



**Agricultural Products Utilization Commission**  
**Frequently Asked Questions**  
**(Only Applies to Grants Approved Prior to 7/31/2016)**

**Fiscal Agent Q & A:**

**Do fiscal agents need to be present at the board meetings?**

*-No, the fiscal agent is not required, but always welcome at the board meeting, in representation with their project.*

**Are fiscal agents required to monitor how funding is spent?**

*-Yes, once a project is awarded, the first half of the amount granted is sent to the fiscal agent. It is the fiscal agent's responsibility to assure that the project has spent this portion of the monies before being forwarded to the project. Once the project is completed, it is the fiscal agent's responsibility to assure that all appropriated monies were spent according to the contract that was signed before initial payment from APUC.*

**Can fiscal agents give funding in one lump sum for initial payment?**

*-Generally no, but if the project was spent in its entirety, at the time of initial payment, then the fiscal agent can fund the entire amount and APUC would forward the final payment to the fiscal agent, once the final report and financials have been reviewed by the APUC.*

**Is the fiscal agent legally responsible/liable for misappropriation of funds?**

*-Possibly, depending on how funds were disbursed. This is dependent on case by case situations.*

**What documentation is needed to submit with financials?**

*-All expenditures, including any match documented, need to show a form of proof of payment. Acceptable proofs of payments are cancelled checks, bank and credit card statements, email order confirmations, and receipts indicating method of payment.*

**Applicant Q & A:**

**Does the project have to be located in North Dakota?**

*-Yes*

**Does the company or business have to be registered in North Dakota?**

*-Yes*

**Is the fiscal agent required?**

*-Yes*

**How does an applicant find a fiscal agent?**

*-Contact any regional council staff (highly recommended), professional development corporation staff, or certified public accountant or bank loan representative that administers funds.*

**Who qualifies as a fiscal agent?**

*-Any of the professionals listed above, and it is of disinterest of the project or third party from the project.*

**When can the applicant start claiming money spent for a project?**

*-Generally, not until a contract has been signed. However, under some circumstances it could be as early as the application deadline.*

**Is the applicant required to use the application as provided, via the APUC website?**

*-Yes*

**Can an application be changed to better fit the applicant's project?**

*-No, all applications provided, via the APUC website, allow all applicants an equal opportunity for consideration.*

**Is the applicant required to attend the quarterly board meeting?**

*-No, it is highly recommended that all applicants be present at the meeting, unless extenuating circumstances allow the applicant not to.*

**How much can an applicant apply for?**

- Marketing & Utilization – *no maximum (3:1 APUC to Match Funding Ratio)*
- Basic & Applied Research – *no maximum (3:1 APUC to Match Funding Ratio)*
- Nature Based Agri-Tourism – *maximum \$25,000 (3:1 APUC to Match Funding Ratio)*
- Farm Diversification – *maximum \$25,000 (3:1 APUC to Match Funding Ratio)*
- Technical Assistance – *maximum \$25,000 (2:1 APUC to Match Funding Ratio)*
- Prototype/Technology – *maximum \$25,000 (1:1 APUC to Match Funding Ratio)*

*\*All grants require some sort of match (i.e. dollar-for-dollar). Please check the specific grant guidelines for further details.*

**What happens if the applicant misses the application deadline or is the 16<sup>th</sup> applicant?**

*-In either circumstance, the applicant will be notified and the application will be held for the next round of funding.*

**How long does the applicant have to spend funds?**

*-12 months, unless otherwise discussed with APUC staff.*

**Can a project/company apply for more than one grant at a time?**

*-No*

**Who is an applicant advisor?**

*-An applicant advisor is someone who reviews and assists with completion of the application process.*

**Is an applicant advisor required?**

*-No*

**Is the information submitted initially during the application process kept confidential?**

- Yes, (Prototype) Patent Process*
- All other applications are subject to open records N.D.C.C. 44-04.*

**For more information visit <http://www.business.nd.gov/> or <https://www.facebook.com/NDAPUC>.**

**If you have any further questions, please contact John Schneider at 701-328-5350 or [jfschneider@nd.gov](mailto:jfschneider@nd.gov).**