



## Tropical Storm Grace - Farmer's Assistance Project (TSG-FAP)

The following procedures are to guide the approval of farmers' application for **(TSG-FAP)** assistance:

### Approval Process:

1. All applications should be made using the official application form the Ministry of Planning, Agriculture, Housing and Infrastructure (PAHI)
2. All applications should be submitted to the Department of Agriculture (DOA) for processing by the October 15<sup>th</sup>, 2021.

The applications can be submitted via the following ways:

- a. Applications can be emailed to TSGFAP@GOV.KY
  - b. Applications can be dropped off at the DOA offices in lower valley to the receptionist.
3. All applications will be received and logged in the appropriate database by the DOA
    - 3.1 All applicants should receive a receipt for a complete application submitted.
  4. All applications will be checked and verified for the following supporting documents:
    - a. Applications should be accompanied by a current commercial Farmer's ID or appear on the Ministry's official farmers list and be over the age of 18 years old
    - b. All applicants should be commercial farmers.
    - c. All applications should be completed to include the report of damages caused by TS-Grace.
    - d. Only completed applications will be accepted.
    - e. A colored copy of one of following types of valid Cayman Islands Government issued ID should be attached to your application.
      - i. Voter Registration Card; or
      - ii. Cayman Islands Passport (photo page only).
      - iii. Driver's License
  5. All applications will be subjected to an assessment carried out by the DOA to verify the damages reported.
  6. DOA will make their comments and support/not support the application. This should be done on the section of the form reserved for the DOA and be saved on the drive. Notification of all applicants assessed should be sent to the Ministry via email.
  7. Applications shall be approved by the Ministry and uploaded to the share drive and the list of approved applications will be sent to the Ministry Accounts Department to coordinate the preparation and disbursement of check.



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8. The approval letter and the checks will be processed and issued to the farmer.
9. Applications will be processed for payment within 7-10 working days once a completed application is submitted.
10. Only one applicant will benefit per farm/home. Farmers with more than one farming location the application/assessment/approval will be treated as one farm.