

2027 GRANT CYCLE

How to Apply for an AgPrime Grant

WHAT'S INSIDE

Applications open November 1, 2026

1 Check your county PAGE 2

2 Gather what you need PAGE 3

3 Create your account PAGE 4

4 Fill in the application PAGE 6

5 Review and submit PAGE 10

6 Messages and help PAGE 11

University of MOUNT OLIVE
UMO AGRICULTURE
Lois G. Britt Agribusiness Center

SCAN TO START YOUR APPLICATION

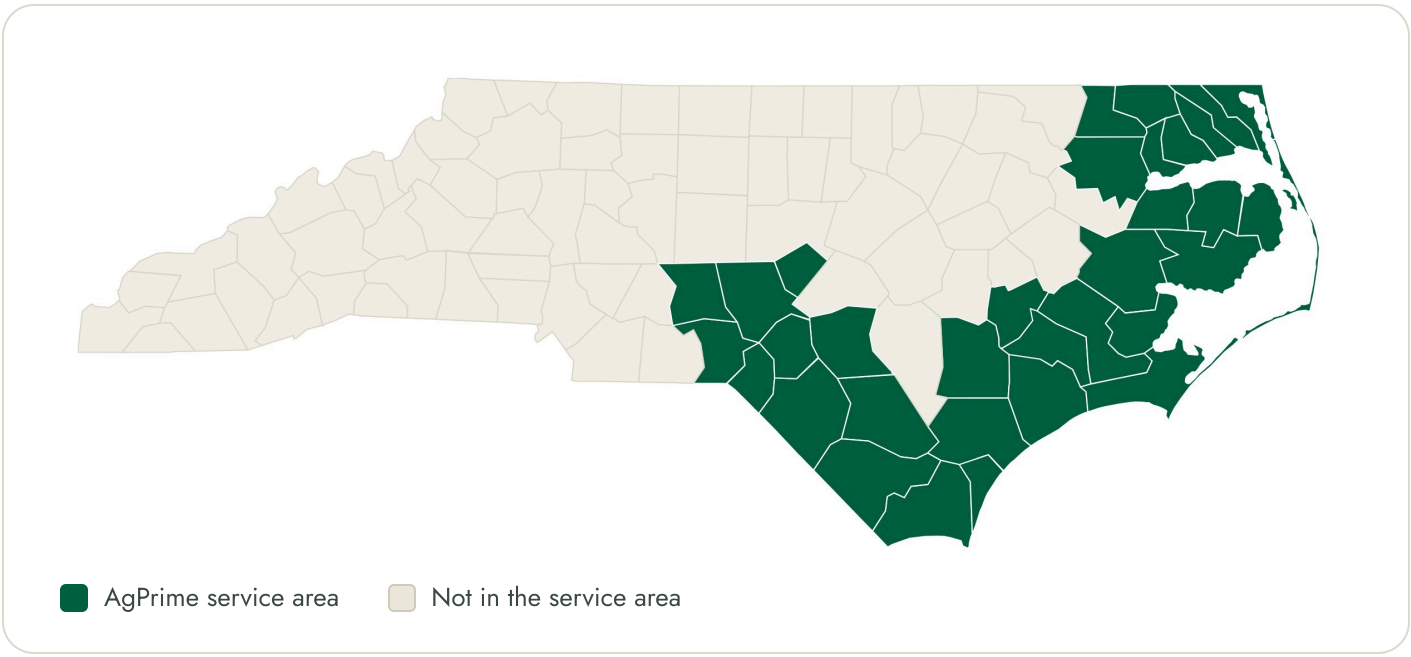
agprime.org/apply

North Carolina
Tobacco Trust Fund Commission
SPONSORED PROJECT

STEP 1

Check Your County

AgPrime serves 33 counties in eastern and southeastern North Carolina. Your farm must be located in one of them, and the application will not accept a county outside the service area.



