



# Meat Processor Infrastructure Grant Program

February 5, 2025

WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION (DATCP)

# ALL INFORMATION IS ON THE DATCP WEBSITE

The screenshot shows the website header for the State of Wisconsin Department of Agriculture, Trade and Consumer Protection. The navigation menu includes 'Online Services', 'Licenses/Permits', 'Publications', 'Programs/Services', 'Ag Development', 'News/Media', and 'About Us'. The 'Ag Development' menu is open, listing options such as 'Agricultural Statistics', 'Alice in Dairyland', 'Dairy Task Force 2.0', 'County & District Fairs', 'Economic Development and Innovation Center', 'Farm Center', 'International Agribusiness', 'Market Orders & Boards', 'Something Special from Wisconsin™', and 'Starting a Food Business'. The 'Meat Processor Infrastructure' page is visible, featuring a blue box with links for 'Request for Proposals' and 'Grant Application'. Below this, there is a video player for a 'DATCP Meat Processor Grant Webinar' and a section titled 'ELIGIBLE PROJECTS' with a list of project types.

- Ag Development
- Economic Development and Innovation Center
- Meat and Livestock Development



## GRANT OVERVIEW

- The Meat Processor Infrastructure Grant strives to grow Wisconsin's meat industry and improve the long-term viability of the livestock sector through services to meat processing establishments.
- Grants are available to new or existing processors to facilitate changes and expansion to grow harvest capacity and/or increase product throughput.



## AVAILABLE FUNDS

- Funds are distributed through a competitive review process.
- Grants can be up to \$50,000 and two years long.
- Matching funds are required at 100% of the grant award.
- Matching funds expensed during the project must be documented the same way as reimbursable grant expenses.



# TIMELINE

1. Applications due to DATCP by 11:59 p.m., February 24, 2025
2. Applications scored and selected by review committee March 24, 2025
3. Selected applicants notified by DATCP March 31, 2025
4. Approval letters issued by DATCP April 7, 2025
5. Anticipated executed contract April 21, 2025
6. Anticipated project start date May 1, 2025
7. All projects must conclude no later than April 30, 2027



# PARTICIPANT ELIGIBILITY

- Applicants must:
  - Operate or plan to operate a DATCP- or USDA-licensed meat processing establishment located in Wisconsin;
  - Be engaged in livestock harvest and/or further meat processing (sausage, cured meats, or other value-added meat manufacture);
  - Be planning a project(s) that will increase harvest capacity or the amount of meat product;



# PARTICIPANT ELIGIBILITY

- Applicants must:
  - Have no outstanding state or federal penalties or violations and be in good standing with Wisconsin Department of Revenue, Wisconsin Department of Financial Institutions, DATCP, and USDA Food Safety and Inspection Service;
  - Not be an employee of DATCP or an immediate family member thereof (i.e., mother, father, brother, sister, spouse, or child);
  - Not have an open grant with DATCP at the time of application.



# ELIGIBLE PROJECTS

Eligible projects could include multiple aspects from the following areas:

- Increasing the facility's harvest capacity by 20% or more per year
- Increasing meat or meat product production that shows a benefit to harvest capacity within the supply chain
- Increasing the facility's efficiency
- Improving the competitive position of the Wisconsin meat sector
- Creating employment in the Wisconsin meat sector





## ELIGIBLE EXPENSES

Eligible project expenses include but are not limited to operating expenses and professional services costs directly related to the grant project, such as:

- Engineering costs
- Architectural design
- Construction
- Food safety advisory services
- Equipment purchases
- Equipment installation



# INELIGIBLE EXPENSES

- Real estate purchases
- Repayment of loans or mortgages
- Rent or contract payments for time periods extending beyond the grant contract
- Administrative or overhead costs that are not direct costs of the grant project
- Advertising expenses
- Legal fees
- Lobbying, fundraising, or other political activity
- Any costs incurred by any firm for work performed in the preparation of and production of a proposal or for any work performed prior to the formal execution of a contract



# PROPOSAL REVIEW CRITERIA

- The review committee will score applications based on criteria outlined in the [Request for Proposals](#), and the scores will determine which proposals are funded.
- Preference may be given for proposals that:
  - Demonstrate an industry-wide benefit
  - Increase animal harvest benefitting multiple Wisconsin producers/farmers
- DATCP may require additional information and/or an establishment visit to review the proposed project.



# CONTRACTS

- DATCP will develop a contract for each funded project.
- No funding commitment is final and no project may begin incurring expenses until the contract is signed by the grant recipient and DATCP.
- Grant contracts must be signed and returned to DATCP within 30 days of receipt.
- Failure to submit an executed copy of the contract within 30 days of receipt may result in the loss of awarded grant funds, unless the delay is approved by DATCP.



# PAYMENTS

- This is a reimbursement grant. Payments will be made following DATCP's receipt of an invoice documenting expenses incurred by the grantee.
- An amount of 25% of the grant award will be held as a grant final payment. The final payment will be made upon submission of a final invoice and DATCP approval of a written summary report of the project. Invoices must include receipts or other proof of payment.



# REPORTING REQUIREMENTS

- Progress reports are due every six months in October and April and will include at a minimum:
  - Project status
  - Steps completed in the last six months
  - Actions to be completed in the next six months
  - Any barriers or issues with the project
- DATCP reserves the right to modify reporting requirements



# END-OF-PROJECT REPORT

An end-of-project summary including the following will be required:

- Brief description of project intent
- Summary of project accomplishments and outcomes
  - percentage of harvest capacity increased
  - additional animals harvested or processed
  - efficiencies gained
- Other insights from project execution



# RECORD REQUIREMENTS

- The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with DATCP, receipts, invoices, and copies of all reports and documents associated with the project.
- The grantee shall retain all data and other records relating to the acquisition and performance of the Grant Award Agreement for a period of four years after the completion of the contract.
- All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records.





# OPEN RECORDS

- Applications submitted for funding and all related contracts and reports shall be subject to disclosure under the Public Records law. If the grant applicant or recipient requests any information be deemed a trade secret, the document should be labeled using “trade secret” and the requested status should be noted to DATCP when the document is submitted. DATCP will notify the grant recipient if a public records request is made for the information claimed to be trade secret by the grant recipient. Such information may be kept confidential by DATCP only as authorized by law (see Wis. Stat. § 19.36(5)).

