



## Application Form

# Oregon Meat Processing Infrastructure and Capacity Building Grant Program

Oregon has allocated 8.2 million dollars to improve the infrastructure and operating capacity of meat processing in Oregon.

Applicants may request up to \$750,000 for equipment, physical improvements, technical assistance, processing hardware/software, on-site waste handling, education/training, and other eligible expenses. Please refer to the Oregon Meat Processing Infrastructure and Capacity Building Grant Program Guidelines document for eligibility, allowable use of funds, and other grant details.

What you need to know:

1. **Grant application requirements**
  - A. Completed grant application must not exceed 16 pages.
  - B. Electronic submissions will only be accepted in **Adobe Acrobat (PDF) format**.
2. **Submission**

Upload your application using the FTP site at <https://files.oda.state.or.us/?Login=macpa>  
See instructions in Oregon Meat Processing Infrastructure and Capacity Building Grant Program Guidelines or mail your application to the address below.
3. Deadline for submission: **Tuesday, January 16, 2024 • 5:00 pm**
  - ODA will not consider applications received after the application deadline
4. To expedite the process, submit your application prior to the deadline. Applications and revisions received after the deadline will not be considered.

Contact:

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Oregon Department of Agriculture  
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**Oregon Meat Processing Infrastructure and Capacity Building Grant Program**

The Oregon Department of Agriculture will award 8.2 million dollars to improve the infrastructure and capacity to process meat in the state. Applicants may request up to \$750,000 for equipment, physical improvements, technical assistance, processing hardware/software, on-site waste handling, and education/training. Please refer to the Oregon Meat Processing Infrastructure and Capacity Building Grant Program Guidelines for eligibility, allowable use of funds, and other grant details.

**APPLICATION DEADLINE (5:00 PM) Tuesday, January 16, 2024**

ODA will not review or consider applications (additions or revisions) received after the deadline. Applicants may upload materials to the Oregon Department of Agriculture FTP, mail, or drop off your application by appointment (503) 551-1706.

Grant funds must be disbursed by June 30, 2025. Expenses incurred prior to a fully executed grant agreement are ineligible.

I. Applicant Information				
Legal Business Name			Tax Identification Number (EIN)	
Processor Address	City	State	ZIP	County
			OR	
Business Mailing Address (if different than Applicant Address)			ZIP	County
			OR	
Contact Name			Phone	
Email				
TOTAL FUNDS REQUESTED (reflects total on page 8.)				\$ _____

II. Requirement: Select one of the following indicating your eligibility for the grant:
I am planning to <b>expand</b> processing capacity that includes <u>animals raised in Oregon</u> and plan to operate under a program of <u>state inspection</u> .
I am planning to <b>build a new</b> establishment to process <u>animals raised in Oregon</u> and plan to operate under a program of <u>state inspection</u> .
I have an official federal establishment under <u>continuous inspection by the U.S. Department Agriculture's Food Safety and Inspection Service</u> pursuant to the Federal Meat Inspection Act and <b>plan to increase processing</b> of meat from <u>animals raised in Oregon</u> .



<b>III. Facility Meat Processing Information (Check all that apply)</b>	
<b>Current (Before Grant)</b>	<b>Projected (After Grant Improvements)</b>
ODA State Meat Inspection	ODA State Meat Inspection
USDA Inspected Slaughter	USDA Inspected Slaughter
USDA Inspected Processing	USDA Inspected Processing
Custom Exempt Slaughter	Custom Exempt Slaughter
Custom Exempt Processing	Custom Exempt Processing
Value-add Processing	Value-add Processing
Retail Meat/Direct Marketing	Retail Meat/Direct Marketing
Weekly average number of animals Slaughtered	Weekly average number of animals Slaughtered
Weekly average number of animals processed to primal or retail cuts	Weekly average number of animals processed to primal or retail cuts
Weekly average pounds of meat sold through retail	Weekly estimated pounds of meat sold through retail
Estimated number of Oregon livestock producers served	Projected number of Oregon livestock producers served
Species Accepted (please list)	New Species Accepted (please list)

**IV. Project Summary (250 words or less)**  
 This concise summary will serve as a crucial introduction to your proposal and may be the first thing some reviewers read. Please use this space to highlight the key aspects of your entire project (funded and unfunded), emphasizing its significance, objectives, approach, partnerships and expected outcomes.



