

GIF COUNTY FAIR GRANT



APPLICATION PACKET

*You are encouraged to send in your application well before the deadline so that our office has time to contact you for any necessary changes.

**STATE OF ARKANSAS
DEPARTMENT OF RURAL SERVICES
ARKANSAS RURAL DEVELOPMENT COMMISSION**

THIS PACKET INCLUDES THE FOLLOWING:

- GIF COUNTY FAIR GRANT GUIDELINES
- GIF COUNTY FAIR GRANT APPLICATION
 - APPLICATION FORM
 - CERTIFICATION LETTER FORM
 - RESOLUTION FORM
 - APPLICATION CHECKLIST

Arkansas Department of Rural Services
101 East Capitol, Suite 202
Little Rock, Arkansas 72201
Toll Free: 1-888-787-2527
Fax: (501) 682-6014
Website: www.arkansas.gov/drs
Email: Rural.Arkansas@arkansas.gov

Arkansas Rural Development Commission and The Department of Rural Services

The Department of Rural Services (DRS, formerly the Office of Rural Advocacy) is a state agency charged with assisting rural communities with a population of 20,000 and under. Established under Act 302 of 1991, DRS assists local agencies in rural areas with information and technical assistance. Currently, more than 80% of Arkansans live in rural areas.

The Arkansas Rural Development Commission (ARDC) is a group of citizens from around rural Arkansas charged with overseeing the programs of DRS. Seven of its members are appointed by the Governor, two are appointed by the Senate President Pro-Tem, and two are appointed by the Speaker of the House. Commissioners serve five-year terms, and meet throughout the year to discuss rural issues that affect Arkansans.

The mission of these two groups is to ***"Enhance the quality of life in rural Arkansas."***

One focus of the agency is to be a source of information for rural citizens and provide support services to rural communities. DRS publishes a quarterly newsletter that covers rural policies and topics. The agency also hosts an annual conference and local forums around the state throughout the course of the year.

In 2007 the Arkansas Legislature changed the way projects were funded with the state's \$919 million surplus. Instead of funding lawmakers' individual projects, the Legislature appropriated money to existing agencies and funds to be distributed throughout the state. The Department of Rural Services received approximately \$3,636,288.90 to put toward grant programs benefiting rural Arkansas. DRS divided the money into three different grant appropriations according to the acts that were funded. The GIF County Fair Grant will dispense \$85,000 of those funds in one cycle. If there are any remaining funds, they will be dispensed in a second cycle.

For information about the other DRS grant programs visit our website at www.arkansas.gov/drs or call 1-888-787-2527.

General Information and Eligibility

Arkansas County Fairs are eligible for up to \$10,000 per fiscal year on a 10% matching basis.

County fair organizations wishing to apply for a grant under the GIF County Fair Grant are required to apply through their county judge's office. To be considered eligible, all applications must be signed by the county judge and approved by the quorum court.

If a county fair has a DRS County Fair Building Grant open and the grant is in good standing, the county fair can still apply for a GIF County Fair Grant.

Grant funds may not be used to reimburse any part of the project already purchased or constructed.

No part of the project may begin until after the community has received their grant check.

What Type of Projects are Eligible?

- Construction, renovation or general improvements of county fair buildings or purchase of items shown to directly improve the building or the services that the county fair association may provide.

Examples include construction or renovation of livestock or exhibit buildings, concession stands and ticket booths, restroom facilities, auditoriums and pavilions. Also eligible may be the purchase of equipment such as doors, windows, siding, roofing, lawn mowers, toilets, showers, bleachers or other seating, major appliances (stoves, ovens, freezers, refrigerators, etc.)

What Type of Projects are Ineligible?

- Projects for rodeos
- Fairs operated by private individuals or corporations
- State Fairs
- Operating or utility costs
- Reimbursement of any kind

Note: If you are not positive that your project is eligible, please call and speak to a Grants Coordinator at 1-888-787-2527.

Funding Availability

Applicants with an eligible project may apply for up to \$10,000 in state matching funds toward a single project. It may sometimes be necessary to make awards of less than the amount requested and some projects unfortunately cannot be funded at all.

Is there a Matching Requirement?

The GIF County Fair Grant is a 10% matching program. This requires that the applicant must be able to match the grant award with a like amount of cash, in-kind labor, donated materials or land (fair market value, based on verifiable documentation provided by the applicant.)

