

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**DIVISION OF CONSUMER PROTECTION**  
**OFFICE OF PLANT INDUSTRY SERVICES**

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**GUIDANCE DOCUMENT**

**Document number:** OPIS 2012-01  
**Subject:** Beehive Grant Program  
**Issue date:** December 3, 2012  
**Expiration date:** In effect until otherwise rescinded

**PURPOSE**

To establish guidelines and requirements for qualification under the Beehive Grant Program.

**BACKGROUND**

- The Virginia General Assembly created the Beehive Grant Fund (Fund) for the purpose of promoting the establishment of new beehives in the Commonwealth.
- Beginning January 1, 2013, any individual who either purchases a new hive or purchases materials or supplies to construct a new hive may apply for a grant from the Fund.
- Each grant shall be in the amount of actual expenses incurred for the purchase of items to establish a new hive up to \$200 per hive, not to exceed \$2,400 per individual per year.
- Appropriations for this program are \$125,000 for Fiscal Year 2013 (July 2012 to June 2013) and \$125,000 for Fiscal Year 2014 (July 2013 to June 2014). NOTE: Funding for Fiscal Year 2013 will not be available until January 1, 2013.
- In the event that the amount of funds requested exceeds the amount of funds available that fiscal year, such grants shall be paid in the next fiscal year in which funds are available.

**GENERAL REQUIREMENTS**

- Only residents of the Commonwealth of Virginia who are 18 years of age at the time the application is submitted are eligible to receive a grant from the Fund.
- Funds received through the Beehive Grant Program are subject to state and federal taxes.
- New hives funded through this program, either fully or in part, shall be installed and remain within the Commonwealth of Virginia.

- A new hive shall consist of a minimum of two deep hive boxes with frames and foundation, a bottom board, and cover (for a Langstroth-style hive), or a hive of equivalent capacity that has movable frames with combs or foundation that cause the bees to construct brood combs and that may be removed from the hive without injuring other combs.
- A qualifying purchase must include all of the following qualified items, provided the items are used to establish a new hive:
  - Hive boxes
  - Frames
  - Foundation
- The following items will also qualify if purchased in conjunction with the items above:
  - Bottom board
  - Inner cover
  - Outer cover
  - Queen Excluder
  - Feeder
- Non-qualified items include hand or electric tools, honey bees or queens, hive stands, raw materials used to fabricate a hive component, used hive components, and personal apparel or equipment.
- Qualified items must be used to establish a new hive with a viable colony of honey bees within one year of the date the items were purchased.

## **APPLICATION PROCESS**

- Requests for grants from the Fund may be submitted electronically to the Virginia Department of Agriculture and Consumer Services (VDACS) utilizing the online application that will be accessible at [www.vdacs.virginia.gov](http://www.vdacs.virginia.gov).
- Applicants may also send completed applications and required documentation to the address below. Please be advised that processing of applications received by mail or fax may be delayed.

VDACS  
 Office of Plant Industry Services  
 Beehive Grant Program  
 102 Governor Street, Room LL55  
 Richmond, VA 23219

FAX: 804-371-7793

- Upon completion of the application process, individuals will then be registered as a beekeeper with VDACS.
- Applicants will be required to attach electronic copies of required documentation, including:
  - A completed [IRS Form W-9](#), *Request for Taxpayer Identification Number and Certification*.
  - Itemized receipts clearly showing vendor name, date of purchase, as well as the quantity, description and cost of qualified items. If the receipts also list non-qualified items, applicants must strike through the non-qualified items.
  - Receipts for the purchase of a kit that includes qualifying items must include an itemized list and the associated cost of each qualifying item.
- Completed applications will be processed for payment in the order in which they are received. However, because of funding limitations, applicants are encouraged to submit their applications as soon as practical within the following timeframes:
  - Fiscal Year 2013 – Qualified expenses must be incurred between January 1 and April 30, 2013. Applications must be submitted between January 1 and April 30, 2013.
  - Fiscal Year 2014 – Qualified expenses must be incurred between July 1, 2013 and April 30, 2014. Applications must be submitted between January 1, 2014 and April 30, 2014.
- Applicants may elect to receive their grant payments electronically. To do so, applicants would need to submit a *Grantee EDI Form* directly to the Virginia Department of Accounts (DOA). Please contact DOA at [edi@doa.virginia.gov](mailto:edi@doa.virginia.gov) or Virginia Department of Accounts, eCommerce Unit, P.O. Box 1971, Richmond, VA 23218 for additional information.

## **INSPECTION**

VDACS reserves the right to inquire into the legitimacy of any grant application, as well as the right to inspect any bee colony established with grant funds. A colony shall consist of a laying queen, brood, and at least 10 frames of adult bees in a Langstroth-style hive or its equivalent. The hive must contain honey and pollen in amounts sufficient to be sustainable into the following year.

## **STATE AND LOCAL REQUIREMENTS RELATED TO BEEKEEPING ACTIVITY**

- Applicants must comply with all state and local requirements related to hive management and other beekeeping activity. A copy of the Virginia Bee Law (Va Code § 3.2-4400 *et seq.*) may be found on [www.vdacs.virginia.gov](http://www.vdacs.virginia.gov). Applicants should contact the locality or localities in which the hive(s) will be located to ensure compliance with all applicable ordinances.

#### **DISCLAIMERS**

- By submitting an application for Beehive Grant Funds, the applicant agrees to hold free and harmless the Commonwealth of Virginia and its officers, employees, and agents from and against all loss, liability, injury, and damage, including but not limited to injury or death to any person or damage to any property, resulting from or caused by, directly or indirectly, the applicant's beekeeping activity.
- Before a grantee receives payment, his/her grant funds will be applied to any debts owed to the Commonwealth of Virginia.
- VDACS reserves the right to revise these guidelines at any time.

#### **QUESTIONS**

- Email inquiries regarding the Beehive Grant Program to [VABees@vdacs.virginia.gov](mailto:VABees@vdacs.virginia.gov).