

I authorize the City of Auburn and/or its agents to make any investigations as it relates to my role within this business. I hereby certify that all information contained in this document and any attachments is true and correct to the best of my knowledge. I understand that this is a federally funded program, and I will have to provide further documentation, receipts and reports confirming these funds were used in accordance with federal guidelines. Failure to do so will constitute a default on a federal debt and may cause me to be debarred from future government assistance.

The city does not warrant or guarantee in any manner that its assistance will result in business success. I/We specifically waive and release any claims now or in the future regarding the assistance provided by the city and / or its agents.

I understand that, if approved, the city will provide me/us with a forgivable loan with post-closing conditions secured by a personal guarantee. I/We understand that if all conditions are met these funds will be converted to a grant. I/We also understand that if all conditions are NOT met then I/We will be required to pay back these funds.

Applicant Signature: _____ Date _____