The 33 eligible counties

Beaufort	Cumberland	Jones	Pasquotank
Bertie	Currituck	Lee	Pender
Bladen	Dare	Lenoir	Perquimans
Brunswick	Duplin	Montgomery	Richmond
Camden	Gates	Moore	Robeson
Carteret	Hertford	New Hanover	Scotland
Chowan	Hoke	Onslow	Tyrrell
Columbus	Hyde	Pamlico	Washington
Craven			

Farm in a different county? The AgPrime site points to NC AgVentures (agventures.ces.ncsu.edu) and, for western North Carolina, WNC AgOptions (wncagoptions.org).

STEP 2

Gather What You Need

Who AgPrime is for

Who can apply

Farmers and agribusinesses that are agriculturally dependent and have viable ideas for new and innovative agricultural projects.

Who gets priority

Applicants who earn at least 50% of their personal income from the farm, and current and former tobacco farmers or quota holders.

The limits

Up to $10,000, with a cash match of at least 10% of the request. One application per farm.

Have these ready before you start

☐	Farm mailing address, and property address if different	Question 1
☐	A project title and the amount you're requesting	Questions 2–3
☐	Other funding sources and amounts, including your cash match	Question 4
☐	Acres farmed, tobacco workers, and share of income from the farm	Questions 6–8
☐	Your supporting agency, such as Extension, NCDA&CS, NRCS/SWC, or FSA	Question 9
☐	Whether you have an N.C. Department of Revenue E-595EA Tax Exemption number	Question 14
☐	Details of any AgPrime or Tobacco Trust Fund funding you or family received	Question 15
☐	A month-by-month plan for the project	Question 21
☐	Quotes for any items or work you plan to buy with the grant	Question 28
☐	Estimates for acres, jobs, product sold, and new income over three years	Questions 31–33
☐	Name, title, phone, and email for anyone helping with the project	Question 34
☐	One or two letters of support, saved as PDF, Word, JPG, or PNG files	Question 34

HELPFUL HINTS Questions 16 through 27 are written answers. Applicants may find it easier to draft them ahead of time and paste them into the form.

STEP 3

Create Your Account

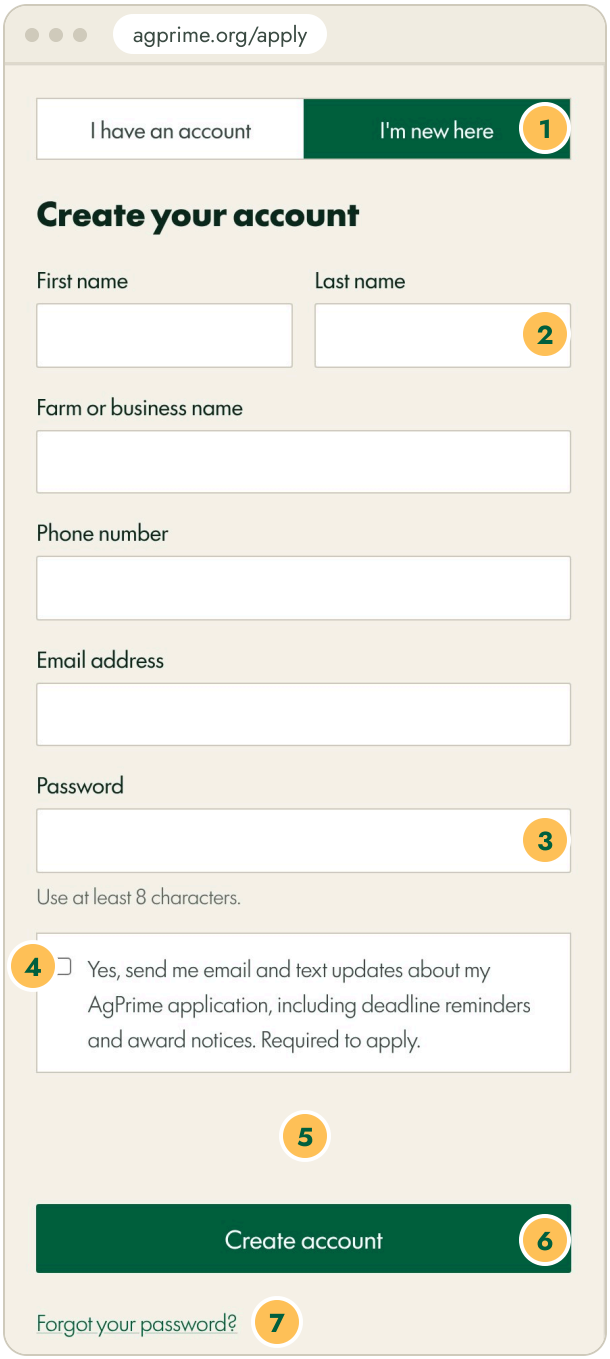
Go to **agprime.org/apply**. The numbers below match the screen on the right.