For purposes of this program, a match is defined as a combination of donated labor, donated land, donated materials, or cash to comprise at least 10% of the cost estimate provided by the community. Materials or labor not listed on the cost estimate of the application cannot be used as match. Local donations are defined as gifts given by local residents or locally based businesses for the purposes of the projects outlined in the applicant's grant proposal.

The match must be derived locally and can be:

- appropriated in full by the local governing body (quorum court);
- donated by local businesses and citizens;
- money raised through fund-raisers; or
- a combination thereof.



All matching funds must be pledged at the time of application submission and be immediately available if an award is received. Debt financing of any kind cannot be used for matching purposes.

It is important to note that the local match does not have to be entirely in cash. In-kind donations of project equipment, labor, land, and materials will be accepted based on fair market value estimates provided by applicant and verified by DRS staff. For land, buildings, and donated labor to be eligible as match, they must be part of the project and must be included in the cost estimate of the project.

Example of a PROPER Match

Cost Estimate:

Building Material	\$ 8,000
Labor to Construct or Renovate	\$ 2,000
Professional Electrician	<u>\$ 1,000</u>
	<u>\$ 11,000</u>

Funding Source Breakdown:

Donated Labor	\$ 1,000
Requested from GIF County Fair Grant	<u>\$ 10,000</u>
	<u>\$ 11,000</u>

*Labor should be included on both the cost estimate and funding source breakdown if it is donated. If the applicant has to pay for labor, then it is only part of the cost estimate. Additionally, the applicant has broken down the cost of the building into **material cost and labor cost**, allowing them to match dollars with donated labor, but still have enough cash to pay for materials.*

Please note: A total project cost, with match, *does not* have to equal \$10,000. It can be more or less. However, if the total project cost is more than \$10,000 the applicant should provide proof that the entire project can be funded. For example, if the total project cost is \$20,000, the applicant may apply for \$10,000 but should still show how the additional \$10,000 is being funded. Therefore, an applicant should only apply for what can be completed and funded within the project timeline of 18 months.

Current Allowable Expenses for Donated Labor

Community Labor being Donated	up to \$18.04 per hour (round down if it's easier to work with)
Professional Labor being Donated	
Ex: Dozer/Dirt Work	Amount they would normally charge
Electrical	(discretionary)
Plumbing	
Carpentry	
Welding	

Application Process

WHEN can we apply?

The deadline for fiscal year 2008 is February 28, 2008. If there are any remaining funds after this grant cycle, DRS will announce a second grant cycle for fiscal year 2009. All applications must be received or postmarked by 4:30 p.m. on the day of the deadline or they will not be accepted. Faxes of applications will not be accepted.

SUBMITTING an Application

Applicants must gain the approval of their county judge and the application **must** be signed by the county judge, who will be ultimately responsible for the grant should it be received. This process includes completion of the application form and presentation of it to the quorum court. The county judge must affix his/her signature to the following documents for the application to be considered complete:

- certification letter
- resolution
- application

Applicants must submit an original application with original signatures plus 1 copy.

Application Review and Awards Presentation

Applications are numbered and inspected for completeness and eligibility in the order received by the Department of Rural Services. Individual proposal consultations can be arranged with staff by appointment. Applicants are encouraged to submit applications well in advance of the deadline to allow DRS staff to thoroughly review the application and assist applicants in correcting any deficiencies prior to the deadline.

Applications received postmarked after the deadline date will not be eligible for consideration.

After staff review for completeness and eligibility, applications undergo a three step review process. Following final review and approval, the grants are awarded by the Governor at a ceremony scheduled by DRS.

REMEMBER: A fair association cannot begin any part of the project until they have received their grant check.

Helpful Hints and Things to Remember

- ❖ Use only paper clips, binder clips or staples. Fancy binding is unnecessary and will be removed.
- ❖ Put everything on the checklist in order and label all backup documentation clearly.
- ❖ Include good documentation of public support.
- ❖ Please type the application or print clearly.
- ❖ Please remember to include the original and one copy when submitting an application. Also keep a copy for your own records.
- ❖ The grants may not be used to reimburse any part of the project already purchased or constructed. A fair association cannot begin **any** part of their project until they have received their grant check.

Reporting Requirements and Responsibilities



In compliance with Act 1009, project funds will be expended through a fund established on the books of the county clerk. A copy of the original proposal and all project expenditures, with invoices attached, will be approved by the county judge and remain on file in the office of the county judge for three years or until audited, whichever is later.

