



## Request for Assistance

### Oahu Agriculture and Conservation Association: Grant and Loan Support

Please complete this form in its entirety and return it to us via:

Email: oahuaca@gmail.com

Mail: P.O. Box 700489, Kapolei HI, 96709

We will contact you within 10 business days to discuss next steps. Should you have any questions, please call us at 808-729-1676 or email oahuaca@gmail.com

<b>Name of Farm/Ranch/Agriculture Organization:</b>	
<b>Contact:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email Address:</b>
	<b>Web Address:</b>
<b>Agricultural Cooperative/Group?</b> Yes ___ No ___	<b>Non-Agricultural Cooperative/Group?</b> Yes No
<b>Type of Business</b> (Please check all that apply) Purchasing          Processing Marketing          Housing Retail                Service Tourism             Ranching Farming             Other	<b>Business Status</b> (Please check all that apply) Pre-Venture          Private Non-Profit In Business          LLC Other If in business, how long has it been in operation? <1 year      1–3 years      >3 years
<b>Business Information</b> Number of paid employees (including owners): Number of unpaid workers (volunteers, WWOOFers, owners, family, etc.): Acres in production (if applicable): What products/services do you offer to customers?	
<b>Financial Information</b> Hawai'i Revenues Last Tax Year: \$ Out-of-State Revenues Last Tax Year: \$ Net Income Last Tax Year: \$	
<b>Has your group previously received assistance from other organizations?</b> Yes No If yes, what other organizations have assisted your group? (Please check all that apply)	
Local Chamber of Commerce College/University Other Existing Cooperative Local Economic Development Other	Local Farm Bureau Legal Counselor Cooperative Extension Service (UH – CTAHR) Professional Small Business Development Center Government Agency (County, State or Federal)

**Best Practices Checklist**

We strongly encourage each client to follow best practices; please check the activities below that have been completed. Please write: Y for Yes; N for No; NA for Not Applicable

- |  |  |
|--|--|
| <input type="checkbox"/> An idea has been discussed among a small group of potential cooperative members | <input type="checkbox"/> Financing has been discussed with lenders |
| <input type="checkbox"/> Steering committee established  | <input type="checkbox"/> Market analysis                           |
| <input type="checkbox"/> Mission and vision developed  | <input type="checkbox"/> Feasibility study                         |
| <input type="checkbox"/> Action items have been established with timelines                               | <input type="checkbox"/> Business plan developed                   |
| <input type="checkbox"/> Articles of Incorporation filed   | <input type="checkbox"/> Management and employees hired            |
| <input type="checkbox"/> Bylaws have been adopted  | <input type="checkbox"/> Operations have begun                     |
|  | <input type="checkbox"/> Board of Directors has been formed        |

**Type of assistance requested (Check all that Apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Cooperative business development                            | <input type="checkbox"/> Business plan development |
| <input type="checkbox"/> Funding research  | <input type="checkbox"/> Market plan development   |
| <input type="checkbox"/> Loan preparation assistance — Name of loan(s) (if known):   |  |
| <input type="checkbox"/> Grant preparation assistance — Name of grant(s) (if known): |  |
| <input type="checkbox"/> Other   |  |

**If you are seeking funding to expand your cooperative or business, what activities will the funds be used to support?** (For example: payroll, supplies, market research, equipment purchase, construction, etc.)

**Project description and vision statement**

Please tell us more about your business or cooperative. Provide a description of your current activities, successes, and challenges, how you are working to address them, and visions for the future.

Current activities:

Successes:

Challenges and how you are working to address them:

Visions for the future:

**Food and Agricultural Production**

Please tell us more about your business or cooperative's agricultural production activities by providing information about the following:

Number of acres in production:

Pounds of food produced (last calendar year or annual average):

Please share the types of agriculture products you sell commercially:

Gross revenue from food and/or agricultural products sold (last calendar year):

Number of years in business:

1-3 years

4-5 years

6-9 year

Over 10 years

Number of paid full-time workers (including owners):

Number of paid part-time workers (including owners):

**Please complete for following for support in applying for Federal or State Grants:**

Title of Grant you are interested in applying for:

Deadline for grant submission:

EIN:

Are you taxes current?  Yes  No

What is the match requirement? \_\_\_\_\_% In-Kind, Cash, or both

Do you have a current DUNS #?  Yes  No Please write it here: \_\_\_\_\_