1. Choose **I'm new here**.
2. Enter your name, farm or business name, phone number, and email address.
3. Create a password of at least 8 characters.
4. Check the box to get email and text updates about your application. It is required to apply.
5. Complete the human verification check that appears in this space.
6. Select **Create account**. You'll go to your application dashboard.
7. **Forgot your password?** Select this link and enter your email to get a reset link.

Coming back later? Choose **I have an account** and sign in. If you try to sign up with an email that already has an account, the site will switch you to sign in.

HELPFUL HINTS

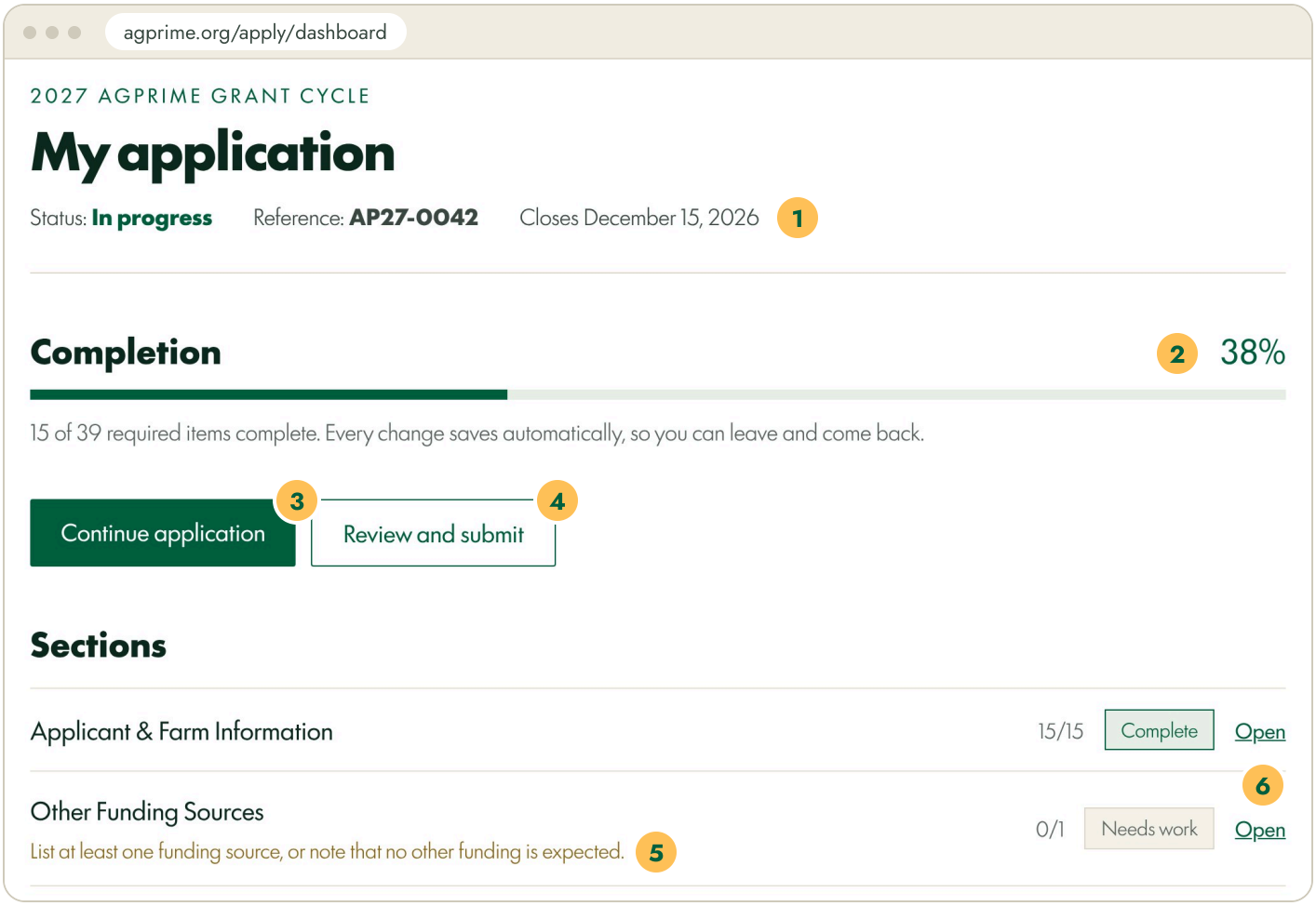
Set up the account with the applicant's own email address and phone number. Application updates, deadline reminders, and award notices go to them.



