

# KENTUCKY FARM SHARE COALITION

## 2025 Endorsement Application

[Kentucky Farm Share Coalition](#) (KYFSC) is a community supported agriculture program (CSA) designed to connect local farms with employer partners to offer workplace wellness CSA programs. KYFSC aims to help farmers increase and stabilize their annual revenue while improving healthy, local food access. The [Organic Association of Kentucky](#) (OAK) administers the KYFSC program, which is made possible through many network partnerships.

### Endorsed Farm Application Process

- Complete the application contained in this document and through the Google form link on page 3 and submit all required documents to [kyfarmshare@oak-ky.org](mailto:kyfarmshare@oak-ky.org).
- The application must be submitted by **November 22, 2024**, for *new* applicants and **December 6, 2024**, for *returning* applicants.
- For new applicants, the Farm Endorsement Committee (composed of 1 - 2 KYFSC program staff, 1 OAK Organic Production Specialist, and 1 KYFSC farmer when available) will review materials, reach out with any questions, and schedule a farm visit if appropriate in early December.
- For returning applicants, the Farm Endorsement Committee will schedule farm visits as needed and upon request.
- OAK staff will communicate directly with all applicants regarding their endorsement status and all decisions will be finalized by January 2025.

### Endorsed Farm Requirements

- Share an interest in advancing CSA and organic farming practices across Kentucky.
- Be willing to participate in KYFSC's workplace CSA program.
- Be a Kentucky farm entity and maintain an active OAK family farm annual membership.
- Demonstrate past and current success in growing produce for CSA.
- Have a minimum of three years of CSA production experience.
- Offer a weekly produce CSA during the main growing season for at least 20 weeks.
- Source 100% of the items in the produce CSA share from Kentucky-based farms or farms within 100 miles of the primary farm.
- Maintain a farm website that includes information about the farm's CSA program.
- Adhere to relevant food safety regulations.
- Provide informative and regular communication to CSA members.
- Respond promptly to essential communications from program staff.
- Participate in KYFSC farmer events including virtual meetings and in-person gatherings.
- Complete an endorsement application and undergo an on-site farm visit if applicable.
- Pay the one-time coalition joining fee and farm marketing fees as outlined in this application.

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## Benefits of Joining the Coalition for Endorsed Farms

- Gain access to new customers through the KYFSC Workplace CSA Program.
- Get additional promotion through a farm listing on the KYFSC partner farms webpage.
- List the farm's CSA pickup locations on the KYFSC map.
- Enjoy a listing on the OAK Find-A-Farm Directory.
- Utilize additional CSA marketing materials and resources created by KYFSC staff.
- Receive an optional consultation session with KYFSC staff to review the farm's CSA signup process, CSA webpage, and advertised CSA details.
- Consult with the [OAK Production Specialist](#) and/or [Organic Transition Specialist](#) for one-on-one technical assistance as needed.

## Endorsed Farm Fees Collected by the Coalition

- Initial One-Time Join Fee:
  - KYFSC asks all farms to pay a one-time sliding scale join fee of \$0-500.
  - Applicant farms can self-select the most appropriate amount for their farm business and are encouraged to pay less if they identify as socially or historically underserved, limited-resource, or beginning farmers.
  - Payment will only be processed once the applicant farm is officially endorsed and onboarded for the season through a check payable to OAK.
- Annual Marketing Fees:
  - Endorsed farms agree to pay a marketing fee for each voucher share processed by KYFSC. The fees are \$12 per small share, \$20 per regular or XL share for the main season voucher program, and \$6 per small share, \$10 per regular or XL share for the fall season voucher program.
  - This fee structure contributes to staff time dedicated to the program and supports the long-term financial sustainability of KYFSC.

## Additional Resources and OAK Commitments

- KYFSC program website: [www.kyfarmshare.org](http://www.kyfarmshare.org)
- OAK farmer resources: <https://www.oak-ky.org/farming-resources>
- OAK is committed to advancing organic, regenerative agriculture and strengthening local and organic markets in Kentucky. As such, OAK will ensure that farms and farm products that are certified organic are appropriately labeled in KYFSC materials and media.

## Questions?

Contact Katie Harvey, CSA Marketing and Outreach Program Manager, with any questions at [katie@oak-ky.org](mailto:katie@oak-ky.org) and 859-428-7944.

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## MAIN APPLICATION

<b>Farm Name</b>	
<b>Farmer First and Last Name</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>Physical Farm Address</b>	
<b>Farm Mailing Address</b>	

Click on this Google Form link (<https://forms.gle/KuQY4Leb8P9CVcFY9>) to submit all the remaining relevant information and review the checklist on page 4 for confirmation on what to attach in the Google Form or email KYFSC. **ALL farms must complete this Google Form.** Depending on your records, this could take 30-60 minutes. Previously Endorsed farms can request a copy of last year's responses for reference.

If the application is submitted for a multi-farm or aggregated CSA, the undersigned must represent the "primary farm." The primary farm will represent the CSA, serve as a liaison for all program details, and steward information sharing between the farms and KYFSC/OAK.

I, the undersigned, hereby certify that the information provided in the application and accompanying materials is complete, true, and correct to the best of my knowledge.

\_\_\_\_\_  
Farmer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Farmer Printed Name

# 2025 KYFSC ENDORSEMENT APPLICATION

## APPLICATION DOCUMENT CHECKLIST

All documents are required unless otherwise noted. Files can be uploaded through the Google Form link below or submitted as email attachments at [kyfarmshare@oak-ky.org](mailto:kyfarmshare@oak-ky.org).

### Application Documents

- Complete and sign page 3 of this document.
- Submit all the remaining information via the Google Form link:  
<https://forms.gle/KuQY4Leb8P9CVcFY9>

### Farm Information

- Pesticide Applicator License (if applicable)
- Certificate of Liability Insurance (\$1,000,000 minimum policy preferred)
- USDA Organic Certificate for cropland OR Organic Transition Plan and Letter from Certifier (if applicable)
- USDA Organic Certificate for livestock (if applicable)

### Food Safety Documents

- Proof of completion of FSMA KDA Marketing Survey (if not previously submitted)
- Proof of completion of PSA Grower Training (if not previously submitted)
- Certificate of Produce Safety Rule Inspection (if covered under rule and not previously submitted)
- Good Agricultural Practices (GAP) and Good Handling Practices (GHP) Third-Party Audit Certification (optional)
- Farm's Food Safety Plan (optional but highly encouraged)

### CSA Program Information

- 2024 List of CSA Crops Raised
- 2024 CSA Shares Photos (all available share sizes)
- 2024 CSA Member Newsletter
- CSA Marketing Materials (i.e. flyer, handout, brochure, etc.) (new applicants only)
- CSA Member Agreement that includes refund policy