**V. Explain the Barrier or Need**

**VI. Explain the Anticipated Project Outcomes**



**VII. Share the strategies and resources you've employed to ensure the project's financial stability over the long term.**



**VIII. Budget and Expense Detail**

List the specific expenses of the entire project under the appropriate budget category and dollar amount. The infrastructure or capacity building project may have started prior to the grant timeframe; however, the grant can only pay for expenses incurred after all parties have executed the grant award contract.

The ODA may contact you to clarify listed expenses.

\* Check the box under "Grant-Funded" for each expense that will be covered by the grant.

Note: We request a comprehensive description and itemization of your entire project aimed at expanding meat processing capacity. This includes details of items already purchased or currently in progress. Our objective is to determine the actual total cost of your project and the potential impact it can achieve, even if it includes elements that are not eligible for grant funding or if it surpasses the maximum grant award.

The difference between the grant amount you're requesting and the total project cost represents your contribution. This contribution demonstrates your commitment to the project's success and its overall viability, even in cases where not all project expenses can be covered by the grant. We encourage you to provide a clear breakdown of these costs to help us evaluate the project's potential and your dedication to its implementation.

Grant-Funded*	List Specific Expenses	Dollar Amount
	<b>Capital Improvements</b>	<b>Total \$</b>
	<b>Technical Assistance (list below)</b>	<b>Total \$</b>



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Grant-Funded*	List Specific Expenses	Dollar Amount
	<b>Machinery and Equipment</b>	<b>Total \$</b>



Grant-Funded*	List Specific Expenses	Dollar Amount
	<b>Meat Processing Education and Training</b>	<b>Total \$</b>
	<b>Food Safety/Inspection/Licensing (e.g., HACCP)</b>	<b>Total \$</b>
Additional Notes		

<b>IX. Funding Request</b>	
Provide the total cost of the project and the portion to be funded by the meat grant.	
TOTAL FUNDS REQUESTED (Up to \$750,000)	\$ _____
TOTAL PROJECT FUNDS REQUIRED *	\$ _____
*The project funds total should match the sum of the totals listed above in blue.	





**X. Project Work Plan**

Describe the project activities that are necessary to accomplish the proposed project, including who and when work will be completed.

\* Indicate elements of the project that have already been completed in the third column ("When").

Project Activity:	Who is Responsible?	When
Describe the project activities that are necessary to accomplish the proposed project and desired outcomes.	Who will do the work?	When will the activity be accomplished? Include a timeline that indicates when each activity will occur (at least month and year)



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**XI. Certification**

By submitting this application and checking the box below, I certify the following:

- a. The information submitted in this application is true, correct, and complete to the best of my knowledge and I am an authorized representative of the Applicant Business.
- b. I understand that signing this document does not constitute an approved grant by the Oregon Department of Agriculture (ODA). Submission of this application does not obligate the ODA in any way to provide a grant.
- c. I understand that grant award amounts may be modified (increased or decreased) at the discretion of the ODA Director based on eligibility of the Applicant, eligibility of expenses, demonstrated need, contribution to the purpose of the project, applications received and / or funding availability
- d. I understand that expenses that have been or will be reimbursed by insurance or other federal, state, or local dollars may not be eligible expenses for the Oregon Meat Processor Infrastructure and Capacity Building Grant
- e. I am not and none of the Applicant Business's owners are presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any federal or state department or agency, or presently involved in any bankruptcy.
- f. I understand that ODA will rely on the accuracy of the submittals and certifications made with this application. Any misrepresentation or inaccurate information may result in a determination of ineligibility and/or forfeiture of grant funds. I further understand I may be required to respond to requests for additional information or submit backup documentation proving the accuracy of my answers.

Authorized Representative: \_\_\_\_\_  
(Name)

Title: \_\_\_\_\_

By checking this box I attest the accuracy of the information provided and that agree with the conditions listed above. I

Date \_\_\_\_\_