Screen from agprime.org/apply.

Your Application Dashboard

After you sign in, the dashboard shows where your application stands and what is left to do. Come back to it any time before the deadline.



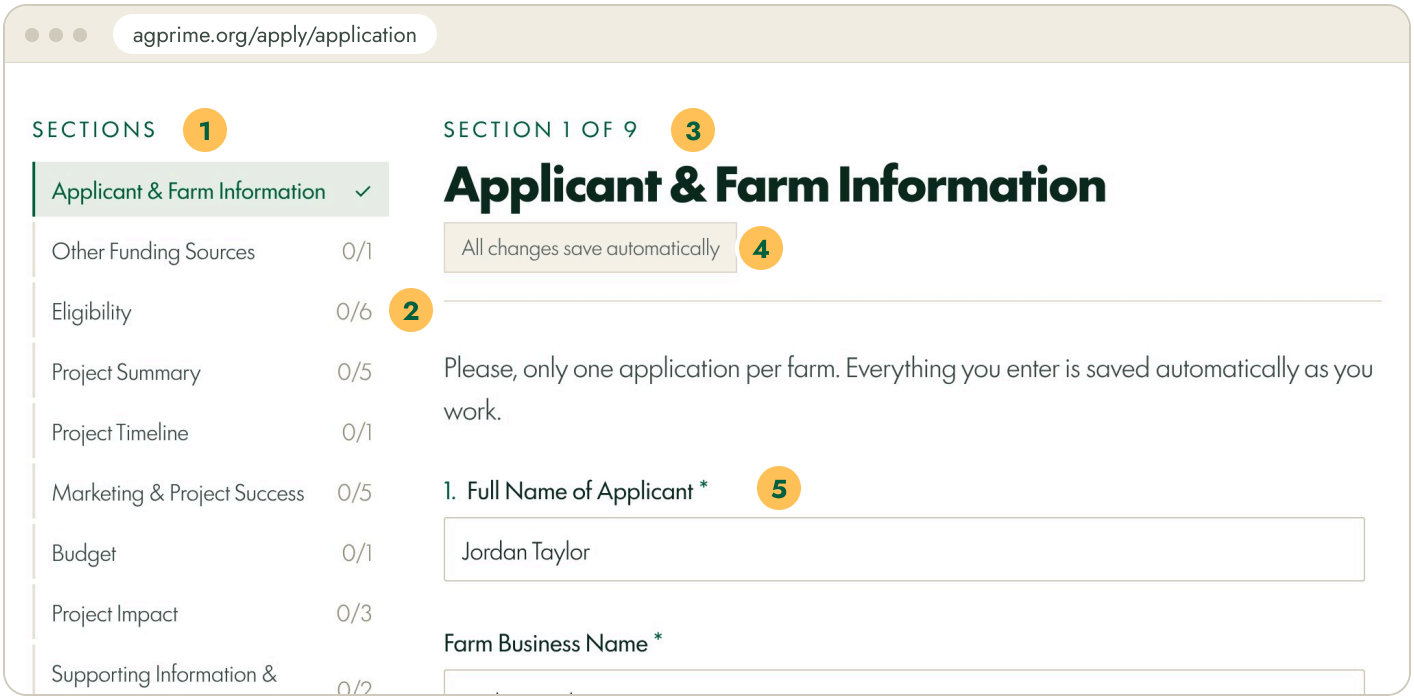
Shown with sample information.

