

Cumberland County Agricultural Business Assistance Program Information Session

Lisa Childers, County Extension Director

Faith Phillips, Assistant County Manager



Lisa Jayne, Grants Manager

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Today's Agenda Overview

- Welcome & Introductions
- Housekeeping
- Agricultural Business Program Overview
- Application Demonstration
- Timeline & Next Steps
- Q&A

Funding Overview

- Provide up to \$50,000 in financial assistance to for-profit agricultural businesses (farmers and producers) that have faced economic hardship.
 - Cumberland County has defined an agricultural business as a farm that is established with the Internal Revenue Service and has filed a current form FSA-578, and employs less two hundred and fifty (250) full –time equivalent individuals.
- The agricultural business must have been in operation on or before March 3, 2021.

Requirements for Funding:

- Employ or retain a low to moderate-income individual with annual wages of \$44,250 or less. Employees must not earn more than \$44,250 annually.
 - Maintains employment of at least one full-time equivalent low to moderate income employee for one year after the first receipt of assistance under the program.
 - Funding will be provided on a reimbursement basis for payroll expenses only, including wages, benefits, and associated payroll taxes.
- Possess the capacity to be successful with the use of the program funds.
- Must not be in bankruptcy.
- Must be current with property taxes and any fees that are collected with property taxes, or have a payment plan in place with the tax administrator.
- Conflict of Interest: A Cumberland County public officer or employee involved in the administration of this award, or a member of their household, would directly or indirectly benefit from the award.

Portal Walkthrough

Registration/Login process

- Only register with one email.

Roles-No limit on how many

Primary Contact/Admin Role:

- This is the person who will receive all notifications.

Editor Role:

- You can assign additional people as editors—They will not receive notifications but will have access.



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- Navigate to the Opportunity
<https://www.cumberlandcountync.gov/departments/no-department-pages-group/cooperative-extension>
- By clicking the “Apply” button, applicants will be prompted to Log In or Register

Agricultural Business Assistance Program Application FY 2026-2027

[Print](#) [Help](#) [Download](#) [Apply](#)

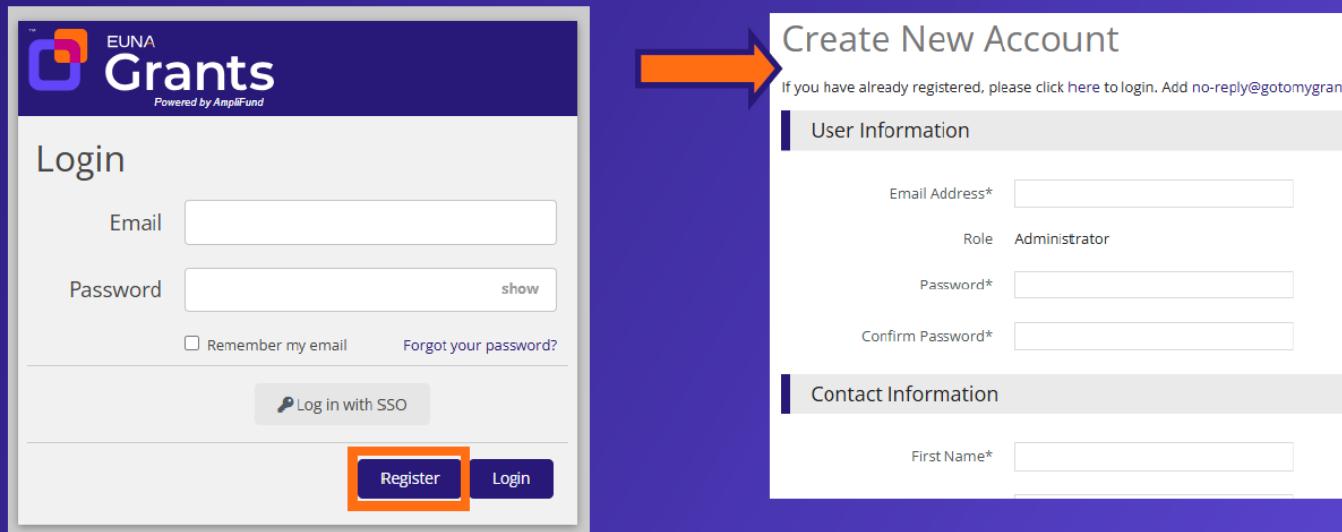
Opportunity Information

Title	Agricultural Business Assistance Program Application FY 2026-2027
Description	Cumberland County is introducing a new Agricultural Business Assistance Program funded through American Rescue Plan (ARP) Freed-Up Capacity. The program offers up to \$50,000 in financial assistance to eligible, for-profit agricultural businesses that have experienced economic hardship due to weather-related disaster events, rising input costs, or declining commodity prices.
Please see below for all eligibility and application criteria details.	
Awarding Agency Name	Cumberland County Government
Agency Contact Name	Lisa Childers
Agency Contact Phone	910-321-6880
Agency Contact Email	lisa_childers@ncsu.edu
Posted Date	1/15/2026
Archive Date	3/28/2026



