

LOCAL FARMER AWARD APPLICATION SUBMISSION FAQs

- **When applying for the award, it first asks me for an email and password; what if I forgot my password?**
 - If you have applied in previous years and do not remember what password you had used, you will select the “forgot password” button on the login page. You will then receive an email from our system with a temporary password and instruction on how to proceed. If you do not receive the email, please be sure to check your spam or junk folders, as your email server may have filtered it out.

- **I started filling out an application but need to come back to it later. What do I do?**
 - You will click the “Save and Finish Later” button at the bottom of the application. We suggest that any long-worded answers also be saved in a word document, as it is best to have saved in a second place.

- **I need to log back into the online grant system to resume my application. How do I access it?**
 - To resume an existing application, please go to hgf.org and select “Western Mass Grants”. You will then select “Log in to Grants”. Next, you will log in using the same email and password you had used to create the application. Once you have logged in successfully, you will click on “In Progress Applications” and a link to your Local Farmer Awards application will appear below.

- **How will I know that my application was received?**
 - You will receive a confirmation email from our system saying that the application has been successfully submitted.

- **How and when will I be notified about the award when a decision is reached?**
 - You will be notified by email by the end of March.

- **I still have technical questions regarding the application and/or process. Who can I contact?**
 - Please contact our Grants Department by:
 - Email: Grants@hgf.org
 - Phone: 413-276-0700 option 2