# Farm Farmers Market Promotion Program Compliance

A checklist for Farmers Market Promotion Program compliance, used by market managers and groups with promotion grants to keep applications, agreements, records and reports in one place and confirm each rule with USDA AMS.

Farm / unit: _____ Date: _____ By: _____

| ITEM | OK | FIX | N/A |
|---|---|---|---|
| Farmers Market Promotion Program application and approval letter | ☐ | ☐ | ☐ |
| Signed agreement and any amendments | ☐ | ☐ | ☐ |
| Approved project scope and budget | ☐ | ☐ | ☐ |
| Matching funds documentation | ☐ | ☐ | ☐ |
| Receipts and payroll records | ☐ | ☐ | ☐ |
| Performance and final reports | ☐ | ☐ | ☐ |
| Payment or reimbursement records | ☐ | ☐ | ☐ |
| Reporting dates on your calendar | ☐ | ☐ | ☐ |
| Agency contact name and phone | ☐ | ☐ | ☐ |

**NOTES / REPAIRS NEEDED**

**TIP** Confirm current rules and deadlines with USDA AMS before each reporting period, and keep copies of everything you submit.