1. **Status, reference number, and closing date.** Keep your reference number handy for any questions.
2. **Completion.** The share of required items you have finished.
3. **Continue application** opens the form.
4. **Review and submit** when every section is complete.
5. **What is missing** in each section, listed under its name.
6. **Open** takes you straight to that section.

STEP 4

Fill in the Application

The form has nine sections. Work through them in order or jump around. You can stop at any point and pick up later.



Shown with sample information.

1. **Sections.** Select any one to go to it. A check mark means it is complete.
2. **Count** of required items done in each section.
3. **Where you are**, for example Section 1 of 9.
4. **Save status.** Answers save as you type and this changes to "Saved at" a time.
5. **Required questions** are marked with an asterisk (*).
→ Each section ends with **Previous** and **Save and continue**.

If you see one of these messages at the top of the form

"Changes did not save."	Check your internet connection, then select **Retry**.
"This application is open in another tab."	Close the other tabs. Editing in more than one can overwrite recent changes.
"Your session has expired."	Sign in again. Your saved work is still there.

What Each Section Asks

	SECTION	QUESTIONS	WHAT YOU'LL ENTER
1	**Applicant & Farm Information**	1–3, 5–9	Contact details, project title, amount, county, acres, workers, farm income, and agency
2	**Other Funding Sources**	4	Each other funding source and amount, including your cash match of at least 10%
3	**Eligibility**	10–15	Six yes or no questions. Answering yes to 15 asks for the family member, amount, and project.
4	**Project Summary**	16–20	Your project, how you'd adjust if partly funded, farm history, your background, and why it will succeed
5	**Project Timeline**	21	Steps planned for each month, January through October 2027
6	**Marketing & Project Success**	22–27	Marketing plan, break-even estimate, food safety, three-year vision, lessons learned, and past grants
7	**Budget**	28–30	Grant purchases, items paid with other funds, and in-kind contributions
8	**Project Impact**	31–33	Estimates for the first, second, and third year: acres, jobs, product sold, and new income
9	**Supporting Information & Documents**	34	People helping with the project, and one or two letters of support

Read the small print under each question

Many questions include extra prompts in smaller type that describe what to cover in your answer.

One optional question

Food safety (question 24) is the only optional written answer, since it may not apply to every project.

Budget and Cash Match

The Budget section has three tables. Add one row for each item with its estimated cost, and use **Add row** for more lines.

