**Lawrenceville Farmers’ Market**

**2018 Market Application**

**Market Mission:** The mission of the Lawrenceville Farmers Market is to provide access to fresh, locally- produced foods for all Lawrenceville residents and visitors in an inclusive, vibrant, and safe community space. The Market aims to lower barriers to fresh, healthy food especially for low-income families, older adults, and individuals with food insecurity or low food access and to support the development of a strong and sustainable local food system with farmers and small business owners through incentive programs, community education, and outreach in the neighborhoods we serve.

**Operating Organization:** The Lawrenceville Farmers’ Market is a program of Lawrenceville United, an inclusive, resident-driven, non-profit organization dedicated to improving quality of life for all Lawrenceville residents. Lawrenceville United is governed by an elected Board of Directors, comprised of 10-13 Lawrenceville residents.

The Lawrenceville Farmers’ Market program is guided by the Lawrenceville Farmers’ Market Advisory Committee (LFMAC), a group of dedicated neighbors, market vendors, and volunteers.

The Lawrenceville Farmers’ Market, with the LFMAC and Lawrenceville United, markets and promotes the market, holds permits and liability for the use of Arsenal Park during market hours, and hosts community programming.

**Location, Hours, and Season:** The Lawrenceville Farmers’ Market will be held, in Arsenal Park (between 39th and 40th, and Butler and Penn) rain or shine, each Saturday afternoon from 1:00pm – 4:00pm, beginning on June 2nd and continuing through October 27th (22 market days scheduled).

**Participation and Fees:** A full time vendor is considered one that will participate in all of the 22 scheduled Market days. A part time vendor is considered one that will participate in 10 - 18 of the 22 Market days.

The vendor fee for a full time vendor is $275.00 for the entire season (22 market days). The rate for a part time vendor is $15 per market day. The market manager will work with part time vendor applicants to confirm their schedule as soon as their application is received.

In addition to the vendor fee, full time and part time vendors will be required to pay a $75.00 attendance deposit for the 2018 season. The attendance deposit will be reimbursed at the end of the 2018 market season if the vendor has missed no more than two of the market days confirmed by market management upon the vendor’s acceptance to the 2018 Lawrenceville Farmers Market season.

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| --- | --- | --- |
| **Vendor Status** | **Fees** | **Total Due at Time of Acceptance** |
| Full time vendor | $275 vendor fee + $75 attendance deposit | $350.00 |
| Part time vendor | $15/market day + $75 attendance deposit | Example- 15 market days at $15/market = $225 + $75= $300 due |

The Lawrenceville Farmers’ Market **strongly** prefers its vendors to commit to a full or half season. However, occasionally a vendor may be accepted at the drop-in rate of $25 per market, due at the start of the market day by cash or check. Drop-in vendors will be accepted on a case-by-case basis as determined by market management.

All vendor fees are non-refundable, except in extreme circumstances, determined at the discretion of market management.

**6) Liability:** Vendors are required to carry product liability, must turn in a copy of their liability insurance with this application. Vendors waive all rights or claims against the City of Pittsburgh, Lawrenceville United, and CityParks together with their agents, officers, directors, volunteers, and employees, and shall indemnify such parties for any loss or claims arising from the vendor’s participation in the Market.

**Deadlines: Applications** **with payment** must be returned to the below address by **May 1st, 2017**. Checks should be made payable to Lawrenceville United, with “Farmers’ Market vendor fee” and the name of your farm or business in the memo and sent to Lawrenceville United, 118 52nd Street, Suite 2026, Pittsburgh, PA 15201.

**Qualifying Vendors and Products**

(a) **Authorized vendors are** those applicants who properly applied for vendor status, have been accepted as vendors, and paid their fees in accordance with the 2017 Market Operations Summary of the **Lawrenceville Farmers’ Market** (hereafter “the LFM”).

(b) **Acceptable agricultural products:** Vendors may sell raw fruits, vegetables, meats, eggs, dairy products, live plants, cut flowers, honey, beeswax, and similar agricultural products.

