

Incubator Farm Work Breakdown Structure Foundation

Project Aspects to Consider when starting Program Design (non-exhaustive list)*

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FACILITY

Business / Legal

- Mission/Vision/Goals/Objectives
- Define Business/management structure
(*non-profit, entity of the Town, etc.*)
- Determine Management/oversight for site
(*existing employee? hiring, salary, etc.*)
- Budget / Financing
- Insurance
- Emergency procedures

Land / Infrastructure

- Secure land for incubator
- Equipment /Infrastructure
- Site Planning / Site Design
- Soil Quality / Soil Preparation / Amendment

Production

- Crops allowed/disallowed. *Livestock?*
- Production philosophy – *organic, conventional, other*

MARKET ANALYSIS

- Consumers
- Retail, Food Service, Institutions, Food Hubs
- What are the entry points into the markets for participants?

PARTICIPANTS

Recruitment

Contracts

- Tenure time of Participants on the Land
- Define community benefit requirement
- Pricing 'rent' of infrastructure equipment

Education

- Training / Technical Assistance Plan
- Mentorship

Communications Plan

Land transition plan

EVALUATION

- Identifying local resources to support project (Asset/Resource Mapping)
- Understanding needs of local participants
- Evaluation of planning process as well as of the incubator farm once under way.

**NOTE: This is not presented as a complete work breakdown structure for an incubator farm. It is a starting point for conversation. All incubator farms are unique to their communities, and therefore, must take into account needs and resources within that specific community.*

This document was prepared by Joanna Massey Lelekacs with the Center for Environmental Farming Systems, via funding by the Beginning Farmer and Rancher Development Program of the National Institute of Food and Agriculture, U.S. Department of Agriculture, grant #2010-49400-21733. To learn more about this program, and to find more resources for beginning farmers, please visit www.Start2Farm.gov.

