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# PROVIDENCE FARM COLLECTIVE

## INCUBATOR PROGRAM POLICY

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Welcome to Providence Farm Collective (PFC)! We are excited to have you as an incubator farmer for the 2025 season. We hope to assist you in receiving the support, education, and resources you need over the next three years to have profitable farm businesses. This document is meant to give you a better understanding of what your responsibilities are and what PFC commits to providing you.

### Incubator Farmers Agree To:

- **Attend 10 educational workshops** about vegetable farming and running a farm business

For year 1 incubator farmers:

-Attend 10 Beginning Business & Crop Production Workshops by May 21st

-This requirement must be met in order to begin farming your the incubator plot in May

For year 2 and 3 incubator farmers:

-Individualized educational plans with workshop and mentorship requirements

-The workshop schedule will be available at: [www.providencefarmcollective.org/classes](http://www.providencefarmcollective.org/classes)

- **Keep accurate records** as required by PFC

-Records will include: Crop Plan, Plantings, Harvests, Sales, Amendments/Sprays

-Complete annual interview with PFC staff

- **Communicate** well with PFC's Farm Director, staff, and other incubator farmers

-Participate in monthly incubator farmer check-ins during the growing season

-Respond to calls and text messages from PFC staff within 48 hours

-Commit to cooperation with all farmers at PFC to support the community; respect all farmers' diverse cultural backgrounds

- **Access transportation** to and from the farm.

-Farmers are encouraged to coordinate shared transportation, such as carpooling

- **Use only organic farming practices**

-All seeds used at PFC should be untreated and not genetically modified (GMO)

- Transplants used at PFC should be grown organically whenever possible
- PFC provides affordable organic fertilizers and sprays for sale to farmers
- Any inputs including fertilizers and all sprays purchased outside of PFC must be OMRI listed and approved by PFC staff before use. Farmers are asked to record the use of these products.
- Use of non-organic/chemical products may result in immediate removal from PFC's programs

- **Keep plots and community areas clean**

- Remove all trash from your plot and any trash you see around the farm daily
- Small trash may be disposed of in trash bins at PFC
- Any large items that you bring to the farm are your responsibility, please take them to your home for their disposal
- Plant waste may be disposed of in designated composting areas
- Personal items should not be stored in the field, roadway, or along the fence

- **Keep plots well maintained and weed free**

- If your plot, or certain areas within your plot, become too weedy you will be given a one-week notice to remove the weeds. If you do not remove the weeds in one week, PFC may mow the weedy areas and plant them with a cover crop

- **Run incubator farm plot as a business**

- Commit the necessary time to making your plot productive and successful
- Actively seek markets outside of PFC to sell your crops
- Work towards registering your business and opening a business bank account

- **Care for all tools and property at PFC**

- Communal tools at PFC should be treated with care, cleaned after use, and returned to the correct location in community tool area
- If any tools, equipment, or property is damaged or breaks please notify PFC staff immediately; if damaged because of improper use, the responsible party may be asked to pay for the damages
- Farmers must not take PFC property off of the farm including but not limited to tools, crates, and bins
- Any tools you bring to PFC should be labeled and stored in the appropriate cubby

- **Park only in designated parking areas**

- PFC staff will explain parking options to farmers in the spring

- **Supervise your children and guests**

-Farmers are responsible for their children and guests at PFC; please be sure that they know the farm rules and follow them

- **Stay out of pond**

- No swimming, fishing, or playing in pond

- **Be kind and respectful to any farm animals**

- **Clean farm plot at end of season**

- Remove all irrigation supplies, stakes, mulch, twine, etc. from your plot by October 31st

- Finish harvesting crops by October 31st

- Failure to clean incubator plot by October 31st will result in a \$50/hour fee for PFC staff to clean your plot

- **Respect neighbor's privacy and personal space**

- Maintain friendly attitude to PFC's neighbors and do not wander off of PFC's

- Do not park in front of neighbors' houses on Burton Road

- **Waiver and release**

- By signing this document you agree to release PFC from any claims that may arise out of your participation in PFC's program and farm including personal injury and damage or loss of equipment or crops

- Farmers are encouraged to purchase farm liability coverage and to provide a certificate of this coverage to PFC.

## Providence Farm Collective Agrees To:

- **Provide land** to incubator farmers
  - Incubator farmers or partners will be assigned a plot up to a ¼ acre in size
- **Provide primary tillage** by plowing the farm plots
  - The exact date plots will be ready for farmers will be weather dependent. Historically, fields are ready between mid to late May
- **Amend the soil** by applying or providing starter fertilizer
- **Provide fencing** to protect crops from animal damage
- **Provide agricultural and business education**
  - Teach at least 15 workshops business and crop workshops throughout the 2025 season; some of which will be in a classroom or virtual setting and some will be in the field
  - Provide technical assistance and mentoring as needed throughout the season
- **Provide access to irrigation**
  - As irrigation will be from an on-site pond, water availability is weather dependent
  - Farmers are responsible for repairing and reusing drip irrigation lines
- **Provide a portable toilet and access to drinking water**
- **Provide communal hand tools**
  - Farmers may bring their own tools and store them at the farm
- **Provide some seeds and transplants for farmers**
  - Availability is limited and farmers will also need to purchase many of their own seeds and transplants
- **Assist farmers in accessing markets for their crops**
  - PFC may buy crops from farmers for resale
  - PFC will provide assistance to farmers in interested in accessing other markets

# 2025 Incubator Farmer Participation Agreement

I, \_\_\_\_\_, have read the Incubator Farm Policy. I understand what PFC offers and provides. I understand my responsibilities at the farm. I agree to follow the policies laid out in this document from today, \_\_\_\_\_, until December 31<sup>st</sup>, 2025.

I understand that if I fail to follow these policies, I may no longer be allowed to farm at PFC. Acceptance into PFC's program next year will be dependent on my ability to follow PFC policy.

I understand that these policies were based on the experience of other similar incubator and community farms in the United States. PFC is open to changing our policy so that it best suits the farmers and PFC. Any issues with these policies are up for discussion at PFC advisory committee meetings. If this policy or agreement is changed, written notification will be required and must be signed and dated by both parties.

Signed,

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Printed Name

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Signature

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Date

I, \_\_\_\_\_, as a representative of Providence Farm Collective, agree to fulfill Providence Farm Collective's commitment to the Incubator Farm and Farmers. I have discussed this policy with the above farmer.

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Printed Name

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Signature

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Date