Washington State Department of Agriculture

Fairs Program
PO Box 42560
Olympia WA 98504-2560
(360) 902-2043

Application for Capital Improvement Grant Funds

Application deadline: October 16, 2019

(See reverse for eligibility requirements & application process)

Applicant

Name of Fair				Application Date	
Street Address			Mailing Address		
City	State	Zip Code	Mailing City	State	Zip Code
Name of Requesting Officer (Please Print)		Phone Number	Email Address		

If you submit more than one Application for Capital Improvement Grant Funds, what priority is this application (1 being the highest priority)?

This application is priority number _____ of the _____ grant applications we intend to submit for this fair.

Capital Improvement Detail

Description of Capital Improvement (Use Additional Pages if Necessary)

Amount Requested from WSDA	Total Project Amount	Type of Match
$	$	☐ Monetary ☐ In-Kind ☐ Both Monetary & In-Kind ☐ No Match

Has the owner of the facility approved this grant application? ☐ Yes ☐ No

Description of Match

Health/Safety/Legal Requirement of Capital Improvement

What is the impact if you were to receive a grant award less than requested?	Can the project be completed by May 31, 2021 ☐ Yes ☐ No

Applicant Certification

I hereby certify under penalty of perjury that the foregoing information is true and correct to the best of my knowledge.

Signature of Officer Completing Application	Date Signed

Information collected by WSDA becomes a public record and may be disclosed unless exempted by federal or state law.

Application for Capital Improvement Grant Funds – Instructions

Eligibility Requirements

Based on availability of funds, capital funding may be provided to local governments and nonprofit organizations to support capital projects that make health or safety improvements to agricultural fairgrounds or fair facilities in order to benefit participants and the fair-going public. (RCW 15.76.165)

The project for which funding is being sought must be completed by May 31, 2021.

All applicants who receive grant funds must follow applicable procurement procedures.

All applicants must have approval from the owner of the fair facilities.

Grant amounts will not exceed $100,000.00 each.

Application Process

1. Complete one application per project. Multiple smaller projects may be included in one application, but must not total more than $30,000.
2. Attach supporting documentation (i.e., copies of bids, bid proposals, estimates, pictures, etc.).
3. Send to: Washington State Department of Agriculture

   Fairs Program
   1111 Washington Street SE
   PO Box 42560
   Olympia, WA 98504-2560

   Due Date: 5:00 p.m. – October 16, 2019.
4. You may submit your documents electronically to tnorman@agr.wa.gov.
5. If submitting more than one application, rank your application submissions (#1 being the most important, #2 the next most important, etc.).

Review Process

1. Applications will be reviewed and ranked by the Washington State Fairs Commissioners.
2. Preference will be given to those applicants who provide a 50% monetary match to the amount requested or a 50% in-kind match, such as donated material or labor.
3. Preference will also be given to applicants who will use the money towards a capital improvement to address:
   - A safety and/or health situation, or
   - A legal or statutory requirement.
4. Once grant applications are approved for funding, the Department of Agriculture will execute an agreement with the grantee specifying the terms and conditions of the grant.
5. Certain projects may require consultation with the Department of Archaeology and Historic Preservation.