All project expenditures must be completed within 18 months after the date of the award. A final report, including cancelled checks and receipts of all funds expended, along with the state's one-half of any unspent funds, must be submitted by the county judge to DRS and subsequently to the Chief Fiscal Officer of the state. This must be done no more than 60 days following the project's completion or within the 18 month period of the grant award, whichever comes first.

There are some instances in which an awardee needs more time to complete their project. The items listed in the application may have changed or the original estimate may have changed. To solve these problems a letter can be written to the Director for consent to extend the time frame in which the project would be completed or to purchase other items not listed on the application.

Office Use Only

Control # _____

☐ Complete / Eligible
☐ Incomplete / Ineligible
☐ No Open Grants

GIF County Fair Grant Application

County _____ Population of County _____

State Senator _____ Senate District Number _____

State Representative _____ House District Number _____

County judge's name _____

Location of County Fair Grounds (town or city name) _____

Amount for which you are applying \$ _____

Amount to be provided by applicant \$ _____

Total project cost \$ _____

What is the project for which you are applying? (Briefly describe)

Why is the project needed? Please include discussion of any emergencies or urgent needs.

What funding and other resources will be used to maintain and operate the project in the future?

Will the building be used for any other activities throughout the year? Please explain.

If a building project, is the building ADA accessible?

Yes ☐

No ☐

If No, please explain the association's plans for making it ADA accessible.

List other equipment, facilities, and other resources currently being used that are relevant to your application and what condition they are in.

COST ESTIMATE BREAKDOWN

Please itemize the cost estimate for the project below as much as possible. You may add extra sheets if necessary. Backup documentation for each line, including in-kind materials and labor, is required (professional estimates, catalog pages, letters of intent to donate, etc.)

<u>Item</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL PROJECT COST	\$\$ _____

FUNDING SOURCE BREAKDOWN

Must include back-up documentation that shows how the total project will be funded (i.e. bank statements, letters of intent to donate, resolution with appropriation listed, etc.)

Requested from GIF County Fair Grant	\$ _____
In-kind labor	\$ _____
In-kind materials	\$ _____
Community Cash Donations	\$ _____
County Appropriation	\$ _____
Other Funding Sources (please list)	\$ _____
TOTAL FUNDING SOURCE BREAKDOWN	\$\$ _____

List the name, address, phone and fax numbers of two contact persons who are knowledgeable about the application. **The third column is for the county judge.**

NOTE: The individual listed in column one will receive all correspondence regarding application status in addition to the county judge. Individuals in column two will only be contacted if DRS staff are unable to contact the individual in column one.

Contact Name	(1)_____	(2)_____	(3)_____
Title	(1)_____	(2)_____	(3)_____
Address	(1)_____	(2)_____	(3)_____
City, Zip Code	(1)_____	(2)_____	(3)_____
Day Phone	(1)_____	(2)_____	(3)_____
Evening Phone	(1)_____	(2)_____	(3)_____
Fax	(1)_____	(2)_____	(3)_____
Email Address	(1)_____	(2)_____	(3)_____

ADDITIONAL INFORMATION NEEDED SHOULD THIS APPLICATION BE FUNDED

Local Newspapers:	(1)_____	(2)_____
Address:	(1)_____	(2)_____
City / State / Zip:	(1)_____	(2)_____

With my signature below, I do hereby certify that I have read, understand, and support the above application for grant funds through the Arkansas Rural Community Grant Program. I further certify that I have read, understand, and agree to abide by the rules and regulations governing the grant programs.

Signature of County Judge / Date Signed

Signature of Contact Person / Date Signed

Please carefully review the application and be sure that you have completely answered every question. This document must be postmarked with all backup documentation required no later than 4:30 p.m. on the application deadline. The Department of Rural Services must receive an original copy along with 1 additional copy. FAXES WILL NOT BE ACCEPTED. Please mail applications to:

**GIF County Fair Grant
c/o Department of Rural Services
101 East Capitol, Suite 202
Little Rock, AR 72201**

CERTIFICATION LETTER

Date _____

GIF County Fair Grant
c/o Department of Rural Services
101 East Capitol, Suite 202
Little Rock, AR 72201

Dear Members of the Arkansas Rural Development Commission:

On behalf of _____ County, I am writing to request your assistance in securing a state matching grant under the GIF County Fair Grant. Proceeds from the \$_____ grant, if awarded, will be used for the following project, as outlined in the enclosed application:

The _____ County Fair Association has furnished proof that they have raised \$_____ through local cash and/or in-kind donations as their matching share on the project and the Quorum Court of _____ County agrees to provide the remainder funds necessary to complete the state matching requirements. Further, we have read the application fully and have determined that the _____ County Fair Association is eligible to apply for and receive funds under this program.

