



# Headwaters Incubator Program Application Form

**Only one application form is needed per farm.** If a proposed farm consists of multiple owners, list the primary point of contact's information below. However, please make sure to document everyone's farming skills and experiences and provide a resume for each partner.

## Contact Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address / Apartment/Unit #*

\_\_\_\_\_  
*City / State / Zip*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Headwaters Incubator Program Application Questions

*Please answer the following questions. You may do so in any of these three ways:*

- **Electronically** (PDF, Word, or Google Document)
- **Fill it out by hand** (Print or request a hard copy, attaching additional sheets of paper if necessary)
- **Record a video** (up to five minutes, making sure to address all questions – you will still need to provide a resume)

1) What is your Farm's name? Is it registered with the Oregon Secretary of State Corporation Division?

2) How much land are you seeking to rent at Headwaters Farm?

3) Briefly summarize your proposed farm business (enterprises/crops, markets, scale, etc.).



4) List the owners of this farm business. What is each person's role and expected contributions?

5) What is your farm's current or proposed business structure (e.g., sole proprietorship, LLC, s-corp)?

6) What are the financial, quality of life, and other goals you seek to achieve with this farm business?

7) Describe your background in farming and business?

8) What personal qualities, skills, or knowledge do you possess that will help you to be a successful farmer?

9) Where will you sell your products?

10) What do you see as your niche or competitive advantage?



11) How do you plan to sustain yourself financially while you are building your new farm business? What contingency plan do you have to supplement your farm income?

12) What does sustainable farming mean to you? What “sustainable” practices will your farm utilize?

13) What steps will you take to ensure soil fertility and improve soil health?

14) Make sure to review the most recent Farmer’s Manual (<https://emswcd.org/wp-content/uploads/2022/08/2022-Farmers-Manual.pdf>)? What aspects of the program would be the most challenging for you?

15) Does anyone involved in the proposed farm business identify as black, indigenous, or a person of color? Does your proposed farm business intend to serve vulnerable communities? Please explain.

16) The simplified budget below is one way to display your projected income and expenses. Feel free to use this template or create your own. Approximate HIP costs can be found in the Farmer’s Manual: <https://emswcd.org/wp-content/uploads/2022/08/2022-Farmers-Manual.pdf>



Projected Budget	HIP Year 1
<b>Income</b>	
Enterprise 1	
Enterprise 2	
Enterprise 3	
Other Enterprises	
<b>TOTAL Income</b>	
<b>Expenses</b>	
Land Rental	
HIP Facilities/Equipment Rentals	
Other HIP Costs	
General Production Supplies	
Tools and Equipment	
Labor	
Sales, Marketing, & Outreach	
Utilities & Fuel	
Insurance & Certifications	
Administration	
Capital Investments (items over \$5k)	
Other	
<b>TOTAL Expenses</b>	
<b>NET PROFIT (Income – Expenses)</b>	

17) Please provide three references:

Name	Title / Relationship to Applicant	Phone/Email



*I certify that the above information is, to the best of my knowledge, accurate and true:*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Finished Application Packet Includes:**

- 1) Application form** (this document *or* your brief video)
- 2) Resume** for each owner of the farm

Email, mail, or drop off your application packet to:

Attn: Rowan Steele  
East Multnomah Soil and Water Conservation District  
5211 N. Williams Ave., Portland, OR 97217  
[rowan@emswcd.org](mailto:rowan@emswcd.org)  
503.939.0314

***Application packets are due to EMSWCD by 5pm on October 31<sup>st</sup>***