

Payment Plan and Special Pricing Discount Application Form

Thank you interest in participating in the City of Pittsburgh Farmers Market Program this season! This form is required for requesting an installment-based payment plan or special pricing.

Statement of Purpose

The City of Pittsburgh Farmers Market Program is committed to promoting financial inclusion for all farmers and Vendors. We recognize that economic barriers can limit the ability of small-scale producers to participate fully in the market and are dedicated to creating opportunities that promote financial access. To ensure financial inclusion for farmers and Vendors, we offer:

- **Installment-based payment plans:** To accommodate various financial situations, we offer payment plan options in order to reduce upfront fees for Vendors experiencing financial constraints.
- **Special Pricing Discounts:** Discounts will be granted on a first come, first served basis for a fee reduction of up to 50% of the Vendor Fee. Vendors in their first two seasons of farmers market sales are prioritized for the fee reduction. Some categories considered for fee reductions include:
 - **Urban Growers-** someone who lives and grows food within the Pittsburgh city limits.
 - **Neighborhood Small Business-** A locally owned, small business, restaurant, value-added, or grocery store that is located within ½ mile of the Market in which they are confirmed.
 - **Businesses owned by historically disenfranchised identities-** This includes, but is not limited to, race, ability, sexuality, gender identity, and citizenship status.
- **Resource-sharing:** The program is committed to providing participating Vendors with relevant information and resources regarding grants, funding, and training opportunities as they become available.

Please ensure that all required fields are filled out completely and accurately. If you have any questions regarding form completion, please contact the Farmers Market Team at farmersmarkets@pittsburghpa.gov or 412-740-8812

1. **Applicant name (first & last):** _____

2. **Business Name:** _____

3. **Applying for (select all that apply):**

Payment Plan

Special Pricing Discount

City of Pittsburgh Farmers Market Program

4. If applying for an **installment-based payment plan**, type of payment plan requested:

2 installments (Payments Due: May 1 & July 1 by 5pm EST)

4 installments (Payments Due: May 1, June 1, July 1, & August 1 by 5pm EST)

5. If applying for a **special pricing discount**, please select all that apply:

Urban Growers- someone who lives and grows food within the Pittsburgh city limits.

Farm Address: _____

Neighborhood Small Business- A locally owned, small business, restaurant, value-added, or grocery store that is located within ½ mile of the Market in which they are confirmed.

Business Address: _____

Businesses owned by historically disenfranchised identities including but not limited to, race, ability, sexuality, gender identity, and citizenship status.

Application Verification

I verify that all of the above information is true and correct.

Signature: _____

Name (Print): _____

Date: _____

Forms are due no later than **5pm EST on March 31, 2026** via:

- **Online Form (Preferred):** <https://forms.office.com/g/T6PcUdn4sL>
- **Email:** farmersmarkets@pittsburghpa.gov
 - Please send as .doc or PDF attachment
- **Mail (must be postmarked by March 31, 2026):**
 - City of Pittsburgh
 - Department of Parks and Recreation
 - c/o Farmers Markets
 - 414 Grant Street
 - Suite #459
 - Pittsburgh, PA 15219

The Farmers Market Team will notify Vendors by **April 15, 2026 regarding the status of their application. Vendors will be notified via the contact information provided in their 2026 Season Application.**