(c) **Acceptable “value added” products:** Vendors may also sell baked goods, jams, cheeses, smoked meats, grilled foods, soaps, and other prepared or “value added” products. Producers must have appropriate inspections, licenses and permits.

(d) **Of high quality:** All agricultural products displayed by vendors shall be of the highest quality and freshness. Vendors must withdraw from display any product that, in the discretion of the Market Manager fails to meet this high standard.

(e) **Self-grown or produced: 80% of the products offered for sale at the LFM shall be grown or produced by the vendor offering it for sale.** Therefore, 20% of the products offered for sale may be grown or produced by someone else. However, the 20% of items must be labeled with the name of the farm or business, and all products must be locally produced or grown (100-mile radius of Pittsburgh). Also, all items not grown or produced by the vendor must be approved by the Market Manager prior to bringing the item to market.

(f) **Local:** All agricultural products offered for sale at the Market shall be grown or produced in a 250 mile radius of Pittsburgh.

**Choice of Vendors:** Vendors will provide shoppers with an appealing variety of high quality, locally grown or produced, agricultural products and foods. However, the choice of specific vendors will be made at the discretion of the Lawrenceville Farmers’ Market management and will be made with the intention of creating a balance of vendors and products. Market management considers both the needs of the customers and the profitability of the vendors when determining vendor and product mix at the Lawrenceville Farmers’ Market. Management may, at their discretion, add new vendors during the course of the season. “Visiting Vendors” may be invited to fill one or more stalls reserved for that purpose or to replace missing regular vendors. Visiting vendors will be chosen to increase the variety or enhance the mix of products offered at the Market. Please note, no vendor is entitled to exclusivity; more than one vendor may be permitted to sell a given product.

**Vendor Scholarship:** We are offering scholarships to two vendors for the 2018 season in order to to support first-time businesses owned by members of marginalized groups and/or by people with a longterm connection to Lawrenceville who would not otherwise be able to participate. Successful applicants will join the market for the full-season and will have the annual vendor fee waived.

We are considering applications from first-time business owners who are women, people of color, immigrants, refugees, and/or people with a longterm connection to Lawrenceville who can demonstrate financial need such that they wouldn’t be able to participate otherwise.

The application for the vendor scholarship is attached, interested applicants should include the form with the rest of the application.

The Market Manager can be reached by email at [market@lunited.org](mailto:market@lunited.org).

**Lawrenceville Farmers’ Market**

**2018 Rules and Regulations**

**Regulatory Compliance:** Vendors must comply with all local, state, and federal regulations that apply to their business. Those regulations include, without limitation, the following:

(a) Health code provisions and licensing: For those vendors offering prepared, but not prepackaged foods, please pay special attention to the utensil and hand washing facility requirements of the Pennsylvania Health Code.

(b) Pesticide licensing and regulations concerning their safe use.

(c) Scales approved by the area weights and measures officer.

(d) Organic certification for products claimed to be organic.

(e) Health, ingredient, and other labeling regulations

(f) Liquor Control Board special event licensing (for those selling alcohol). Please note: if you are applying for such a permit, please ask us for a map of the LFM lot and submit it with your application to the LCB. The LCB wants to know the market dimensions.

**Operation of Vendor Stands:**

(a) Vendors will be assigned a 10x10ft space. If a larger space is needed vendors must note this on their application and must receive approval from Market Management prior to being accepted to market. Vendors requesting multiple tent spaces may be required to pay additional vendor fees.

(b) Vendors must ensure that their stands are safe for the shopping public.

(c) Vendors must provide their own tents and tables and must anchor them sufficiently with weights so that they will remain safe and secure in windy conditions.

(d) Set up begins promptly at noon and must be completed by 12:45pm. For those with larger set-ups, an earlier set-up time may be arranged. The Market Manager will discuss and determine set-up times with vendors prior to opening day.

(e) Vendors may not arrive late and may not begin break-down before 4pm. These rules will be strictly enforced.

