

# GIF-3

## APPLICATION PACKET

### GIF Funded County Fair Grant

Cycle I Deadline: November 20, 2009  
We will begin accepting applications for this cycle on September 1, 2009

- County Fair and Public Rodeo Projects



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

For Questions or More Information Contact:  
GIF County Fair Grant Coordinator  
101 East Capitol Ave, Ste. 202  
Little Rock, AR 72201  
(501) 682-6011  
888-787-6011 Toll Free  
Email: [rural.arkansas@arkansas.gov](mailto:rural.arkansas@arkansas.gov)

## **Arkansas Rural Development Commission and The Department of Rural Services**

The Department of Rural Services (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 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. The Department of Rural Services publishes a bi-annual newsletter that covers rural policies and topics. The agency also hosts an annual conference and local forums around the state throughout 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. This year the Department of Rural Services received approximately \$5,704,500.00 to put toward grant programs benefiting rural Arkansas. DRS divided the money into three different grant appropriations according to the acts that were funded.

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

## **General Information and Eligibility**

Arkansas County Fairs are eligible for up \$15,000 per fiscal year.

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?**

1. 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.
2. Construction, renovation or general improvements of public riding facilities or public rodeos.
3. Operating expenses (i.e. office supplies or training program fees).

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.)

## **Other Eligibility Requirements**

1. A county may apply for a GIF-3 (County Fair) grant during the same cycle as applying for a GIF-1 (Community Enhancement) or GIF-2 (Fire Protection) grant. However, a GIF-1 grant and a GIF-2 grant may not be applied for by an entity during the same cycle.
2. If an entity is awarded GIF funding during the first cycle, the entity may apply for additional GIF funding during future cycles.

## **What Type of Projects are Ineligible?**

1. Fairs operated by private individuals or corporations
2. State Fairs
3. Utility costs
4. 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 \$15,000 in state 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.

## **Application Process**

### **WHEN can we apply?**

The deadline for fiscal year 2010 is November 20, 2009. We will begin accepting applications for this cycle on September 1, 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

GIF applications from Fiscal Year 2009 cannot be resubmitted. 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, grant funds are awarded by mail.

## Helpful Hints and Things to Remember

- ❖ Use only paper clips, binder clips or staples. Binding is unnecessary and will be removed.
- ❖ Put everything on the checklist in order and label all backup documentation clearly.
- ❖ Include 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.

If the recipients are unable to complete their project within the 18 month period, due to circumstances beyond their control, and extension may be granted. Recipients should request and extension, in writing, via a letter to the DRS Director.

**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    \$ \_\_\_\_\_

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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	\$\$ _____

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.

<b>Contact Name</b>	(1) _____	(2) _____	(3) _____
<b>Title</b>	(1) _____	(2) _____	(3) _____
<b>Address</b>	(1) _____	(2) _____	(3) _____
<b>City, Zip Code</b>	(1) _____	(2) _____	(3) _____
<b>Day Phone</b>	(1) _____	(2) _____	(3) _____
<b>Evening Phone</b>	(1) _____	(2) _____	(3) _____
<b>Fax</b>	(1) _____	(2) _____	(3) _____
<b>Email Address</b>	(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 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:

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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

Therefore, be it 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. \_\_\_ The original grant is mailed PLUS one copy of the entire application packet.