28. Grant purchases

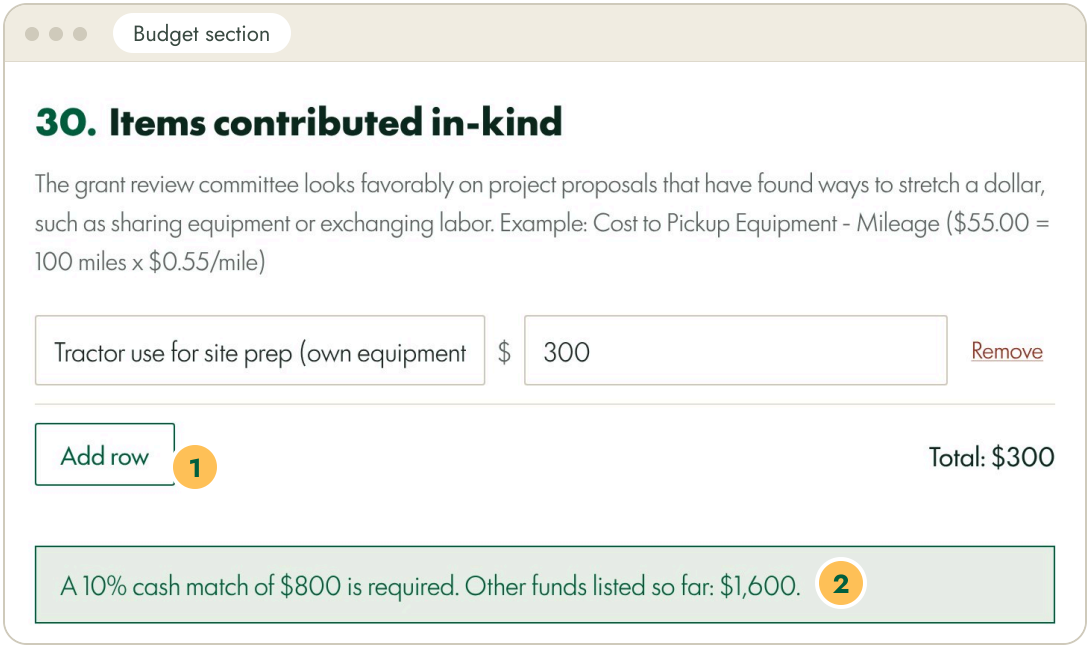
Items or services the grant will buy. Have quotes for any work.

29. Other funds

Items paid for from other sources. Your 10% cash match goes here.

30. In-kind

Contributions like shared equipment or exchanged labor.



1. **Add row** adds another line to a table.
2. **Cash match check** updates as you add other funds.

Shown with sample information.

