

Primary Agricultural Societies Grant Program Application Form

Application Deadline: February 15, 2020

For Assistance, and to Submit, Contact: Monika.Warring@gov.ab.ca or
Monika Warring, Grant Program Support, Agriculture and Forestry
#106, 4709 – 44 Avenue, Stony Plain, AB T7Z 1N4
Telephone: 780-968-3517 (toll-free by first dialing 310-0000)

General Information

*Agricultural Society Name:		
*Mailing Address:		
*City/Town:	*Postal Code:	
*E-mail:	*Phone:	Fax:

If the chief place of business is different than the above mailing address please fill out the address below:

Chief Place of Business Address:	
Address Line 2:	
City/Town:	Postal Code:

Financial Summary *(Use your financial statements to complete this section)*

Fiscal Year of Operations:	
Total Revenue:	
Total Expenses:	
Municipal Operating Grant Funding Sources (do not include capital grants)	Amount (also transfer these amounts to the operational expense table on page 7)
County/Town Operating Grant:	
County/Town Operating Grant:	

Grant Funding Information

- The Agricultural Societies Grant Program provides a base grant as well as partial reimbursement of eligible expenses from a society's previous year of operations (as the total expenses claimed by all societies exceeds the total grant funding available).
- There are four sections in which an agricultural society can receive grant funding:
 - (1) Rural Development, Leadership and Training Expenses (Section 1);
 - (2) Agricultural Activities and Programs Expenses (Section 2);
 - (3) Operational Expenses (Section 3); and
 - (4) Base Grant (Section 4)
- To be eligible for grant funding under the program, a society must have completed its annual return and be in good standing as per the *Agricultural Societies Act*.
- Review the program guidelines (next page) before beginning your application.

Primary Agricultural Societies Grant Program Guidelines

1. To be eligible to receive a grant you must either operate a facility or run an agricultural event/program.
2. Expenses paid or reimbursed by another organization are not eligible (e.g. municipal operating grants must be deducted from your operating expenses).
3. All expenses claimed must be paid by the agricultural society and be captured in your year-end financial statements. Supporting schedules, copies of ledgers, or statement of expense templates (see Appendix C) can be used to detail and support your claim.
4. Financial statements must be an audit report or a review engagement report prepared by a professional accounting firm.
5. The donated use of your meeting rooms is captured in your utility costs in Section 3, Operational Expenses. Do not claim again.
6. Names of camps, conferences and courses must be provided.
7. The general term “donation” is not allowed.
8. Travel within Canada only.
9. Examples of **eligible** expenses include:

Additional staffing	Cleaning & Sanitation	Office Expenses
Advertising	Event Insurance	Sanction Fees
Announcer	Fair books	Security
Contractor	Judges	Signage

10. Ineligible expenses include:

Accounting Fees	Fundraising Expenses, Bingos, Casinos	Out of Country Costs
Alcohol & Corkage Fees	Gravel	Prizes, Awards & Gifts
Bank Charges & Fees	GST	Professional Fees
Cable	In Kind & In Contra Expenses	Pro-Rodeo Expenses
Capital Expenses(over \$500)	Interest Fees & Debt Reduction	Recreation/Sporting (non-agricultural)
Clothing	Late Payment Penalties	Renovations/Additions
Donations (Non-Agricultural)	Lease Payments for Equipment	School Trips
Entertainment Costs	Legal Fees	Start-up/shut down ice plants
Fireworks	Licensing Fees (E.g. SOCAN)	Taxes (excluding garbage pick-up)
Food	Membership Fees (includes AAAS)	Tools & Hardware

Section 1. Rural Development, Leadership, and Training Expenses

Review **Appendix A** before beginning this section. Submit this section even if no expenses are claimed.

Name of Leadership Activity: <i>(Please do not use acronyms)</i>		
Eligible Expense Description <i>(E.g. registration fee, travel, etc.)</i>	Expense Amount	Office Use Only
Total Eligible Expenses for Leadership Activity:		

Name of Leadership Activity: <i>(Please do not use acronyms)</i>		
Eligible Expense Description <i>(E.g. registration fee, travel, etc.)</i>	Expense Amount	Office Use Only
Total Eligible Expenses for Leadership Activity:		

Name of Leadership Activity: <i>(Please do not use acronyms)</i>		
Eligible Expense Description <i>(E.g. registration fee, travel, etc.)</i>	Expense Amount	Office Use Only
Total Eligible Expenses for Leadership Activity:		

Name of Leadership Activity: <i>(Please do not use acronyms)</i>		
Eligible Expense Description <i>(E.g. registration fee, travel, etc.)</i>	Expense Amount	Office Use Only
Total Eligible Expenses for Leadership Activity:		

Section One: Total Expenses		Office Use Only
Total Eligible Expenses for all Leadership Activities: <i>Add the totals for each Leadership Activity to find this number.</i>		

Section 2. Agricultural Activities and Program Expenses

Review **Appendix B** before beginning this section. You may also wish to use the statement of expense template in **Appendix C** to break out eligible and ineligible costs. Submit this section even if no expenses are claimed.