(f) Because of a city-wide law, vendors or customers may not smoke within the limits of the park.

(g) Vendors will be allowed to drive up to their space to unload during set-up, and to load during take-down. However, vendors may not leave their vehicles parked in Arsenal Park during market hours unless they carry over 2 tons of product. Vendors requesting to keep their vehicle in the park during market hours much receive advance permission from Market Management. Off-site parking is provided for all market participants.

(h) Each vendor must post a sign or placard in their stall that identifies them and the location of their farm or place of business.

(i) Vendors must display prices for all products being offered for sale.

(j) Vendors may not run generators during market hours without prior approval of the Market Manager.

(k) Vendors must sweep or otherwise clean the ground in and around their stalls and leave the park in a clean condition. Any refuse from a vendor’s market activities shall be removed by the vendor.

**Spaces**: Vendors will be assigned 10x10ft spaces each week. Vendors will be assigned to approximately the same positions in the park from week to week, but circumstances may require changes in vendor locations at the discretion of the Market Manager.

**Loading Logistics**: All vendors may drive their vehicle into Arsenal Park from the 39th Street entrance, to the right of the tennis courts. All vehicles must stay on the designated road, and **may not drive on the grass at any time**. Vendors will follow the road to the left and will set up their stalls according to the Market Manager’s instructions. Vendor parking will be allowed **outside of the park only**. Vendors may exit the park at the 40th street exit, and park behind Arsenal Middle School for the duration of the market.

**Vendors who will not be attending a given market day shall notify the Market Manager before midnight on the Wednesday before the Market Day they will be missing. Such notice should be given to the Market Manager at** [**market@lunited.org**](mailto:market@lunited.org)**. If you must be absent and cannot provide such advance notice you must contact the market manager by telephone. There will be consequences for vendors who “no-call no-show.” At the first offense, there will be a warning, and at the second offense, the Market Manager has the ability to terminate the LFM contract with the vendor (without a refund of fees).**

**Tokens and Reimbursements:** Market management offers card-processing services at the information for the benefit of both customers and vendors. Debit/Credit cards and EBT (“food stamp”) cards are accepted at the information booth and funds are exchanged for wooden market tokens. All vendors can and will accept debit/credit tokens. Vendors selling food and drink products, fresh produce and meat, and live plants may accept EBT tokens. Vendors selling body products, candles, pet products, and alcohol may not accept EBT tokens.

For every $5 a customer spends on EBT tokens, they will receive a $2 “Food Bucks” coupon, which can be spent on produce at market. All produce vendors may accept Food Bucks.

Vendors will turn in their tokens and Food Bucks at the end of every market. Reimbursement checks will be written every week for any amount $20 and over. If your token reimbursement amount is less than $20, that week’s total will be added to a following week reimbursement amount and will be reimbursed when the amount totals $20.

**Amendment and Incorporation:** These rules and regulations may be amended from time to time by the Lawrenceville Farmers’ Market Advisory Committee.

**Violations and Sanctions:** Vendors who fail to comply with the terms of these rules and regulations may be suspended or disqualified from continued selling at the Market without refund.

**Acceptance of Terms:** By applying to become vendors and by otherwise participating in the Market, vendors agree to be bound by these rules and regulations.

**LAWRENCEVILLE FARMERS’ MARKET**

**PITTSBURGH, PENNSYLVANIA**

**2018 APPLICATION AND AGREEMENT FOR VENDORS**

**Deadline for Application: May 1st, 2018**

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Farm/Business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address/Farm location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business phone/Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day of contact Cellular phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Web address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook handle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Twitter handle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Number of spaces requested (minimum of 1, maximum of 4): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(One space is a 10x10 tent)

Names of additional people who will be selling for you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of market days that you will be selling: (circle status and indicate # of days)

Full Time \_\_\_\_\_\_\_\_ Part Time \_\_\_\_\_\_\_

(On the attached list of Market Saturdays, Please circle all of the markets at which you will be present.)

