Farm Value-Added Producer Grant Compliance

A checklist for Value-Added Producer Grant compliance, used by producers funded for value-added marketing to keep applications, agreements, records and reports in one place and confirm each rule with USDA Rural Development.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Value-Added Producer Grant application and approval letter	☐	☐	☐
Signed agreement and any amendments	☐	☐	☐
Project budget and work plan	☐	☐	☐
Matching funds documentation	☐	☐	☐
Receipts and time records	☐	☐	☐
Progress 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 Rural Development before each reporting period, and keep copies of everything you submit.

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