I designate myself, County Judge of _____ County as the person ultimately responsible for the administration of the state grant, if awarded. Project funds from all sources will be expended through a fund established on the books of _____ County, and all project expenditures with invoices and cancelled checks attached, in addition to copies of all application materials, will remain on file in the County Judge's office for three years or until audited (whichever is later), to assure that funds were used for the purposes for which they were made available.

If additional information is needed concerning this project, please feel free to contact me or the project's primary contact person (name) _____ at (phone number) _____.

Thank you for your consideration.

Sincerely,

County Judge (signed) _____

County Judge (printed) _____

Phone Number _____

Enclosures

RESOLUTION PASSED BY QUORUM COURT

Note: This is a sample copy of a resolution intended to assist grant writers in knowing what to submit. Resolutions may be transferred directly onto this form or presented in the quorum court's usual format, but they must retain this exact language.

RESOLUTION # _____

Be it resolved by the Quorum Court of _____, County, State of Arkansas a resolution entitled: _____

A Resolution authorizing the County Judge of _____ County to apply for a grant on behalf of the _____ County Fair Association.

Whereas, the _____ Quorum Court has determined that the _____ County Fair Association meets eligibility requirements necessary to apply for a grant under the GIF County Fair Grant; and

Whereas, the _____ County Fair Association has presented plans to (description of project) _____; and

Whereas, the Quorum Court of _____ County recognizes the need for the project, concurs its importance, and supports the _____ County Fair Association in its efforts to proceed with the same; and

Whereas, the _____ County Fair Association has furnished proof that they have raised \$ _____ through community cash and/or in-kind donations to be applied to the project as a local match (if applicable);

Therefore, be it resolved that the Quorum Court of _____ County hereby appropriates the sum of \$ _____ to complete the local match money requirement for the project described herein (if applicable);

Be it further resolved, that the County Judge of _____ County is hereby authorized to submit an application of formal request to the Arkansas Rural Development Commission for purposes of securing state grant funds in the amount of \$ _____ to aid and assist the _____ County Fair Association in executing the proposed project described herein and that the County Judge or Recorder/Treasurer of _____ County is further authorized to administer the grant funds for the same project.

THIS RESOLUTION ADOPTED IN REGULAR SESSION: _____
Date

APPROVED:

Signature of County Judge/Typed name of County Judge

ATTEST:

Signature of County Clerk



Documents needed for a Complete Grant

In addition to the grant application, communities must include the following documents in order for the application to be complete. **Failure to submit any of the required documents by the grant deadline will result in an incomplete application and will not be reviewed by the Arkansas Rural Development Commission for grant consideration.**

Please use this sheet to check that all required information is submitted:

1. ____ A signed Certification Letter (enclosed with application) with the current calendar year and signed by the county judge.
2. ____ A Resolution passed by the quorum court enclosed with application. The Resolution must have the county judge's signature and the signature/seal of the county clerk. It must also be numbered and have the current calendar year date on it.
3. ____ Articles of incorporation or other comparable document indicating legal standing of fair association.
4. ____ A deed, title, or other instrument showing proof of county fair association/public ownership. This may include intent to donate letter from a private individual or a lease that extends for more than 10 years.
5. ____ Items of public input support. **This means that you must have a letter of support from your local governing State Senator and State Representative.** These two letters are required but a community could include support letters for the project from members of the community as well.
6. ____ Backup documentation for ALL items listed in the project cost estimate. Cost estimate items (purchased or donated) must be confirmed by a professional. Only one bid is required for each item. Estimates can be in the form of advertisements or bid sheets from hardware stores or other professionals. Cost estimates without professional estimate documentation will not be accepted.
7. ____ Backup documentation for ALL items listed in the applicant's funding source breakdown (local match). This includes copies of bank statements for cash, letters indicating pledges of cash, and letters of intent to donate all materials, land and labor being donated. Applicants must show they have raised their entire portion of the match in order to be eligible.
8. ____ The original grant is mailed PLUS one copy of the entire application packet.