Name of Activity/Program: <i>(Please do not use acronyms)</i>		
Eligible Expense Description <i>(E.g. judges, advertising, fair books, etc.)</i>	Expense Amount	Office Use Only
Total Eligible Expenses for Activity/Program:		

Name of Activity/Program: <i>(Please do not use acronyms)</i>		
Eligible Expense Description <i>(E.g. judges, advertising, fair books, etc.)</i>	Expense Amount	Office Use Only
Total Eligible Expenses for Activity/Program:		

Name of Activity/Program: <i>(Please do not use acronyms)</i>		
Eligible Expense Description <i>(E.g. judges, advertising, fair books, etc.)</i>	Expense Amount	Office Use Only
Total Eligible Expenses for Activity/Program:		

Name of Activity/Program: <i>(Please do not use acronyms)</i>		
Eligible Expense Description <i>(E.g. judges, advertising, fair books, etc.)</i>	Expense Amount	Office Use Only
Total Eligible Expenses for Activity/Program:		

Section Two: Total Expenses	Office Use Only
Total Eligible Expenses for all Agriculture Activities and Programs: <i>Add the totals for each activity/program to find this number.</i>	

Section 3. Operational Expenses

Review **Appendix D** before beginning this section. Submit this section even if no expenses are claimed.

Description	Expense Amount	Office Use Only
Insurance		
Repairs & Maintenance (Maximum \$2,000)(include cleaning supplies here)		
Utilities (Heat and Power)		
Telephone and Internet		
Wages/Salaries & WCB		
Snow Removal Contracts/Labour		
Lawn Mowing Contracts/Labour		
Garbage Pick-up		
Office Supplies – A detailed expense list must be attached for claims over \$1500. (i.e. photocopying, postage, paper)		
Bookkeeping (not accountant's fees)		
Advertising		
Other: (specify)		
Other: (specify)		
Other: (specify)		
Eligible Expenses		
Deduct Municipal Operating Grant(s): <u>Enter as a negative number</u> (from page 1 Financial Summary)		
Total Eligible Expenses	\$	

Total Expenses Summary

Total Amounts from Above Tables

	Estimated Expenses	Office use Only
Rural Development, Leadership and Training Expenses		
Agricultural Activities & Program Expenses		
Operational Expenses		

Section 4. Base Grant

Please complete below if you will be applying for the base grant of \$17,500 available to Agricultural Societies that are in good standing.

Description	Amount	Office Use Only
Base Grant (Maximum \$17,500)		

Contact person(s) to answer inquiries pertaining to grant calculations:

Name:	Telephone Number:
Name:	Telephone Number:

Office Use Only

Agricultural Societies Facilities Reporting

Agriculture and Forestry (AF) is requesting information on facilities that are owned and/or operated by agricultural societies. This information assists AF with program planning (e.g. it was used to determine eligibility for the Agricultural Societies Energy Efficiency Program). If you have any questions please contact grant program support at 780-968-3517.

Indoor Facilities (Facility Type)	Ownership (owned/leased/operated)	Size (sq ft)

Outdoor Facilities (Facility Type)	Ownership (owned/leased/operated)

Statement of Certification

NOTE: Please read this carefully before signing.

We, the authorized representatives named below, certify the following:

- We are authorized to complete this application on behalf of the Agricultural Society named below (the “Agricultural Society”);
- We understand and agree to the Agricultural Societies Grant Program Guidelines (the “Guidelines”);
- The expenses listed in this application have all been paid in full by the Agricultural Society;
- We have verified that the expenses listed in this application are all eligible under the Guidelines;
- All late fees, GST and other ineligible expenses such as in-contra and in-kind expenses have been deducted in determining the amounts listed in this application;
- We understand that by submitting this application, the Agricultural Society agrees to maintain the records of the expenditures listed in the application for a period of not less than 6 years;
- We understand that funding for the Agricultural Societies Grant Program (the “Program”) is limited;
- We understand that payments under the Program are grants subject to the *Agriculture and Rural Development Grant Regulation*;
- We understand that Agriculture and Forestry discloses the following information for all grant recipients:
 - the grant recipient name,
 - the amount of the grant,
 - the program the grant is paid under, and
 - the payment date; and
- The information provided in this application and all attachments are, to the best of our knowledge, true, complete and correct.

