**Application For Projects Involving The Hampshire College Farm**

The Hampshire College Farm welcomes applications for projects from students, faculty, and staff. Because the farm is an active, dynamic place with a long and ongoing history of vegetable, pasture, and livestock production, as well as a history of numerous research, art, and other projects, it is important that the Farm Committee is aware of and approves all proposed projects before their desired start date. This approval process serves to coordinate projects with current activities at the farm, as well as to provide an ongoing database of projects that can be referenced in the future.

Please email your application to farm@hampshire.edu. The Farm Committee meets regularly during the school year (generally once a month), and will review your application as soon as possible after it is received.

**Name:**

**Phone # and email:**

**Date:**

**Hampshire College affiliation - if student, please include name of advisor:**

**Descriptive Title of the Project:**

**Please answer the following questions:**

1. Please tell us what you would like to do or create. Give a brief overview of the idea, issue, or opportunity being explored.

2. What are your proposed approaches and objectives?

3. Please describe specifically what you would like to do and how you would like to do it. Provide an outline of the steps, using specific dates or date ranges, and include the names and contact information (phone and email) of any individuals (other than the primary applicant) who will be involved. Please include a timeline and plan for any set-up and cleanup, as needed.

4. If you anticipate any short- or long-term ramifications of your project on any component of the farm (e.g. impacts to soil quality, building structures, health and wellbeing of livestock, art installations, etc.), please explain them, as well as the anticipated type and length of impact.

5. What is your plan for disseminating your research and/or engaging the community in your project? For example, will you conduct a workshop? Give a final presentation? Write a paper? When and how do you plan to do this? When possible, please be sure to send a copy of any final product (e.g. a paper or a video recording of a presentation) to the farm for its records.

6. Please address the feasibility of the project and your capacity to create it at the farm. How much support will be needed, or what type, and from whom? Do you have this support lined up already? Describe how your project and project timeline will fit within the Hampshire Farm operation - you must work with the relevant farm staff member ahead of time to determine this. A list of farm staff can be found here: <https://www.hampshire.edu/farm/farm-staff>.

7. Except in very rare cases, the farm will not be able to fund your project; however it is important to identify a budget for feasibility review. In addition to a spreadsheet, for all items in your budget, please give a brief description of the purpose in a narrative document. Please include your funding source(s).

Special note: Please be aware that the farm and its staff, while happy to encourage and support all feasible projects, cannot assume responsibility for projects in any way; the applicant is responsible for the project from start to finish. Additionally, any projects that are left on-site for more than two weeks after the completion date may be removed at the farm staff’s discretion; if necessary, a clean-up fee will charged to the applicant’s account number.