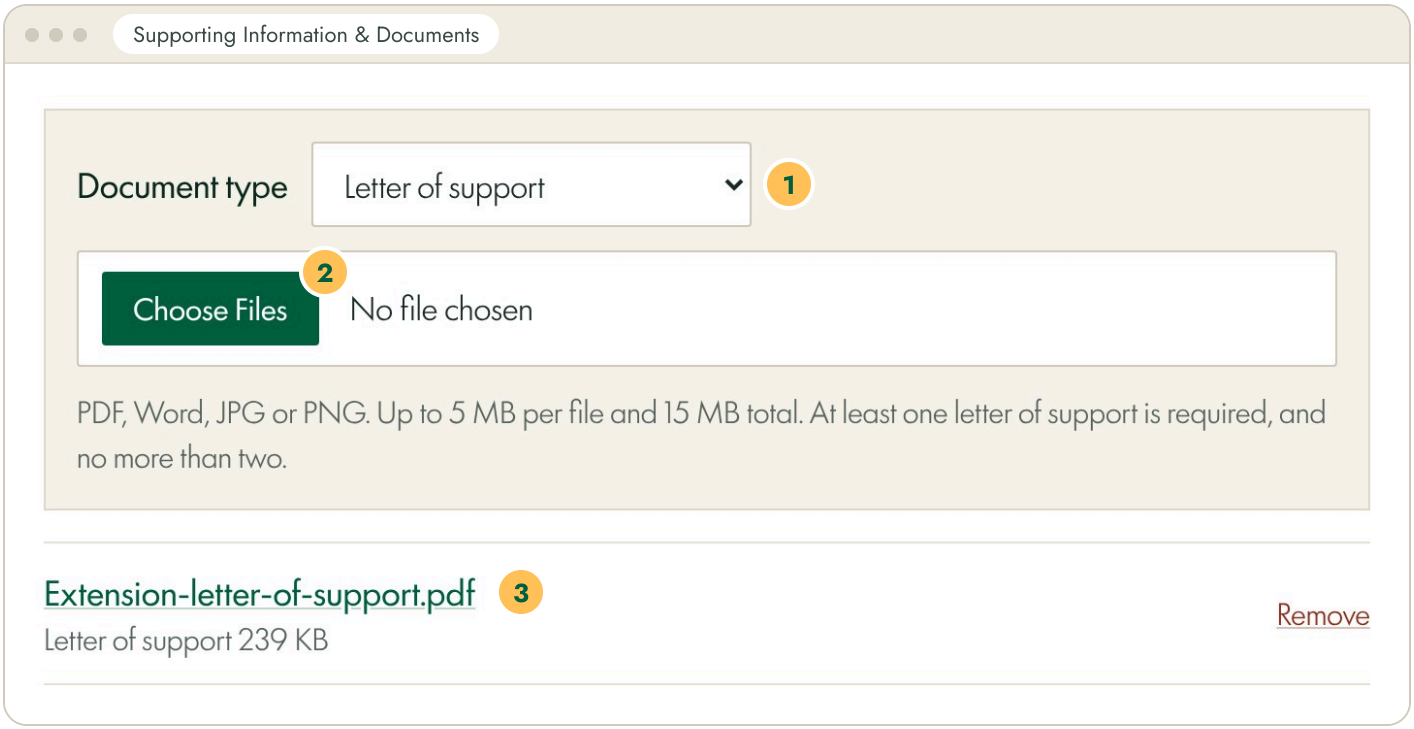
$8,000 × 10% = **$800**

If you request $8,000, you need at least $800 in cash match. The check counts what you list under Other Funding Sources and the Other Funds table.

About labor: if labor is included, specify "contractor" or "employee." Your own labor and your immediate family's is considered in-kind and should not be included in the budget.

Letters and Documents

The last section, Supporting Information & Documents, asks who is helping with your project and is where you upload your letters of support.



Shown with sample information.

1. Pick the **document type**: letter of support, quote or estimate, or other.
2. **Choose the file** from your computer or phone.
3. **Uploaded files** are listed below. Remove deletes one.

1 or 2

Letters of support. At least one is required, and no more than two.

5 MB

Largest size for each file, with 15 MB total.

PDF · Word

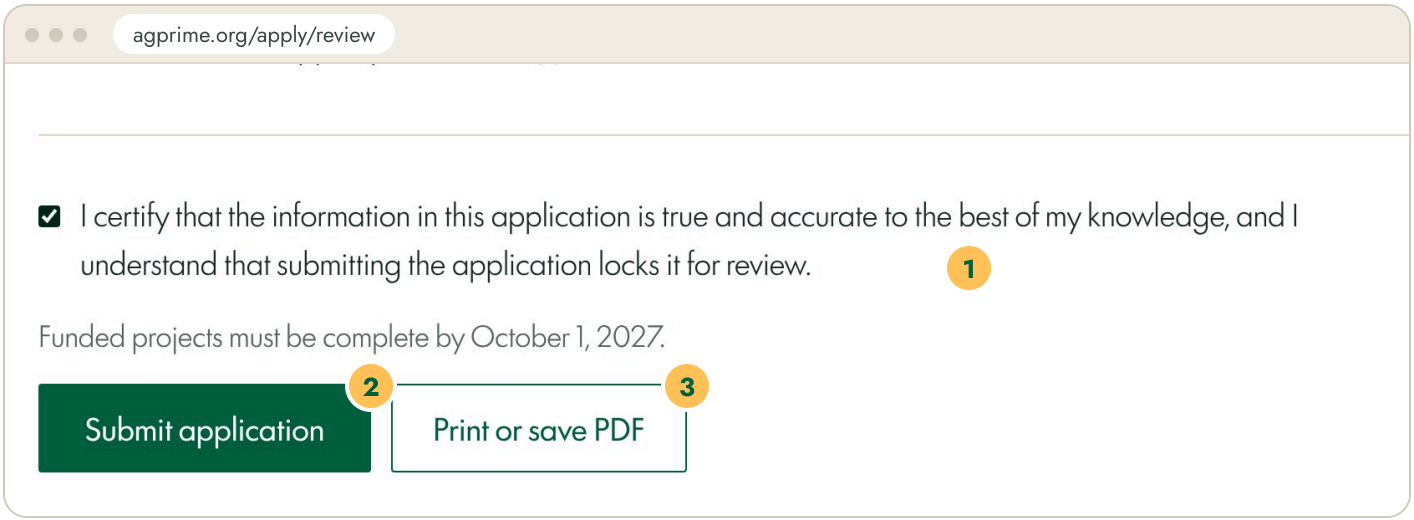
Also JPG and PNG. Other file types won't upload.