Name of Agricultural Society

Signature of Authorized Representative

Signature of Authorized Representative

Legal Name (print)

Legal Name (print)

Position

Position

Date

Date

The personal information that you provide on this form will be used to process your application under the Agricultural Societies Grant Program. This information is collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is subject to the provisions of the Act. If you have any questions about the collection or use of this information, contact the Agricultural Societies Grant Program, #106, 4709-44 Avenue, Stony Plain, AB T7Z 1N4, phone (780) 968-3517.

Appendix A – Eligible and Ineligible Rural Development, Leadership, and Training Expenses (for Section 1)

Eligible:

4-H Camps Registration Fees. Including only the following: People Developing People, LTCS (Selections), Club Week	Encounters with Canada Programs	National Student Commonwealth Forum
4-H Leaders Update, BUD, PELF, CBS, and LSTT	Environmental Farm Planning Courses	Safe Food Handling Course
4-H Public Speaking Sponsorships & Awards	Forum for Young Canadians	Scholarships: Post-Secondary
AAAS Conference & Regional Meetings	Governance/Financial Planning Workshops	Vitalize
ARPA Conference	Growing Rural Tourism Conference	Youth Leadership Training (camp registration fees only) Ex. Guides, Scouts, Jr. Forest Wardens
Board Development Activities	Leadership Training for staff & volunteers	CAFE
National 4-H Citizenship Seminar	Canadian Student Leadership Conference	National Seminar, Canadian Student Debate Federation

Ineligible:

AgriVenture Program (Out-of-Country)	First Aid Courses	North America Farm Direct Conference
HxS Workshops		

Appendix B – Eligible and Ineligible Agricultural Activities and Program Expenses (for Section 2)

Eligible:

4-H Camps (non-leadership)	Environmental Farm Planning Courses	Non-Pro Rodeos
4-H Project Day (Achievement)	Fair Judging Workshops	Open Farm Days
4-H Shows and Sales (no cattle sale expenses)	Farm Safety	Roping
Administration expenses for eligible Agriculture Activities & Programs (E.g. additional help, sanitation, judges)	Farmers Markets	Senior Amateur Rodeo
Agricultural Education	Gardening Courses	Sponsorship of Ag Events (ex. Farm Women's Conference, speakers)
Agriculture Market & Trade Development	Gymkhana	Stock Dog Trials
Alberta Women's Institute Events	Heavy Horse Pulls	Team Penning
Bull-a-Rama	Horse Clinics	Yard and Garden Courses
Communities in Bloom	Horse Driving Course	
Consumer Protection Workshop (E.g. E-Coli)	Horse Shows	

Ineligible:

ATV Rally	Figure Skating	Raffles
Beer Gardens	Fire Departments	Running of the Bulls
Bike Rode/BMX/Bike Race	Food Banks	School Trips
Bingos & Casinos	Fundraising Activities	Science Fairs
Building Appraisals	Internet installation	Sheldon Kennedy Donations
Camp He Ho Ha	Jackpot Shows	Soap Box Derby
Cattle Purchases	Libraries	Sport Dog Shows
Celebration of Lights	Literacy Program	Sports/Recreation Training
Cemetery Upkeep	Memorials	Stampede Wrestling
Chuck wagons/Pony Chucks	Minor Hockey	Stars/Red Cross
Coaching/Refereeing Clinics	Mounted Shooters	Startup/Shutdown Ice plant
Concession Supplies	Music Festivals	Summer Programs
Cowboy Poetry	Musical Rides	Sunflower Festival
Craft Shows	Parades	Swimming
DARE/SADD/MADD Donations	Petting Zoos	Tourist Booths
Daycares	Play School	Tractor Pulls
Dinner Theatres	Pony Rides	Weigh scale operations
Entertainment	Pro Rodeo	Wellness Equipment & Programs
FCSS Donations	Quilting for Humanity	Yearly membership fees
Fiddler's Contest	Racing (E.g. horse, dog)	Young Hunter Training

Appendix C – Statement of Expense Template (add additional sheets as required)

Name of the Agricultural Society: _____

Name of the Activity/Program: _____

Eligible Expenses

Total Eligible Expenses	\$

Ineligible Expenses

Total Ineligible Expenses	\$

Total Expenses	\$
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Appendix D – Eligible Operational Expenses (for Section 3)

Advertising	Lease Payments	Supplies (anything over \$1500 requires a detailed listing)
Bookkeeping fees	Office Supplies	Top-ups (STEP/SEED/PEP)
Cattle feed costs	Postage	Utilities (electrical, gas, telephone, internet)
Freight	Promotions	Wages (including concession stand wages, ice making, janitor, Executive Director, Programming staff, etc.)
Garbage Pickup (includes frontage tax if it's for garbage pickup)	Repairs and Maintenance (Maximum \$2,000) (E.g. floor stripping, janitor supplies, equipment rentals, etc.)	Website Setup & Operation
Highway Signs	Sewer	Workers Compensation
Insurance	Snow Removal	Yard Maintenance (excluding gravel purchases)