

## 2018 Application Instructions

All proposals must be received by the Minnesota Department of Agriculture (MDA) no later than 4:00 pm CST on Friday, February 9, 2018.

We strongly encourage you to use our online application system at [www.mda.state.mn.us/grants/grants/countyfair.aspx](http://www.mda.state.mn.us/grants/grants/countyfair.aspx).

If you cannot apply online, you may email your application to [Lisa.Sawyer@state.mn.us](mailto:Lisa.Sawyer@state.mn.us).

**For questions about the grant program or the application process, please contact:**

Lisa Sawyer

[Lisa.Sawyer@state.mn.us](mailto:Lisa.Sawyer@state.mn.us) | 651-201-6277

MN Department of Agriculture,  
Agricultural Marketing and Development Division  
625 Robert Street North  
St. Paul, MN 55155  
MDA Grant Line: 651-201-6500

## Background

The Agricultural Growth, Research, and Innovation Program (AGRI) was established to advance Minnesota's agricultural and renewable energy industries. This program focuses on areas of greatest opportunity and potential economic impact to create agricultural jobs and profitable businesses in the areas of livestock investment, value-added business and market development, and renewable energy. (Minn. Stat. §41A. 12)

The Legacy Amendment was established to support and preserve Minnesota's arts, history and cultural heritage. (Chapter 91—H.F. NO. 707)

## Eligible Applicants

Each of the state's county fairs is eligible to apply for grant.

## Eligible Projects

- Projects must be completed by June 30, 2019.
- This program offers two types of awards. You may apply for one or both categories.

### Category I: Preserving and Promoting Minnesota Agriculture

**Each county fair may apply for up to \$10,526 in Category I.**

Grant funds must be used to enhance Minnesotans' access to agricultural education and must preserve and promote Minnesota's agriculture. Examples: buy sound equipment for judging in livestock barns; purchase hand sanitizing stations; buy fans for livestock barns; or create agricultural education displays.

### Category II: Promoting Minnesota Arts and Agricultural History

**Each fair may apply for up to \$1,579 in Category II.**

Grant funds must be used to enhance access and education to preserve and promote Minnesota arts and agricultural history. Projects must provide access to the arts or the state's agricultural, historical, and cultural heritage. Examples: spinning demonstrations; blacksmith or primitive cooking workshop; antique equipment display that shows how farming was done in the past; or Native American storyteller.

## Review Process and Contract Negotiation

The MDA reserves the right to reject or negotiate the proposed costs the MDA determines are ineligible or unreasonable. The MDA reserves the right to introduce additional terms or conditions before the contract is signed.

## Public Data

Per Minn. Stat. §13.599:

- Names and addresses of grant applicants are public data;
- All other data in proposal responses becomes public after the close-out process is completed; and
- All data created or maintained by the MDA as part of the close-out process becomes public data after the evaluation process is completed.

## Grantee Responsibilities and Record Keeping

### Grant Contract and Payment

Successful applicants must:

- Register as a vendor in SWIFT, the State's accounting system; and
- Sign a grant contract indicating their intention to complete the proposed tasks. The agreement also authorizes the MDA to monitor the close-out of the project.

If we select your project for funding, your organization's authorized representative must sign and return the agreement within 60 days or you may forfeit the award.

To receive payment, grantees must submit a close-out report that includes: proof that the work has been done, detailed receipts or invoices, and proof that the invoices have been paid. Submission and approval of a final close-out report will be required to receive the final payment.

### Submit Questions and Applications to:

MN Department of Agriculture, Marketing and Development

Attn: Lisa Sawyer

625 Robert Street North

St. Paul, MN 55155

Email: [Lisa.Sawyer@state.mn.us](mailto:Lisa.Sawyer@state.mn.us)

651-201-6277

AGRICULTURAL MARKETING AND DEVELOPMENT Phone: 651-201-6012

Category I.

AGRI County Fair Grant – 2018 Application

**PROMOTE AND PRESERVE MINNESOTA AGRICULTURE**

Any Minnesota County Fair may request up to \$10,526 in this category.

<b>Name of County Fair</b>		Fed Tax ID	
Contact Name	Contact Title		
Mailing Address	City	State MN	Zip
Phone	Email		
Project Title	Project Start Date	Project End Date	

Summary of Proposed Project: Describe your project briefly, in a way that the public would easily understand.

Project Potential Impact: Explain how this project will preserve and/or promote Minnesota agriculture.

### Category I. Budget:

Provide a detailed breakdown of expenses directly related to your project. Matching dollars are NOT required, **but if you are using outside resources to partially fund this project, you must list them below.**

Category	Estimated Expense	Cash Match and Source (Not Required)	Total Grant Request
Contractual/Personnel			
Equipment			
Rental Fees			
Supplies			
Other: Specify Item			
Total			

Additional Budget Notes

**Project Oversight:** List the name and title of individual who will oversee project activities.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Work Plan:** List the activities necessary to accomplish the project and who will do the work of each activity.

**Certification:** I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to sign and submit this application on behalf of this organization, which is legally eligible to enter into a grant contract.

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Category II.

AGRI County Fair Grant – 2018 Application

**PRESERVING AND PROMOTING MINNESOTA ARTS AND AGRICULTURAL HISTORY**

Any Minnesota County Fair may request up to \$1,579 in this category.

<b>Name of County Fair</b>		Fed Tax ID	
Contact Name	Contact Title		
Mailing Address	City	State MN	Zip
Phone	Email		
Project Title		Project Start Date	Project End Date

Summary of Proposed Project: Describe your project briefly, in a way that the public would easily understand.

Project Potential Impact: Explain how this project will provide access to the arts or Minnesota’s agricultural, historical, and /or cultural heritage.

## Category II. Budget:

Provide a detailed breakdown of expenses directly related to your project. Matching dollars are NOT required, **but if you are using outside resources to partially fund this project, you must list them below.**

Category	Estimated Expense	Cash Match and Source (Not Required)	Total Grant Request
Contractual/Personnel			
Equipment			
Rental Fees			
Supplies			
Other: Specify Item			
Total			

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Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_