Listing the people helping you: follow the example on the form: John Doe, Blank County FSA Director, 910-555-5555, John.Doe@fsa.usda.gov. Each letter of support should clearly state what assistance that person is providing.

STEP 5

Review and Submit

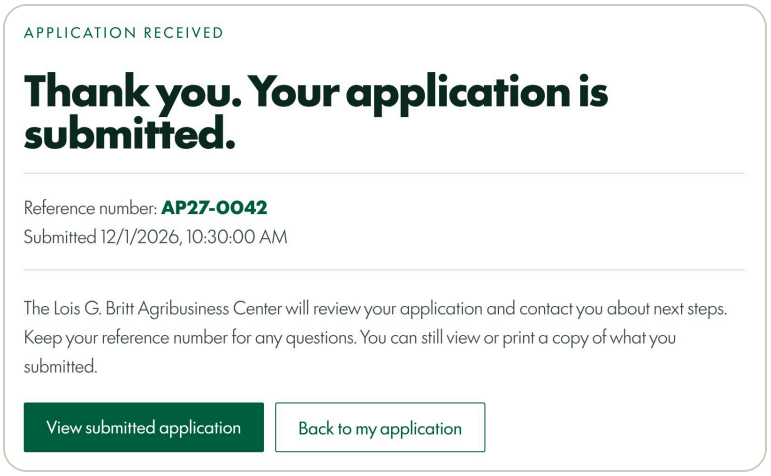
Select **Review and submit** from the dashboard or the form. The review page shows every answer, with an **Edit** link beside each section.



Shown with sample information.

1. Check the box to **certify** your information is true and accurate.
2. Select **Submit application**. It stays grayed out until nothing is missing.
3. **Print or save PDF** keeps a copy for your records.

Submitting locks your application for review. You can still view and print it afterward, but you can't make changes.



After you submit

You'll see this confirmation with your reference number. The Lois G. Britt Agribusiness Center will review your application and contact you about next steps.

TROUBLESHOOTING

Messages and Getting Help

These are messages the site may show, and what to do about each one.

IF YOU SEE	WHAT TO DO
"An account already exists for..."	Sign in instead, or use **Forgot your password?**
"Please complete the human verification check to continue."	Finish the check above the **Create account** button.
"Changes did not save."	Check your internet connection, then select **Retry**.
"Your session has expired."	Sign in again. Your saved work is still available.
"This application is open in another tab."	Close the other tabs and work in just one.
"... is not an accepted file type."	Save the file as a PDF, Word, JPG, or PNG and upload it again.
"... is larger than 5 MB."	Upload a smaller version of the file.
"Please submit no more than two letters of support."	Remove one letter before uploading another.
"Editing is paused" or "Submissions are paused"	Your saved work is safe. Check back later or call a coordinator.

Questions? Talk to a program coordinator.

The AgPrime team can help you understand eligibility and prepare your application.

Stan Dixon
Program Coordinator
252-526-1587

Ed Emory
Program Coordinator
910-290-1002

Technical questions about the website?
Contact Grayson Morgan, Creative Services Specialist
gmorgan@umo.edu

University of Mount Olive UMO Agriculture
Lois G. Britt Agribusiness Center

AgPrime is administered by the University of Mount Olive Lois G. Britt Agribusiness Center with funding from the North Carolina Tobacco Trust Fund Commission.

North Carolina Tobacco Trust Fund Commission
SPONSORED PROJECT