

HOF Farm RFP Application

Personal and Professional Information

1) Personal Information

Name(s) of Applicant, Address, Telephone, Email, Website if applicable

Preference will be given to Duxbury farmers and those living closest to town. The ability to respond in a reasonable timeframe to emergencies will be considered as part of the proposal.

<< Comparative Criteria – Proximity to the Farm >>

- >25 miles = Not Advantageous
- 11-25 miles = Advantageous
- 1-10 miles = Highly Advantageous

First and Last Name _____

Mailing Address _____

City/Town _____ State _____ Zip Code _____

Telephone: _____

Email address _____

Website _____

2) Farming / Management Experience

Provide any experience you have working and/or managing a farm

Describe your farming and/or management experience such as acreage, types of farmland and crops/livestock that you have actively farmed or managed - be specific about your role and responsibilities. Include number of employees (full and/or part time) and the name, address, and contact information of landowner and gross income. Repeat this information for each farm if necessary.

NOTE: Applicant must have been engaged in the business of production agriculture or farming for commercial purposes for a **minimum of 3 years**.

<< Comparative Criteria - Farming Experience >>

- 0-less than 3 years = Not Advantageous
- 3- less than 5 years = Advantageous
- 5-less than 10 years = More Advantageous
- 10+ years = Highly Advantageous

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Business / Farm Name: _____

City/Town _____ State _____

Owner's Name _____

Owners Telephone _____

Owners Email Address _____

Start Date _____ End Date _____

Number of acres farmed _____ Number of acres managed _____

List Crops and livestock

People (including yourself) employed on the farm:

_____ Full Time _____ Part Time

Gross income generated by the farm \$ _____

3) [Farming Skills](#)

Describe your farming knowledge (include a resume if available)

Farmers need a diverse set of skills in order to perform their jobs efficiently and successfully. These skills include farm management, mechanical, problem-solving, technical, interpersonal, and organizational skills. Provide examples of your experience using these skills.

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4) Insurance

Applicant must have a Workmen's Comp and Liability Insurance.

<< Minimum Criteria – Insurance >>

I will provide Workmen's Compensation Insurance for the company employees to the statutory levels.

_____ Yes or _____ No

I will provide liability insurance with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. Such insurance, written on a per occurrence basis, shall have a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in aggregate, and shall be primary and noncontributory.

_____ Yes or _____ No

5) Reference Information

Name, Relationship, Telephone number, and Email

Include contact information for 3 references.

Reference #1

First and Last Name: _____

Relationship: _____

Telephone: _____

Email address _____

Reference #2

First and Last Name: _____

Relationship: _____

Telephone: _____

Email address _____

Reference #3

First and Last Name: _____

Relationship: _____

Telephone: _____

Email address _____

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Proposed Farming Operation

1) Operating Plan

Describe the proposed farming operation. Submit separate information for each parcel if necessary.

Include acres and approximate yields of the various crops, and numbers and types of livestock along with a proposed planting/growing/harvesting schedule. Include a summary of your short-term and long-term plans for keeping the land in active Agriculture.

Number of acres to license _____

2) Infrastructure Improvements

Describe proposed infrastructure changes

List improvements such as irrigation, fencing, greenhouses, temporary or permanent structures, utilities, etc. that you are considering for the proposed operation.

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3) Assets

List any farming equipment you own or lease (e.g. truck(s), tractor(s))

<< Comparative Criteria - Farming Equipment Owned or Leased >>

- No Equipment = Unacceptable
- Truck and tractor = Advantageous
- More than one truck or tractor, temporary fencing = More Advantageous
- More than one truck or tractor, temporary fencing, irrigation, hoop house = Highly Advantageous

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4) Composting

Describe the types and sources of the waste material

Will there be compost stored on site? Will all the compost material be generated on-site? Are you planning to bring waste materials on to the Farm from off-site to compost with waste materials which are generated on site?

5) Product Distribution

Where will the agricultural products be sold?

List the types of outlets you plan to use to sell your products and how you have engaged your customers and the community for the sale of your products. (e.g. farm stand, CSA, farmer's markets, online).

Describe how you plan to sell your products and how you have engaged your customers and the community for the sale of your products. Include any experience you have to communicate with your customers (email lists, website, Facebook, etc.).

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6) Mentoring Beginning Farms

Describe how you have or plan to engage with beginner farmers to advance their knowledge

Have you mentored aspiring farmers or are you planning to mentor beginner farmers?

<<Comparative Criteria – Mentoring and Education>>

- Have not previously mentored beginner farmers and do not plan to mentor beginner farmers = Not Advantageous
 - Have not previously mentored beginner farmers but plan to mentor beginner farmers = Advantageous
 - Have previously mentored beginner farmers = More Advantageous
 - Have previously mentored beginner farmers and plan to continue to mentor beginner farmers = Highly Advantageous
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7) Community Engagement

Describe how you would engage the community through educational and/or public events.

How do you plan to sell your products? Include any experience you have to communicate with your customers (email lists, website, etc.).

Have you actively engaged the community to educate them on farming and farming practices? If so, please discuss this in more detail. If you have no prior experience, do you plan to? If so, please discuss your approach.

<< Comparative Criteria – Community Engagement >>

- Have not previously worked with the community and do not plan to = Not Advantageous
 - Have not previously worked with the community but plan to worked with the community = Advantageous
 - Have previously worked with the community = More Advantageous
 - Have previously worked with the community and plan to continue to worked with the community = Highly Advantageous
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8) [Optional - Additional Farming Operation Information](#)

Include any further information the Town should consider with regard to the application.

Signature _____ Date _____

Print Name _____