



Application for Special Assistance Funding — Community Fairs

Application Deadline: _____

Use this form if your fair was not held as an in-person or virtual event, but you had operating expenses prior to cancellation; do not use this form if you had a virtual event.

Applicant			
Name of Fair	Location		
Mailing Address	City	State	Zip
Principal Contact	Phone Number	Email Address	
Fair Dates: _____			
Financial Summary			
Beginning Balance (total checking, savings account, and interest): _____	* Total operating expenses means the amount awarded for premiums and awards; expenses for special agricultural education and demonstrations; judges' fees; staffing expenses; and other expenses used to operate the agricultural fair. Operating expenses must be in connection with the actual event whether before, during, or after (clean-up). Operating expenses do not include expenses to maintain a fairground on a year-round basis.		
Income (all sources): _____			
Total Funds: _____			
Total Operating Expenses * (including salaries, premiums, insurance, supplies, etc.): _____			
Ending Balance: _____			
Financial Report			
<u>Receipts</u>		<u>Operating Expenses</u>	
Gate Proceeds _____	Salaries & Wages _____		
Sales Commissions _____	Personnel Benefits _____		
Sale of Items _____	(Social Security, Industrial Insurance, etc.) _____		
Cash Contributions _____	Premiums & Prizes for Exhibits & _____		
Interest _____	Educational Contests or Demonstrations _____		
Miscellaneous Receipts _____	Ribbons & Trophies _____		
	Grounds Rental _____		
	Equipment Rental _____		
	Insurance _____		
	Supplies _____		
	Judges Fees & Expenses _____		
	Other Expenses _____		
Sub Total _____	Sub Total _____		
State Allocation _____	Capital Outlay _____		
TOTAL Cash Receipts _____	TOTAL Operating Expenses _____		
Certification			
We certify that we have reviewed the financial records of this fair and find that this financial report is correct to the best of our knowledge.			
Signed By: _____, _____, _____, _____			
Name	Title	Signature	Date
Audit Committee: _____			