Euna Grants Login Screen

- **Register** – Applicants should only Register **ONCE** for their Organization
 - Users can be added to the Organization account
- **Login** – If your Organization already has an account, login using the **credentials previously set up**
 - Administrators Users can add additional Users



The image shows two side-by-side forms. On the left is the 'Login' screen for 'Euna Grants' with fields for 'Email' and 'Password'. A large orange arrow points from the 'Register' button on this screen to the 'Create New Account' form on the right. The right form is titled 'Create New Account' and contains sections for 'User Information' and 'Contact Information'. It includes fields for 'Email Address*', 'Role' (set to 'Administrator'), 'Password*', 'Confirm Password*', and 'First Name*'. There is also a link for users who have already registered.

Create New Account

If you have already registered, please click [here](#) to login. Add no-reply@gotomygrants.com

User Information

Email Address*

Role

Password*

Confirm Password*

Contact Information

First Name*

Navigating the Applicant Portal

- Once registered in the applicant portal:
 - Account Information** tab - Users can edit their organization information
 - Users** tab – Add/Edit Users and Users can edit their information (including password)
- User Roles: Editor vs Administrator
 - Editor can modify application but cannot submit
 - Best Practice:** Have at least one additional user to access the portal and application

The screenshot illustrates the Applicant Portal's User Management section. On the left, a sidebar for 'John Doe - Test Company' includes links for Account Information, Change Password, and Log Out. The main navigation bar at the top has tabs for Applications, Account Information, Users (which is highlighted with a purple box), and FAQ. The 'Users' section on the left shows a 'User Information' table with a single row for 'John Doe - Administrator' (Username: john@company.com). A large purple arrow points from this table to a detailed 'New User' form on the right. The 'New User' form is titled 'New User' and contains two sections: 'User Information' and 'Contact Information'. In the 'User Information' section, there is a field for 'Email Address*' and a dropdown menu for 'Role*' which is set to 'Editor'. In the 'Contact Information' section, there is a dropdown menu for 'Role*' which is set to 'Administrator'.

Application Timeline

- The navigation **timeline** provides quick access to all sections of the application
 - Once 'Marked as Complete' a checkmark will appear on the section header
 - To submit the application, all sections must have a checkmark
- **Save** – Saves progress and remain on current page
- **Mark as Complete** – Indicates the form has been completed
- **Save & Continue** – Save progress on page and move on to next section/form



Not Eligible to Submit



Eligible to Submit!

EUNA
solutions

Ensuring Financial Alignment

- In the **Project Information** section, you will be prompted to enter amounts.
 - This will impact your Budget
 - Award Requested (Project Information) = Grant Funded Total Expense Budget Cost (Budget)

Project Information

Application Information

Application Name *

How much are you requesting from the funder?

Award Requested * 

Budget

Options
 Line Items Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
Personnel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Indirect	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

Revenue Budget

Grant Funding

Award Requested	\$15,000.00	\$15,000.00
Subtotal	\$15,000.00	\$15,000.00

Non-Grant Funding

Cash Match	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00

Total Revenue Budget Cost (\$15,000.00)

Total Overall Budget Cost (\$15,000.00)
The Total Overall Budget Cost must be \$0.00

Completing the Budget

- Amounts in the **Project Information** section must be fully allocated in order to mark the **Budget as Complete**
- Item Type can always = **Non-Personnel**

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
Personnel	\$4,000.00	\$0.00	\$4,000.00
Salaries	\$4,000.00	\$0.00	\$4,000.00
Equipment	\$6,000.00	\$0.00	\$6,000.00
Equipment 1	\$3,000.00	\$0.00	\$3,000.00
Equipment 2	\$3,000.00	\$0.00	\$3,000.00
Supplies	\$5,000.00	\$0.00	\$5,000.00
Supplies	\$5,000.00	\$0.00	\$5,000.00
Indirect	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$15,000.00	\$0.00	\$15,000.00

