

**Michigan Department of Agriculture and Rural Development
Guidelines for the FY 2016
County Fairs Capital Improvement Grant Program**

Purpose:

The Michigan Department of Agriculture and Rural Development is offering this grant opportunity to county fairs. This program will assist in the promotion of building improvements or other capital improvements on county fairgrounds within the state. Total funding available for this grant program is \$300,000.

Capital improvements are costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets. Capital improvements may be structural improvements or other renovations to a building or enhance usefulness or productivity.

Building improvements to buildings which are used for fair purposes and are owned by the fair association or political subdivision.

Schedule:

The grant program will adhere to the following timeline:

Grant Proposals due by 5:00 PM	November 16, 2015
Announcement of Recipients	February 15, 2016
Project/Program Duration	March 1, 2016 through December 31, 2016
Final Reports Due	February 1, 2017

Eligibility Requirements:

- Fairs incorporated under Act 80 of 1855 – Local Agricultural or Horticultural Society.
- County-owned and operated fairs operating under Act 11 of 1929.
- County fairs that have submitted all required year-end report for the prior two years.

Funding Availability:

This is a cost reimbursement grant and must have a dollar-for-dollar cash match. In-kind services cannot be used to meet the match. Grants will be awarded at a minimum of \$1,000 and a maximum of \$20,000. Limit of one proposal per fair association.

Reports:

Final reporting dates will be identified in the final grant document.

Procedure for Submission of a Proposal:

Complete the enclosed forms and use the prescribed format to complete a grant request. All grant proposals shall be submitted to the Michigan Department of Agriculture and Rural Development as defined in the timeline. Proposals shall be sent to:

Cinda L. Karlik, Grant Administrator
Michigan Department of Agriculture and Rural Development
P.O. Box 30017
Lansing, Michigan 48909

Proposals may also be faxed to (517) 335-1423 or email to karlikc@michigan.gov.

Grant Proposal Format:

1. Cover sheet with name of the project, date of application, and name of the fair.
2. Completed Form A (with completed W-9 form if necessary)
3. Completed Form B
4. Project goals and objectives-Please explain the need and purpose of the improvement and the ongoing impact this will have on the fair and the community.
5. Description of the improvement
6. Work plan –Timeline for completion of the project
7. Budget-Provide breakdown of the total estimated cost and available funding to provide for the match requirement.

FORM A

County Fair Capital Improvement Grant

Due November 16, 2015

(Complete Using Black Ink Only)

Organization name (no abbreviations): _____

Contact person: _____
(Note: All mailings will be sent to the organization in care of the contact person)

Signature: _____

Work phone: _____ **Home phone:** _____

Email address: _____

Street address: _____

City: _____ **State:** _____ **Zip Code:** _____

Type of organization:

County Fair: ____ Regional Fair: ____

Federal I.D. number: _____
Complete enclosed W-9 form if organization is not currently on file with the Michigan Department of Agriculture and Rural Development.

Grant/Project Administrator: _____

Signature: _____

Work phone: _____ **Home phone:** _____

Email address: _____

Title of project: _____

Total grant amount requested: _____



FORM B

Performance Measurement Application Supplement

Providing the following information will assist MDARD in prioritizing this application. Follow-up data will help MDARD with the decision making process on future applications.

What is the anticipated increase in the following categories related to the completion of this capital improvement project at the fair? (Compare to the most recent three year average)

	Most Recent 3-Year Average	Anticipated increase related to this project
Overall Fair Attendance		%
Overall Non-Fair/Off-Season Attendance		%
Gross Revenue	\$	%
Non-Fair/Off-Season Revenue	\$	%

Amount of grant funding requested: \$ _____

What percentage of the overall project budget will these grant funds amount to? _____ %

For new construction/expansion projects, what is the useful life of the project? _____ years

For renovation projects, what is the useful life extension as a result of the project? _____ years

If the full amount is not awarded, what lesser amount could be granted and still allow completion of the project? \$ _____

Indicate the category that best encompasses the project (choose the most appropriate category):

- ___ Public Safety/Security (Fencing, Lighting, Sound System, etc.)
- ___ Public Health (Utility Infrastructure, Restrooms, etc.)
- ___ General Fair Infrastructure (Misc. Structures, Roadwork, Sidewalks, etc.)
- ___ Other: (i.e. All Non-Fair Activity Improvements, Campsite Improvement, etc.)

How will the proposed project, and related grant funds, support the mission of your fair?

(2-3 Sentences in the space below. If provided in the Justification Letter, then indicate so below.)

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If awarded grant funds, I agree to provide post-project values for all data requested above as well as additional related details outlined in the final agreement. (Check box to indicate agreement)