


FY18 Trade Show Assistance Grant






“How-to” guide for applying

1. Go to agriculturegrants.vermont.gov
 - a. Enter your User ID
 - b. Enter your Password
 - c. Click Log InIf you do not have a User ID, click Register Here

Log In	 VERMONT
User ID: * <input type="text"/>	New to WebGrants - Vermont Agency of Agriculture, Food and Markets? Register Here
Password: * <input type="password"/>	
<input type="button" value="Log In"/>	
Forgot User Id?	
Forgot Password?	

Announcements
Remember to turn off and disable your script, javascript, and ad blockers as well as pop-up blockers when entering the Vermont Agency of Agriculture grants site.

2. From the Main Menu, click Funding Opportunities

Menu Help Log Out	Back Print Add Delete Edit Save
Welcome Vermont Tester1	
Main Menu <i>Click Help above to view instructions. Go to "My Profile" to reset password.</i>	
 Instructions  My Profile  Funding Opportunities  My Applications  My Grants	

3. From the Funding Opportunities page, select FY18 Trade Show Assistance Grants

Current Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.
Click on the title to open the Funding Opportunity summary.
Click on the column headers to sort list of Opportunities.

ID	Agency	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
02747	Vermont Agency of Agriculture, Food and Markets	Business Grants	FY18 Working Lands Business Grants	11/07/2017	02/09/2018
02634	Vermont Agency of Agriculture, Food and Markets	Farm to School	FY18 Farm To School & Child Nutrition Grant	Pre-Application Deadline not Applicable	11/14/2017
02739	Vermont Agency of Agriculture, Food and Markets	Farm to School	FY18 Farm to School & Farm to Childcare Equipment Grant	Pre-Application Deadline not Applicable	11/14/2017
02849	Vermont Agency of Agriculture, Food and Markets	Service Provider Investment	FY18 Working Lands Service Provider Grants	12/08/2017	03/07/2018
02506	Vermont Agency of Agriculture, Food and Markets	Trade Show Assistance Grants	FY18 Trade Show Assistance Grants	Pre-Application Deadline not Applicable	Final Application Deadline not Applicable

4. Click Start a New Application.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
02875	VT Trade Show	Submitted

Opportunity Details Copy Existing Application | **Start a New Application**

02506-FY18 Trade Show Assistance Grants

5. Fill out the General Information form that appears. Click Save when you are done.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | **Save**

Instructions

This page must be completed and saved before proceeding with the rest of the application process.

General Information

Primary Contact:* Vermont Tester1

Project Title:
(limited to 250 characters)*

Authorized Official:* Vermont Tester1

Organization:*

[Return to Top](#)

After clicking "Save," your project will have an application number. If you need to log out and log back in you can return to your application by clicking "My Applications" in the Main Menu, or by clicking Funding Opportunities, where you will see your application in the top section. Do not click "Start a New Application."

6. Click Go to Application Forms to begin your application.

Instructions
This page must be completed and saved before proceeding with the rest of the application process.

General Information [Go to Application Forms](#)

System ID: 02876
Project Title: test2
Primary Contact: Vermont Tester1
Additional Contacts: Vermont Tester1
Select any additional contacts within your organization that will also manage this grant
Organization: Vermont Agency of Agriculture, Food and Markets

Last Edited By: Vermont Tester1, 10/25/2017

7. Click on FY18 Applicant Information

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	10/25/2017	
FY18 Applicant Information			
FY18 Trade Show Information			
FY18 VT Economic Impact			
FY18 Marketing & Sales			
FY18 Budget and Narrative			

8. After clicking on the form's name, click Edit in the top right-hand corner to add your information. When finished (or if you need to pause and walk away) click Save. Click Go to Application Forms to return to the menu.

[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Application

Application: 02876 - test2

Program Area: Trade Show Assistance Grants
Funding Opportunities: 02506 - FY18 Trade Show Assistance Grants
Application Deadline: Final Application Deadline not Applicable

9. After completing each form, click Save, then Mark as Complete. All forms must be marked as complete before you may submit your application. You can continue to edit forms after marking as complete up until you submit.

*If you do not save and you back out of the form or a section of the form, your information will be lost. (You will receive a pop-up notifying you that you will lose the information if you back out before saving.) **Also, be sure to answer all required questions. You will not be able to save without doing so.**

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

Application

Application: 02876 - test2

Program Area: Trade Show Assistance Grants

Funding Opportunities: 02506 - FY18 Trade Show Assistance Grants

Application Deadline: Final Application Deadline not Applicable

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Application

Application: 02876 - test2

Program Area: Trade Show Assistance Grants

Funding Opportunities: 02506 - FY18 Trade Show Assistance Grants

Application Deadline: Final Application Deadline not Applicable

Instructions

Overview
The Vermont Agency of Agriculture, Food and Markets (VAAFAM) Trade Show Assistance Grant (TSAG) provides Vermont food and forestry businesses with funds to help identify, plan, exhibit and sell their Vermont products at out-of-state trade shows. These matching grants can mitigate the financial risks associated with exhibiting at trade shows and provide an excellent opportunity to network with wholesale buyers.

Eligible Applicants:
Vermont based producers, processors, and woodworkers; who meet the following criteria:

1. Business is registered with the Vermont Secretary of State and have been in business for over one (1) year with an address indicating that they perform substantial functions in Vermont;
2. Product contains at least 50% Vermont agricultural content/ingredients (excluding water and packaging)
3. Has 3 or more retail/wholesale accounts.

1. Applicant Information | **Mark as Complete** | Go to Application Forms

IMPORTANT: Use the system's Back button (see below) to navigate within the system. Do not use your browser's back button.

Back | Print | Add | Delete | Edit | Save


10. Click on the next application form, and complete steps 8 and 9 until all forms are complete.

IMPORTANT: Once all forms are complete. **Be sure to click Submit.** We highly recommend that you do not wait until the last day to submit your application.

*We find it is much easier to write your essay answers in a word processor such as Microsoft Word to easily catch spelling errors and word counts and then copy and paste your answers into the forms. In the word processor, make sure to check the character count, as WebGrants counts characters rather than words (spaces included).

Application Forms		Application Detail Submit Withdraw	
Form Name	Complete?		Last Edited
General Information	✓		10/25/2017
FY18 Applicant Information	✓		10/25/2017
FY18 Trade Show Information	✓		10/25/2017
FY18 VT Economic Impact	✓		10/25/2017
FY18 Marketing & Sales	✓		10/25/2017
FY18 Budget and Narrative	✓		10/25/2017

11. Upon submission, you will receive a Confirmation Page confirming that your pre-application (letter of intent) has been submitted.

 **Funding Opportunities**

Application Submitted Confirmation

You have successfully submitted your Test Grant for FY18 Working Lands Application with Application ID: 02754.

Congratulations! You have successfully submitted your application.

For help navigating the Grants Management System, please contact:

Tori Managan

Victoria.Managan@Vermont.Gov

802-622-4094

For questions related to the Trade Show Assistance Grants, please contact:

Lauren Masseria

Lauren.Masseria@Vermont.Gov

802-505-5413