



April 20, 2017

Chiara Bolton
Bolton Bees
1130 Charles Ave,
MN 55104

Dear Chiara,

Congratulations, your Value Added Grant application has been approved. The award amount is \$13,211.00 based on a total grant project cost of \$52,845.00.

Prior to beginning work on your Value Added Grant project, please complete and submit the following as soon as possible (no later than four weeks from the date on this letter):

- Your business's workers' compensation insurance company and policy number; or proof of self-insurance.
- Please complete a **W9 form** with your business's EIN number or your social security number and return to me so we can acquire a Vendor ID for your business or you as an individual owner. Alternatively, we will use the data to confirm the address in the system if you already have a Vendor ID number. The vendor number is necessary to be able draw up the Value Added grant contract between your business and the State of MN and then issue payments down the line. The forms and directions are attached or at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Please **contact your food/feed/meat/dairy inspector(s)** to ensure you are in compliance with all food handling regulations. Your MDA feed, meat, poultry, egg or dairy inspector is cced on this e-mail. To identify and contact your MDA food inspector, please call 651-201-6027 and Sally Liberko will provide you with that information.
- Upon approval of your information, your Value Added grant contract will be drafted between the State and **either the business entity or the owner as an individual. Please inform me of your preference.** Grant payments will be reported to either the business or the owner for tax purposes, according to what entity is on the contract.

About two weeks after submitting these items, you will receive an e-mail with a link to your Value Added Grant contract for you to sign electronically. Please let me know if you prefer to sign a paper grant contract.

After you sign the grant contract, the Assistant Commissioner will sign for the State to make the agreement legal. Then, everything will be in place for you to work on your grant project and the State will be able to reimburse up to 25% of your eligible grant project expenditures. Reporting instructions will be sent after your grant contract is signed by the Assistant Commissioner.

If you have additional questions or concerns feel free to contact me at 651-201-6028 or Ann.Kuzj@state.mn.us.

Sincerely,

A handwritten signature in blue ink, reading "Ann E. Kuzj". The signature is fluid and cursive, with the first name "Ann" and last name "Kuzj" clearly legible, and "E." as a middle initial.

Ann Kuzj, Grants Specialist
Agricultural Marketing and Development Division
Minnesota Department of Agriculture
625 Robert Street N.
St. Paul, MN 55155-2531

Enclosure

CC: Sally.Liberko@state.mn.us