Do you accept senior farmer market nutrition program vouchers? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you accept WIC vouchers? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agreement to terms of the 2018 Market Operation Summary and the 2018 Market Rules and Regulations:**

I have read the 2018 Market Operations Summary and the 2018 Market Rules and Regulations and understand that submitting this application I hereby accept the terms set forth there. By submitting this application, I further certify that the products I intend to offer for sale qualify as “acceptable products,” “of high quality,” “self-grown or produced,” and “local” under the terms set forth in the Market Rules and Regulations. I further agree that if I wish to sell any products under the limited exceptions permitted under those definitions, I will seek advance approval for such sales.

Attached is a product list for 2018 that generally describes the products I will sell at the Market and a general description of the time period I will offer such products for sale.

*Participants must have an approved application and product list describing of what is being sold at the Farmers’ Market on file with Lawrenceville Farmers’ Market Manager prior to participating in the Lawrenceville Farmers’ market.*

I understand that this is an application only, and that the sole discretion in deciding who are selected as vendors lies with the Lawrenceville Farmers’ Market Association and the Market Manager.

*For vendors of prepared foods only:* I understand that I must contact the Pennsylvania Department of Agriculture and obtain the appropriate license and approval of planned sanitation measures.

If my application is accepted, I would like the number of spaces requested above. I understand that the assignment of stall locations lies in the discretion of the Market Manager and the location of my stall within the Market may vary from time to time.

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deadline for Application: AS SOON AS POSSIBLE or by May 1st, 2018**

Please return this Application and Agreement to the following address:

**Attn: Lawrenceville Farmers’ Market**

**Lawrenceville United**

**118 52nd Street, Suite 2026**

[**Pittsburgh, PA 15201**](https://maps.google.com/?q=118+52nd+Street,+Suite+2026,+Pittsburgh,+PA+15201&entry=gmail&source=g)

Or email at market@lunited.org.

Checks (which will be due on or before **May 1st**) should be made payable to “**Lawrenceville United”, with “Farmers’ Market vendor fee” and the name of the farm or business on the memo line.**

**2018 LAWRENCEVILLE FARMERS’ MARKET**

**PRODUCT LIST**

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Farm/Business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| The dates you expect to be selling at the Market: Please circle all that apply.  June 2 9 16 23 30  July 7 14 21 28  August 4 11 18 25  September 1 8 15 22 29  October 6 13 20 27  TOTAL NUMBER OF DAYS YOU REQUEST TO ATTEND THE LAWRENCEVILLE FARMERS MARKET IN THE 2018 SEASON : \_\_\_\_\_\_\_\_\_\_  **Please describe the general items you expect to sell (for example, apples, hot pepper jam).** Please also place an asterisk next to those items on which you expect to rely most heavily. You may add additional pages if necessary. All items listed here must be produced or grown by the vendor. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please describe the items you may sell that were grown or produced by another local farm or business. These items may only be 20% of your total products, and must be approved by the Market Manager before sale.**

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**Please make sure to attach a copy of your liability insurance to this application.**

**LAWRENCEVILLE FARMERS’ MARKET**

**PITTSBURGH, PENNSYLVANIA**

**VENDOR SCHOLARSHIP APPLICATION**

We are offering scholarships to two vendors for the 2018 season in order to to support first-time businesses owned by members of marginalized groups and/or by people with a long term connection to Lawrenceville.

Successful applicants will join the market as **full-season vendors** and will have the annual vendor fee waived.

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Farm/Business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business status (check all that apply):

▢ owned by a woman

▢ owned by a person of color

▢ owned by an immigrant or refugee

▢ owned by someone with a long term connection to Lawrenceville (explain)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you want to be a part of the Lawrenceville Farmers’ Market? How will participating in the Market help to grow your business?

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Please describe your need and tell us how the Vendor Scholarship will help you to participate in the market.

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**Please include some kind of proof of need with this application (for example: income statement, tax return, proof that you receive public benefits, etc.)**