



THE COOPERATIVE EXTENSION PROGRAM  
NORTH CAROLINA A&T STATE UNIVERSITY

**2010 Annual Small Farmer of Year Award Nomination Form**

**Section 1: Contact information**

**Part A. Nominator contact information**

Nominator's Name: \_\_\_\_\_

County: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address, if different from mailing address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Mobile Phone (if applicable): \_\_\_\_\_

E-mail (if applicable): \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

**Part B. Nominee contact information**

Nominee's Name: \_\_\_\_\_

Farm Business Legal Name: \_\_\_\_\_

County: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address, if different from mailing address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Mobile Phone (if applicable): \_\_\_\_\_

E-mail (if applicable): \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

**Section 2: Nominee Eligibility Information**

**Part A. Eligibility Information**

1. Does nominee's annual gross farm sales, over the last 3 years, average less than \$100,000? Please check:

Yes

No. If you answered NO, this nominee is not eligible. Do not proceed.

2. Does nominee generate 50 percent or more of his or her gross income from farming? Please check:

Yes

No. If you answered NO, this nominee is not eligible. Do not proceed.

3. Does nominee operate a farm wherein a family member provides general management for the business? Please check:

Yes

No. If you answered NO, this nominee is not eligible. Do not proceed.

4. Has nominee ever been a past recipient of the "Small Farmer of the Year" Award? Please check:

Yes. If you answered YES, this nominee is not eligible. Do not proceed.

No

Part B. How long has the nominee been operating farm business?

Number of years: \_\_\_\_\_ Beginning year: \_\_\_\_\_

Part C. Profitable farm enterprises conducted by the nominee. Fill in the table below.

See example provided.

Name of profitable farm enterprise	Number of years in farm enterprise	Brief description of why this is a profitable enterprise for the nominee
Example only: <i>Tilapia</i>	3	<i>Diversification into Tilapia production and direct sales has increased on-farm income over 50 percent over the last 2 years.</i>
1.		
2.		
3.		

**Section 2, Part D. Creative and innovative farm production methods utilized by nominee**

Fill in the table below. See example provided.

Name of innovative farm production method:	Number of years	Brief description of why this is a creative and innovative farm production method for nominee
<i>Example only: Fall tomato production</i>	2	<i>Most farms grow only summer tomatoes and do not take advantage of the market demand for fall tomatoes. The nominee is innovative by planting tomatoes later in the season, and is able to make additional farm profits from this unique production method.</i>
1.		
2.		
3.		

**Part E.** In the space below, write 2-3 sentences stating why you think your nominee is worthy of receiving the Small Farmer of the Year award.

**Part F.** In the space below, have the nominee provide a personal statement (2-3 sentences) on why they believe they deserve the Small Farmer of the Year award.

### Section 3: Description of nominee's successful small farm practices

**Part A.** Fill out the table below to describing the farming practice(s) that you recommended to, and/or assisted the nominee with. Briefly describe how your recommendations positively impacted the nominee's farming operation. You can describe up to 3 recommended farming practices. See example provided.

**EXAMPLE ONLY:** Description of recommended farming practice: *I provided technical assistance and education to the nominee, so they could become certified organic.*

Describe nominee's farm <b>BEFORE</b> recommendation was applied	
Economic problem	<i>Example only: Before nominee became certified organic, they were unable to sell their produce to Specialty grocery stores.</i>
Environmental problem	<i>Example only: Before nominee became certified organic, they were over-using pesticides and chemicals to grow their produce.</i>

Describe any positive results <b>AFTER</b> recommendation was applied	
Economic benefits	<i>Example only: After nominee became certified organic, they were able to sell their certified organic produce to Specialty grocery stores, at a higher profit margin.</i>
Environmental benefits	<i>Example only: After nominee became certified organic, they raised their produce without pesticides and chemicals, by using integrated pest management strategies and building soil fertility with compost.</i>

**Description of recommended farming practice 1:**

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Describe nominee's farm <b>BEFORE</b> recommendation was applied	
Economic problem	
Environmental problem	

Describe any positive results <b>AFTER</b> recommendation was applied	
Economic benefits	
Environmental benefits	

**Description of recommended farming practice 2:**

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Describe nominee's farm <b>BEFORE</b> recommendation was applied	
Economic problem	
Environmental problem	

Describe any positive results <b>AFTER</b> recommendation was applied	
Economic benefits	
Environmental benefits	

**Description of recommended farming practice 3:**

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Describe nominee's farm <b>BEFORE</b> recommendation was applied	
Economic problem	
Environmental problem	

Describe any positive results <b>AFTER</b> recommendation was applied	
Economic benefits	
Environmental benefits	

## Section 4: Business & Marketing Practices:

1. Does the nominee have a business and marketing plan? Please check:

Yes       No

**If you answered "YES," please answer questions 2-6, after reviewing the nominee's business and marketing plan:**

2. Please review and determine if the nominee's plan contains the following items, please check:

a. Cover page

Yes       No

b. Table of contents

Yes       No

c. Executive summary

Yes       No

d. Background information

Yes       No

e. Business concept

Yes       No

f. Strengths, weaknesses, threats and opportunities information

Yes       No

g. Business organizational chart

Yes       No

h. Marketing plan

Yes       No

i. Financial plan

Yes       No

j. Conclusion

Yes       No

3. What is the legal structure of nominee's farm business? Please check:

Sole proprietorship

Partnership

Corporation

Limited Liability Company

Cooperative

Other: \_\_\_\_\_

4. What are the methods the nominee uses to market his/her farm products, please check:

- Direct mail
- One-on-one sales
- Print
- Promotional materials
- Public relations
- Radio
- Strategic alliances
- Telephone sales
- Trade shows
- TV
- Web
- Other: \_\_\_\_\_