Revenue Budget

Grant Funding

Award Requested	\$15,000.00	\$15,000.00
Subtotal	\$15,000.00	\$15,000.00

Non-Grant Funding

Cash Match	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00

Total Revenue Budget Cost  **(\$15,000.00)**

Total Overall Budget Cost  **\$0.00**

New Line Item

Budget Item Information

Category	Personnel
Item Type	Non-Personnel
Name *	
Direct Cost *	\$0.00
Non-Grant Funded	No
Total Budgeted	\$0.00
Narrative	

Attachments

Attachment(s)

Completing the Application Forms

- In the **Application Forms** section, there are forms to fill out
- Clicking on the name of the form will open the form for you to provide the necessary information
- Progress will be tracked in the 'Status' column
 - New, In Progress, or Complete
 - All forms must be marked "Complete" to get the checkmark in the 'Application Forms' section

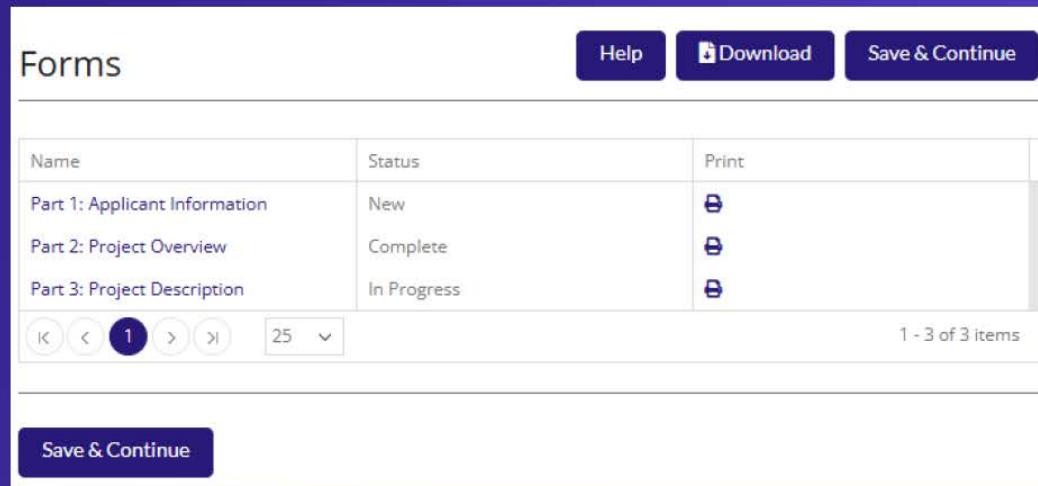
Forms

Help Download Save & Continue

Name	Status	Print
Part 1: Applicant Information	New	
Part 2: Project Overview	Complete	
Part 3: Project Description	In Progress	

1 - 3 of 3 items

Save & Continue



Submitting the Application

- All Sections of the application must be “Marked as Complete” to enable the ‘Submit’ button
- If there are sections that are not complete, they will be noted in red on the submission screen
- Using the navigation timeline, you can go back to the noted sections, “Mark as Complete”, and return to the submission screen

- Once submitted, you will see a “Success!” message and a confirmation email will be sent to the **Primary Contact** from your **Project Information** section.
- Primary Contact will receive all Application Status changes emails (Submitted, Approved, Rejected)

You are about to submit your application, **Test Application**, to **Funder Name**

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

The Project Information has not been marked "Complete."

You have forms that have not been completed.

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Required Documents

- Articles of Incorporation for Corporations **or** Articles of Organization (for LLC and PLLC). **
- Form 1120 or 1040 Schedule C or F *
- Current W-9 with organization's legal name (checks will be in legal name) *
- Current General Liability Insurance Policy or quote *
- FSA 578 (most recent) *
- Be registered with the Secretary of State and listed as Current/Active. **
- Federal ID number/EIN number or social security number will be required if the contract is awarded.

*Required **If applicable



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Timeline & Next Steps

- Opening date- January 15, 2026
- Deadline- **February 28, 2026, at 5 PM**
- Review period & Award notifications
- Technical assistance- County website & Digital Navigators



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Q&A

- Open discussion
- One-on-one assistance with registration and application instructions with the digital navigators

Closing & Contact Information

- Final remarks
- Encouragement to apply
- Support contact details

Thank you for coming!

Contact Information

Lisa Jayne

Cumberland County Grants Manager

Ljayne@cumberlandcountync.gov

910.678.7732

Lisa Childers

Cumberland County Extension Director

Lisa_Childers@ncsu.edu

910.321.6880

Digital Help

digitalhelp@cumberlandcountync.gov

WiFi Name: Grants_WiFi

Password: Gr@ntswifi