5. Is the nominee's business and marketing practices in alignment with his/her current plan? Please check:

- Yes       No

6. Attach the executive summary from the nominee's business and marketing plan. Please check:

I have attached the nominee's executive summary (should not exceed two pages). Please note the attached executive summary should include the following information:

1. History of the business
2. Objectives of the business
3. Description of business products and services
4. Description of the market this business competes in
5. A personal statement of why and how this business will prosper
6. A personal statement that explains the competitive advantage this business has over other businesses similar to it
7. Growth projections for this business in the market it competes in
8. Description of the business management team
9. Description of funding needs that includes a timeframe of obtaining funds and how obtained funds will be utilized

**\*\*To see examples of business plans with executive summaries for many different businesses, visit the following web link: <http://www.bplans.com/samples/sba.cfm>**

## Section 5: Description of nominee's ag-service agency involvement

Part A. Fill out the table below to describe the nominee's involvement with agricultural service agencies and others. See example provided.

Description of involvement:	Number of years that nominee and service agency worked together	Contact Information of person(s) that nominee works with
<p><i>Example:</i>  <i>Nominee has served on the county soil &amp; water conservation district board</i></p>	<p>1</p>	<p><i>Name: John Doe</i>  <i>Title: District Conservationist</i>  <i>Mail Address: 55 Main St, City, NC 27555</i>  <i>Service Agency: USDA-NRCS</i>  <i>Email: john.doe@nrcs.gov</i>  <i>Phone: 888-555-5555</i></p>
<p>1.</p>		<p>Name:            Title:            Service Agency:            Email:            Phone:</p>
<p>2.</p>		<p>Name:            Title:            Service Agency:            Email:            Phone:</p>
<p>3.</p>		<p>Name:            Title:            Service Agency:            Email:            Phone:</p>

**Section 6: Description of nominee's community service involvement**

Part A. Fill out the table below to describe the nominee's community service involvement. See example provided.

Description of involvement:	Number of years that nominee has been involved with this community group/effort	Contact information of person(s) that nominee works with
<i>Example: Nominee has worked with the county women's shelter to provide farm produce for weekly meals. Nominee also helps meal staff to prepare and serve one meal each month.</i>	1	<i>Name: Jane Doe            Title: Manager            Community group: County Women's Shelter            Mail Address: 77 Main St, City, NC 27555            Email: jane.doe@womenshelter.org            Phone: 888-777-7777</i>
1.		Name: Title: Community group: Mail Address: Email: Phone:
2.		Name: Title: Community group: Mail Address: Email: Phone:
3.		Name: Title: Community group: Mail Address: Email: Phone:

**Section 7: Supporting information**

**DO NOT SEND ORIGINALS!**

**Part A. Provide supporting information that you believe will enhance the quality of the nominee's application.** Some ideas of what you can send in are the following: pictures with written description, videos, newspaper clippings, webpage address, etc.

**I am sending in the following supporting information for the award committee's consideration, please check:**

- Pictures with written descriptions
- Video
- Newspaper clippings
- Website address: \_\_\_\_\_
- Other, please describe: \_\_\_\_\_

Part B. List nominee's three most significant prior awards or grants, over the last five years:

Name of award, or grant	Year awarded	Contact of person/group who bestowed this award or grant
1.		Name: Title: Organization: Mailing Address: Email: Phone:
2.		Name: Title: Organization: Mailing Address: Email: Phone:
3.		Name: Title: Organization: Mailing Address: Email: Phone:

**Section 8: NCCE county center relationship verification**

Please check boxes below, these statements must be verified to move through the selection process.

- The nominee and nominator will both be present at the awards ceremony.
- If awarded the Gilmer L. and Clara Y. Dudley Small Farmer-of-the-Year award, the nominee agrees to work with the local planning committee and NCCE county center to plan the Small Farms Week Kick-off educational event for the following year.

**Section 9: Required signatures**

To complete this application, all required signatures must be obtained. If you are emailing this application, FAX Section 9 (this page ONLY), to the attention of Michelle Eley, 336-334-7432.

To verify receipt of your application, please call

**Andrea Brooks, 336-334-7956 ext 2101**

Before 5 pm, Monday, Dec. 1, 2009. No late applications will be accepted.

**Part A: Required signatures**

**Nominator Signature**

Per my signature below, I submit the above nominee for consideration in the 2010 Annual Small Farmer of the Year award process. To the best of my knowledge, all of the information is accurate and complete.

\_\_\_\_\_  
Printed Name of Nominator

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Date signed

**Nominee Signature**

Per my signature below, I agree with the information submitted by my nominator to support me in applying for a 2010 Annual Small Farms Award. I meet the eligibility requirements for these awards. To the best of my knowledge, all of the information is accurate and complete.

\_\_\_\_\_  
Printed Name of Nominee

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date signed

**NC Cooperative Extension County Director Signature**

Per my signature below, I have reviewed the nominee's application and supporting materials. To the best of my knowledge, all of the information is accurate and complete.

\_\_\_\_\_  
Printed Name of NC Cooperative Extension County Director

\_\_\_\_\_  
Signature of NC Cooperative Extension County Director

\_\_\_\_\_  
Date signed